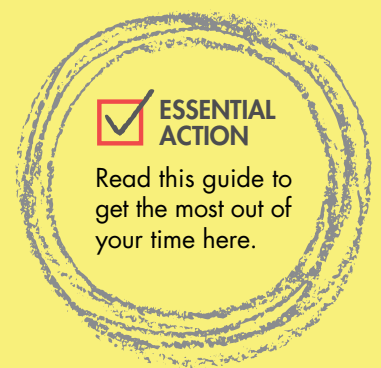


ESSENTIAL WESTMINSTER 2016

A GUIDE TO UNIVERSITY SERVICES AND SUPPORT



UNIVERSITY OF
HEART OF
LONDON
WESTMINSTER

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WELCOME

Welcome to the University of Westminster. Essential Westminster provides the key information you need as you start your studies at the University.

We want you to have a great experience and to be successful in your course. We offer a wide range of support and advice to help you on your student journey. There are also many opportunities for you at the University, to help enhance your skills and understanding, and prepare you for professional and personal life after university.

As well as reading this guide you should also regularly check Blackboard, the University's Virtual Learning Environment. This is the place to go for all your online University resources and services. You will also find the latest news and events, links to key contacts, the University calendar, and information about all University services and facilities.

We are sure you will enjoy your time here, making lifelong friendships and achieving great results in your studies.



PROFESSOR ROLAND DANNREUTHER
Deputy Vice-Chancellor
(Student Experience)



OUR PARTNERSHIP

When you accept a place here you enter into a contract with the University of Westminster, and with your acceptance agree to the terms and conditions of that contract. You are now a member of an inclusive community that embraces equality, diversity and ethical and responsible behaviour. Vital to our success is an effective partnership between students and staff.

Our Student Charter forms the basis of this partnership, setting out our responsibilities to you and what is expected from you in return.



SOME KEY PRINCIPLES OF THE STUDENT CHARTER ARE:

- Treat each other with mutual respect and courtesy in order to foster a supportive and inclusive environment
- Be an active member of the University community engaging in debate and contributing to the activities available
- Attend and participate in all learning activities whether they are face-to-face or online, individual or collaborative
- Complete all assessments and submit all work and feedback on time
- Respond promptly to communications addressed to you
- Proactively engage with systems in place to improve the University
- Speak out when you think things could be improved.



ESSENTIAL INFORMATION

STUDENT CHARTER

Read the full Student Charter at westminster.ac.uk/student-charter

STUDENT CODE OF CONDUCT

You will need to be familiar with this as it sets out the University's expectations in relation to behaviour on site. Read it at: westminster.ac.uk/student-code-of-conduct

POLICIES AND PROCEDURES

We have policies and codes that underpin everything we do. For more information visit westminster.ac.uk/policies-and-procedures

THE COURT OF GOVERNORS

To find out about how the University is governed visit westminster.ac.uk/governance

STUDENTS' UNION

When you enrol at the University you automatically become a member of the Students' Union (UWSU) – an independent organisation that is run by students for students.

The Students' Union is there to represent your needs as a student, protect your rights and make sure your voice is heard when key decisions are made by the University.

The Union is also home to a range of clubs and societies, as well as Smoke Media, Smoke Magazine, Smoke Radio and the award-winning Smoke TV (uwsu.com/smoketv). It boasts a bar (The Undercroft) and nightclub (Area 51) in Harrow and has two shops that stock various student essentials – one at our Harrow Campus and one at our Cavendish Campus.

In addition to representing you, the Students' Union maintains a busy calendar of social and extracurricular activities and events, to make sure your time here is both productive and fun. For the latest details check the UWSU calendar uwsu.com/events

FRESHERS' FORTNIGHT

Over the first two weeks of the academic calendar, the Students' Union organises a range of events for new and returning students. There are events at each campus that you can get involved in, including sports, theatre, martial arts and media. There will be free gifts and discounts on offer so it is worth attending.



COURSE REPRESENTATIVES

As a Course Rep you will be inducted and trained by the Students' Union, in partnership with the University. Course Reps act as a voice for students and have the power to improve and change things for the benefit of students. You will not only have the opportunity to improve academic quality in the University but also have a chance to hold the Students' Union to account. The elections will be held in core subject lectures. For more information, please email course reps@su.westminster.ac.uk or talk to your Course Leader.

To find out who your course rep is, visit uwsu.com/course-rep-directory/

ESSENTIAL CONTACTS

STUDENTS' UNION
uwsu.com

UWSW OFFICES
Cavendish
T: +44 (0)20 7911 5000
ext 67059

Marylebone
T: +44 (0)20 7911 5000
ext 65070

Regent
T: +44 (0)20 7911 5000
ext 65454

Harrow
T: +44 (0)20 7911 5000
ext 68197

UWSU CALENDAR
See uwsu.com/events for a list of forthcoming events.

COURSE REPRESENTATIVES
To find out who your course rep is, visit uwsu.com/course-rep-directory/

BLACKBOARD
Check out the 'University Life' tab.

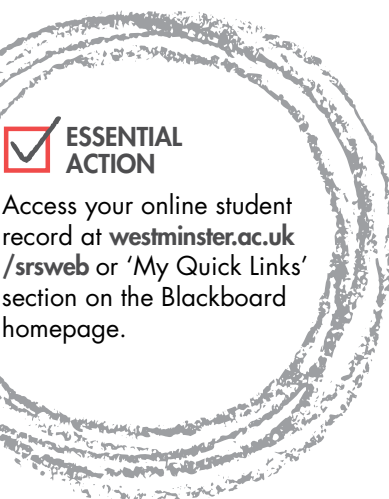
YOUR STUDENT RECORD

SRSWEB IS YOUR ONLINE STUDENT RECORD
You will soon become familiar with SRSWeb because you will need to sign in to it regularly to check your registered modules and assessment marks.

It is important that you ensure your student record details are accurate. If you have a query contact your Faculty Registry Office.

On SRSWeb, you can also:

- Make payments towards your tuition fees and view previous transactions
- Update the contact details we have for you if anything changes
- Link to module registration
- Link to the booking system for your graduation ceremony (you and your guests).



Access your online student record at westminster.ac.uk/srsweb or 'My Quick Links' section on the Blackboard homepage.

STUDENT ENGAGEMENT AND ATTENDANCE (SEA)

You are required to use your student ID card to swipe into your timetabled classes. Each room will have a reader, or a number of readers, and touching your card to the reader will record your attendance. Remember you only need to swipe in at the beginning of your class – you don't need to swipe out when you leave. You need to swipe in no earlier than 15 minutes before your class starts and no later than 30 minutes after the start. Swiping in and then leaving the class is deemed as not attending.

If you forget your ID card but have attended you will also need to log this as an absence to record

the reason you were unable to swipe in. If you are absent, you can also record the reason for your absence so we are able to monitor your engagement in detail.

If you miss a number of timetabled classes your Faculty Registry Office or the University Tier4 Team will contact you to talk to you about your absence and help find you additional support if you are experiencing difficulties.

If you miss classes for an extended period of time, your Faculty Registry Office will review your engagement on your programme of study with your academic course team.

Good engagement leads to higher success rates both academically and professionally.

ID CARDS – HOW DO I GET ONE?

You should have been provided with an ID card at enrolment to be able to register your attendance. If not, then please visit your Faculty Registry Office during their opening hours – they'll issue you with an ID card on the spot.



ESSENTIAL ACTION

Sign into the SEA system with your **username@westminster.ac.uk** and password.

YOUR FACULTY REGISTRY OFFICE

Your Faculty Registry Office deals with all administrative aspects of your course including those relating to enrolment and module registration, coursework and exams, letter requests, and University procedures and regulations. This is also where you may need to submit hard copies of coursework.

You must check Blackboard regularly for important announcements and reminders such as:

- Module registration deadlines
- Exam timetables
- Contact details and opening hours.

ESSENTIAL ACCESS

SRSWEB: YOUR ONLINE STUDENT RECORD

Access it directly via: westminster.ac.uk/srsweb or from the 'My Quick Links' section on the Blackboard homepage.

SEA STUDENT PORTAL

To access the system and view your own engagement and attendance record go to:

westminster.ac.uk/student-engagement-and-attendance

- Sign in with your **username@westminster.ac.uk** and password
- Use the left and right arrows to move between weeks
- Change the view to day or month
- Click on an event to display more information.

ESSENTIAL CONTACTS

ARCHITECTURE AND THE BUILT ENVIRONMENT

Faculty Registry Office
Marylebone Campus
University of Westminster
35 Marylebone Road
London NW1 5LS
T: 020 7911 5000 ext 4910

SCIENCE AND TECHNOLOGY

Faculty Registry Office
Cavendish Campus
University of Westminster
115 New Cavendish Street
London W1W 6UW
T: 020 7911 5884

SOCIAL SCIENCES AND HUMANITIES

Faculty Registry Office
Regent Campus
University of Westminster
Ground Floor
32-38 Wells Street
London W1T 3UW
T: 020 7911 5000 ext 69800

WESTMINSTER BUSINESS SCHOOL

Faculty Registry Office
Marylebone Campus
University of Westminster
35 Marylebone Road
London NW1 5LS
T: 020 7911 5000 ext 4907

WESTMINSTER LAW SCHOOL

Faculty Registry Office
Regent Campus
University of Westminster
Ground Floor
32-38 Wells Street
London W1T 3UW
T: 020 7911 5000 ext 69800

WESTMINSTER SCHOOL OF MEDIA, ARTS AND DESIGN

Faculty Registry Office
Harrow Campus
University of Westminster
Watford Road
Northwick Park
Harrow HA1 3TP
T: 020 7911 5936

TEACHING ON YOUR COURSE

Our aim is to help you develop as a person as well as to gain the knowledge, understanding skills and attributes to prepare you for professional life.

Your studies will be problem-oriented, with opportunities for you to work collaboratively with your peers and in partnership with your tutors. Depending on your course, classes will include lectures, seminars, laboratory and practical sessions, and critical and creative investigations. You will be expected to prepare for most classes by reading and researching topics. Be prepared to join in discussion, ask questions and explain your opinions and ideas in seminars and workshops. Exchange, share, join in and collaborate.

COURSE HANDBOOKS

Once you've enrolled, you'll receive your course handbook with key information on:

- How your course is taught and managed
- Your modules
- Your programme specification
- Personal tutor arrangements
- Contact details and where to go for help
- How to submit work
- How you will be assessed
- How to use feedback
- Mitigating circumstances
- How to change course
- Course specific regulations.

BLACKBOARD

Blackboard is the University's Virtual Learning Environment (VLE) and student portal and is a key resource during your time here. Every course and module has a Blackboard site and your tutors will explain at the start of your course how they will use it.

Once you've signed in to Blackboard, if you are unable to access the sites for the modules you are taking check SRSWeb to ensure that you are registered on the correct modules. If the modules you are taking are not listed on your SRSWeb record, contact your Faculty Registry Office as soon as possible.

Blackboard help for students is available via the 'Help and Support' tab at the top right of every Blackboard page. You can also find your online reading list on the module's Blackboard site. Look for the 'Reading list' link on the left side navigation column.

YOUR MODULES AND TIMETABLES

Your timetable will show all the teaching events for your modules and allow you to view who is teaching your lectures, seminars and tutorials. You can also use it to book library groups and study spaces. By subscribing to your timetable via the 'My Quick Links' section on Blackboard or at westminster.ac.uk/timetables, you can view it via the calendar app on your smartphone or tablet, or via Outlook or Google calendars.

If you notice any timetable clashes or if any modules are missing let your Faculty Registry Office know. If you haven't paid your fees yet, you may not be able to access your timetable.



ESSENTIAL ACTION

Sign in to Blackboard at learning.westminster.ac.uk. Here you can access your course handbook via the 'Content Collection' link as well as the Blackboard sites for each of the modules you are taking.

Subscribe to your timetable via 'My Quick Links' on Blackboard or at westminster.ac.uk/timetables

TEACHING ON YOUR COURSE



SUPPORT YOUR DEVELOPMENT FOR EMPLOYMENT

All undergraduate courses have been built to help students develop the following attributes:

- Critical and creative thinker.
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware.

The graduate attributes will support you in becoming highly employable, globally engaged, and socially responsible. You will be able to explore the graduate attributes in more depth during your course.

The University is developing a resource for students to support you in developing the graduate attributes. You can use the resource to self-assess your level of achievement towards developing these attributes and identify further work you need to do. This resource will be accessible via Blackboard under the 'Learning Resources' tab.

ESSENTIAL ACCESS

BLACKBOARD

To access Blackboard sign in at learning.westminster.ac.uk. Download the Blackboard app on a smartphone or tablet – just visit the app store for your device and search for Blackboard Mobile Learn (note there is currently no app for Windows phones).

COURSE HANDBOOKS

Available from your Blackboard homepage via the 'Content Collection' link.

YOUR MODULES AND TIMETABLES

Teaching timetables available via the 'My Quick Links' section on the Blackboard homepage or at westminster.ac.uk/timetables

CROSS-DISCIPLINARY
LEARNING

+ Westminster Electives
Westminster Electives are credit-bearing modules that give you more choice in what you study, and broaden your educational horizons. Electives give you opportunities to study subjects outside your core curriculum and even your subject area. These modules help you to build skills and knowledge for professional life.

Cross-disciplinary electives promote learning across disciplines or subject areas and learning in diverse teams. If you are interested in studying a Westminster Elective module, you can choose one (where your course allows) during the annual module registration process.

 **ESSENTIAL ACTION**

Visit westminster.ac.uk/westminster-electives to check out the extra modules you can choose to help build your skills and knowledge for professional life.

POLYLANG –
THE UNIVERSITY’S OPEN
LANGUAGE PROGRAMME

If you would like to learn a new language as a complete beginner, or improve your knowledge of one that you already speak, have a look at our Polylang programme. Polylang offers a range of assessed and accredited language modules that may count towards your undergraduate degree, if studied at an appropriate level.

Polylang is a great way to gain a skill that may help you stand out from other candidates at interview. Polylang offers Arabic, Chinese, French, German, Italian, Japanese, Russian and Spanish, among other languages.

ACADEMIC ENGLISH MODULES

Our Academic English modules have been designed to allow you to consolidate, extend and develop your proficiency in Academic English, and are available whether you are studying at undergraduate, postgraduate or Doctoral level.



STUDENT AS CO-CREATORS

The University is currently working in partnership with students using the students as co-creators model. So far, the University has funded research projects where students and staff have worked in partnership to explore ways of improving learning and teaching at Westminster. These projects are an opportunity for you to voice your opinion, shape your learning experience and develop your skills, experience and networks.

For more information, visit the students as co-creators Google site: sites.google.com/a/my.westminster.ac.uk/students-as-co-creators/ Sign in using your university Google ID.

For further information on students as co-creators in general visit jisc.ac.uk/guides/curriculum-design-and-support-for-online-learning/partnerships.


ASSESSMENT AND FEEDBACK

Where your work is marked, online provisional assessment marks will be accessible to you via Blackboard. Final confirmed marks will appear later on SRSWeb. If you think there are any marks missing, or if you spot an error, get in touch with your Faculty Registry Office as soon as you can. You should also refer to SRSWeb to check which module you are registered on.

Feedback isn't just about receiving a mark and can be given in a variety of ways. Examples include a lecturer taking time out at the end of lesson to provide comments on a recent assessment, feedback through Blackboard and one to one meetings.

ESSENTIAL CONTACTS

- WESTMINSTER ELECTIVES**
For more information visit westminster.ac.uk/westminster-electives
- POLYLANG**
For more information visit westminster.ac.uk/polylang
- ACADEMIC ENGLISH MODULES**
For more information visit westminster.ac.uk/academic-english

 **ESSENTIAL ACTION**

You must read the Handbook of Academic Regulations at westminster.ac.uk/academic-regulations. This gives information on assessments and examinations including mitigating circumstances, academic misconduct and appeal.

INTERNATIONAL STUDENTS

The International Student Adviser is here to help you. One-to-one support is available throughout the year for international students who are struggling to settle in. Visit westminster.ac.uk/student-advice or email studentadvice@westminster.ac.uk

VISAS

The visa rules are complicated and change frequently. If you have any questions or concerns about your visa, if you need to extend your visa or are thinking of changing course, please contact Student Advice as soon as possible. The Student Advice team are the only staff in the

University who can give you visa advice and it is important that you have the right information. You can email us with details of your query and your University ID number at studentadvice@westminster.ac.uk, or call +44 (0)20 7911 500 ext 66080. If your query is complicated we will book you an appointment.



INTERNATIONAL STUDENTS

In order to make sure that your time at Westminster is as rewarding as possible you will need to be aware of the conditions attached to your Tier 4 visa and make sure you comply with these conditions throughout your time in the UK. You can also find this information in the visas section of the University website: westminster.ac.uk/tier4-conditions-of-stay.

WORKING IN THE UK

There are terms, conditions and rules that you must comply with to work in the UK. If you do not understand these you could breach your visa conditions which is a serious offence. Please visit ukcisa.org.uk for details.

NATIONAL INSURANCE NUMBER (NINO)

If you start looking for a job, you'll need to apply for a National Insurance Number by calling 0845 6000 643.

OPENING A BANK ACCOUNT

If you are on a course for longer than six months it's a good idea to set up a bank account as soon as you can. A number of banks offer international student bank accounts, including Santander, HSBC, Bank of China and NatWest Bank. Some banks will have stalls during the International Student Welcome Programme and the Freshers' Fair, where you can get more information and help with opening an account.

When you open a bank account most banks will want to see:

- A valid passport
- A letter from the relevant Admissions Office or Faculty Registry Office saying you are enrolled. Your Faculty Registry Office can provide you with the letter after you've enrolled – visit westminster.ac.uk/forms, complete the Official Letter Request Form and submit it to the office
- Your student ID card
- Evidence of your address
- Substantial evidence of funding for your studies
- A letter of introduction from your bank at home is also very helpful.

REGISTERING WITH THE POLICE

See met.police.uk for the full registration procedure. Some international students will need to register with the police – check your visa to see whether you need to do so. For students enrolling in September, there is a special arrangement with the University and you will be sent an email with details of how to take part in the 'partial registration' process.

ESSENTIAL CONTACTS

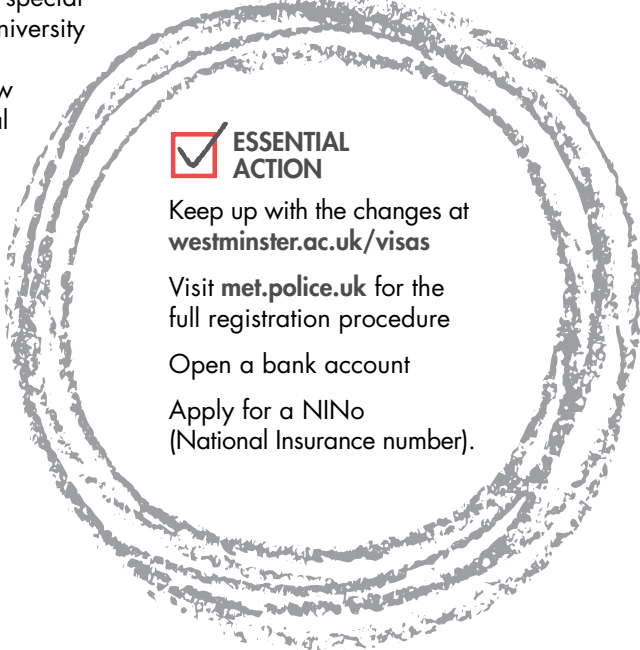
INTERNATIONAL STUDENT ADVISER
Visit westminster.ac.uk/student-advice or email studentadvice@westminster.ac.uk

VISAS
Keep up with the changes at westminster.ac.uk/visas

WORKING IN THE UK
Visit ukcisa.org.uk for details

NATIONAL INSURANCE NUMBER (NINO)
To apply call 0845 600 0643

REGISTERING WITH THE POLICE
Visit met.police.uk for the full registration procedure.





CAREERS, EMPLOYABILITY AND OPPORTUNITY

CAREER DEVELOPMENT CENTRE
The Career Development Centre gives you access to many work-related opportunities and helps you to achieve the Westminster graduate attributes.

The centre can assist you with:

- Sourcing work placements
- Internships
- Volunteering opportunities part-time work
- Paid jobs on campus and graduate roles
- Planning your professional development
- Gaining essential employability skills
- Identifying key skills and experiences
- Marketing yourself effectively
- Advice on CVs and applications
- Interview preparation and practice.

The Career Development Centre also organises a range of workshops including employer-led events, careers fairs and networking evenings.



ESSENTIAL ACTION

Visit westminster.ac.uk/hear to learn about your Higher Education Achievement Record

THE HIGHER EDUCATION ACHIEVEMENT RECORD (HEAR)

The HEAR is a formal degree transcript that provides a full record of your university achievements, including both academic and extra-curricular learning and experience.

It's an electronic document that can be accessed online while studying for your undergraduate degree or after you've graduated and are applying for employment or further study. The HEAR serves as a formal means for the University to recognise your achievements and participation in University life outside the formal curriculum. It not only records programme details, marks and degree classification but also details of time spent studying abroad, prizes and awards, volunteering activity and more.

ENGAGE

Engage is a key online resource where you can search for jobs, register for employer events and skills sessions, and book appointments with our dedicated team of Careers Consultants.

CAREER MENTORING

You can develop skills, and expand your knowledge and experience of the working world by taking part in a mentoring scheme. The Career Development Scheme and the National Mentoring Consortium undergraduate ethnic minority scheme are designed to widen your aspirations and enhance your personal effectiveness.



ESSENTIAL CONTACTS

HEAR

Visit westminster.ac.uk/hear

CAREER DEVELOPMENT CENTRE

Find out more at westminster.ac.uk/careers

ENGAGE

Sign in and start exploring at engage.westminster.ac.uk

CAREER MENTORING

Find out more about our mentoring schemes at westminster.ac.uk/mentoring

WORK PLACEMENTS

Work placements are a very useful way of gaining relevant, professional experience and knowledge of a particular industry, as well as potential references. Graduate recruiters often use such schemes as a means of assessing possible candidates for employment after graduation. Most large organisations, and some smaller ones, run placement schemes for students. These can vary in length from two to three weeks, a vacation period or up to a year.

TALENT BANK

The Talent Bank is an internal recruitment agency run by the Career Development Centre. The Talent Bank gives you the opportunity to apply for paid temporary and part-time vacancies within the University and local businesses. Taking on work whilst you study is a fantastic opportunity to develop transferable skills, gain valuable experience and subsequently increase job prospects after graduation.

VOLUNTEERING

Make the most of your university experience by getting involved with volunteering projects in the local community. It is flexible, diverse and easily accessible. It is great way for developing real-life experiences, making new friends and making your world a better place.



STUDENT EXCHANGE AND INTERNATIONAL PLACEMENT

By participating in a student exchange or overseas work placement you will not only participate in a life changing experience, you will also increase your employability. The latest evidence shows those who study or work abroad will earn a better class degree and be higher paid. You can gain the global skills necessary to be successful through the pursuit of study or work opportunities in countries such as the USA, China, France, Spain, Australia, Canada, New Zealand and many more.

We have a wide range of exchange opportunities through which you could study abroad. Whatever your motivation, participating on an exchange will open the door for you to fulfill your global potential. As part of its exchange offerings, the University is also an active participant in the Erasmus+ Programme, supported by the European Commission, and has over 60 Erasmus+ partnerships. Students studying or working on an Erasmus+ scheme can apply for grants towards living expenses. The student exchanges section of our website will help you find out where you can go. Get more information and see where in the world your Westminster degree can take you, visit: westminster.ac.uk/westminster-abroad

SHORT-TERM GLOBAL OPPORTUNITIES

Short-term global opportunities are defined as a period of international experience that is at least three days long and less than three months in duration. These may include overseas summer schools, internships, volunteer work, field trips that are embedded within the curricula among other things. Even short periods of international experience can add value to your University experience, benefitting your academic and personal development and enhancing your employability. To find out more about short-term global opportunities, visit westminster.ac.uk/westminster-abroad

STUDENT AMBASSADOR'S SCHEME

As a student ambassador you will share your knowledge and passion for university life with young people across the UK. You will represent the University at open days, launches, or on visits to schools and colleges. You will also deliver talks on student life and courses at the University.

In exchange for your time and energy, you'll receive training to develop and improve your skills and confidence. You will also be paid for the work you do. The hours you work will be arranged to fit in with your study schedule.



STUDENT REPRESENTATIVES

Every course run by the University has a committee that is made up of lecturers, support staff and student representatives. Student representatives are elected each year by fellow students on their course. The course committee meets to discuss the course and its development. Student representatives play a crucial part in this process, providing student feedback and raising any issues that are affecting students. Student representatives work closely with the University of Westminster Students' Union (UWSU) and will also be invited to join University and faculty groups.

If you would like to become a student rep, speak to your course leader. If elected, you'll receive training and support to prepare you for your role, which will also teach you valuable transferable skills.

SUSTAINIBILITY

Sustainability is at the heart of all we do. Through our Corporate Social Responsibility programme of events, campaigns and projects, you can help to create positive change and build a better future.

LEARNING RESOURCES

The University is developing a resource for students to support you in developing the graduate attributes. You can use the resource to self-assess where you are in your student journey and identify further work you need to do to demonstrate the graduate attributes. Check out the Learning Resources tab on Blackboard to find out more.

ESSENTIAL CONTACTS

WORK PLACEMENTS

Find out more about the placement team within your faculty and view the current placements at westminster.ac.uk/work-placements

TALENT BANK

Find out more at westminster.ac.uk/talent-bank

BLACKBOARD

Check out the 'Jobs and Careers' tab.

VOLUNTEERING

Call 020 3506 6112, email volunteering@westminster.ac.uk or visit westminster.ac.uk/volunteering for more information.

STUDENT EXCHANGE

westminster.ac.uk/westminster-abroad

STUDENT AMBASSADOR'S SCHEME

Read more about how you can inspire young learners at westminster.ac.uk/ambassadors

STUDENT REPRESENTATIVES

Learn more at westminster.ac.uk/student-representation or speak to your Course Leader.

SUSTAINIBILITY

To get involved visit westminster.ac.uk/sustainability or visit the blog at [blog.westminster.ac.uk/blog](https://westminster.ac.uk/blog)

ADVICE AND SUPPORT

STUDENT AFFAIRS

In a nutshell, the Student Affairs department offers:

- Career development
- Learning support, including disabilities and academic learning support
- IT training
- Student advice for home and international students
- Student funding and scholarships
- Student health
- Counselling
- Faith and spirituality
- Student advice on financial help.

It also deals with any complaints you might have.

STUDENT ADVICE

You can get information online by visiting westminster.ac.uk/student-advice or emailing studentadvice@westminster.ac.uk and quoting your student ID number.

The Student Advisers give specialist advice and support on a wide range of issues including student finance, funding, visas, fees, social security benefits, council tax, and care leavers. They also offer one-to-one appointments throughout the year and have two offices:

Cavendish Campus

First Floor, Cavendish House
101 New Cavendish Street
London W1W 6XH
T: +44 (0)20 7911 5000 ext 66080
E: studentadvice@westminster.ac.uk

Harrow Campus

(Mondays, Tuesdays and Thursdays, term-time only)
Maria Hewlett building
Watford Road, Northwick Park
Harrow HA1 3TP
T: +44 (0)20 7911 5000 ext 68229

WESTMINSTER ADDITIONAL GRANTS SCHEME

This scheme is a source of help to students in financial difficulty. You can get help towards general living costs such as rent, travel expenses, childcare or course related costs. The grant may not be used to pay fees. If you qualify for a payment it will not usually need to be repaid.

STUDENT HEALTH AND WELLBEING

The student health service is a confidential health and welfare service run by experienced nurse practitioners. They can also give you information on accessing NHS services including registering with a General Practitioner (GP) or a dentist.

The health service is open during term time and is free to all students. Clinics are located at Harrow and Marylebone campuses. You can pop in or contact them to make an appointment to see a doctor.

Harrow Campus Student Health Service

Room EG5,
Maria Hewlett Building
Watford Rd
Northwick Park
Harrow HA1 3TP
T: +44 (0)20 7911 5000 ext 68224
M: +44 (0)799 062 2595

Marylebone Campus Student Health Service

Room 6, Luxborough Suite
35 Marylebone Road
London NW1 5LS
T: +44 (0)20 7911 5186
M: +44 (0)780 462 2236

Please note that the student health service is not the same as a GP and you will still need to register with an NHS doctor if you are eligible.

FAITH AND SPIRITUALITY

We are committed to embracing diversity and promoting equality among our students and are proud of our diverse international community of students with their religious and other beliefs or non-beliefs. In the spirit of embracing diversity, we provide both multi-faith quiet rooms and Muslim prayer rooms across all campuses.

We also have an interfaith adviser whom you can contact by emailing interfaith@westminster.ac.uk.

There are also a number of religious societies run by students. Visit uwsu.com/societies to learn more.

COUNSELLING SERVICE

Our professional and experienced counsellors offer confidential counselling where you can work through your problems either one-to-one or in group sessions. You can use the service for help with a wide range of personal and emotional issues, including study difficulties, relationship problems, depression and anxiety.

DISABILITY LEARNING SUPPORT

We offer a confidential service to all disabled students, providing advice and support. We'll then assess your needs and make sure the appropriate support is in place during your studies. If you have a disability or specific learning difficulty, registering with us is one of the first things you should do when you join. Please get in touch with the team as early as possible to allow enough time to put any arrangements in place.

When you register you will be asked to provide up-to-date medical evidence or, if you have a specific learning difficulty, an up-to-date diagnostic report carried out by a qualified practitioner.

The term 'disability' is used to cover a wide variety of conditions, those that have a long-term impact on carrying out day-to-day activities or study.

Disabilities include:

- Specific learning difficulties, such as dyslexia, dyspraxia, ADD/ADHD (Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder)
- Autistic Spectrum Disorder
- Mental health conditions
- Hearing impairments
- Visual impairments
- Physical disabilities
- Long-term medical conditions such as ME/Chronic Fatigue Syndrome and Multiple Sclerosis (MS).

If you have a disability you are encouraged to be open about it and confidentially register with Disability Learning Support. They will discuss with you the likely effects of your disability on your studies and what support arrangements you may be eligible for.

A mentoring service is also available to those eligible via the Disabled Students' Allowance (DSA).

ESSENTIAL CONTACTS

STUDENT AFFAIRS

Keep up-to-date with the team on the Student Affairs Facebook page: facebook.com/uw.studentaffairs

STUDENT ADVICE

You can get information online quoting your student ID number. Visit westminster.ac.uk/student-advice or email studentadvice@westminster.ac.uk

WESTMINSTER ADDITIONAL GRANTS SCHEME

westminster.ac.uk/additional-grants

STUDENT HEALTH AND WELLBEING

Find out more at westminster.ac.uk/student-health or email student-health@westminster.ac.uk

FAITH AND SPIRITUALITY

Visit westminster.ac.uk/faith-and-spirituality

COUNSELLING SERVICE

Visit westminster.ac.uk/counselling

DISABILITY LEARNING SUPPORT

westminster.ac.uk/disabilities or to register contact DLS@westminster.ac.uk

BLACKBOARD

Check out the 'University Life' tab.

ACADEMIC SUPPORT

YOUR PERSONAL TUTOR
Personal tutoring provides academic and pastoral support for all students (undergraduate and postgraduate) on courses of one (or more) year's duration. Get advice from your personal tutor on choosing option modules, gaining further study skills, programme planning, or any matters affecting your studies. Personal tutoring is a crucial aspect of student support. It will help you to fulfil your academic and personal potential. You can talk to your personal tutor about anything that may be affecting your studies. Your tutor can direct you to other University support services or put you in touch with a senior tutor, disability tutor, or counsellor for specialist advice, if appropriate.



PERSONAL DEVELOPMENT PLANNING (PDP)

Get more information on PDP from your course handbook or just ask your course leader. PDP gives you the chance to reflect on, document and showcase your studies and achievements at the University. It helps you to take responsibility for your own learning and development, review what you've achieved so far and plan for the future. PDP is integrated into every course, but the approach and how it is implemented may vary. The University also offers an online system that you can use at any time to self-assess your development in relation to the Westminster graduate attributes. This resource can be accessed via Blackboard under the Learning Resources tab.

ACADEMIC SKILLS

If you would like to develop your academic skills, the University offers a number of services and online resources to help you.

Academic Learning Advisers
The Academic Learning Advisers hold one-to-one advice sessions as well as a range of workshops on topics such as essay writing, critical thinking, time management and planning, as well as dissertation support. You'll find details via the 'Learning Resources' tab in Blackboard.

Academic Liaison Librarians
Academic Liaison Librarians are subject specialists who can advise you on researching your assignments, using the online library including Library Search and your online reading lists, as well as avoiding plagiarism by referencing appropriately.

LEARNING RESOURCES

Library and IT support
At key times of the year, libraries are open 24 hours a day, 7 days a week. At enrolment you will be issued with a student ID card, which will enable you to access your campus building, borrow library items and use the printers and photocopiers. There are four campus libraries. Each holds a collection of books, journals, and specialist materials that cater for the subjects taught at that campus, as well as general learning resources. You can access e-books and e-journals online via westminster.ac.uk/librarysearch. You'll find a range of study areas in each library for group and independent study, plus computer rooms with desktop computers, photocopiers, scanners and printers. Specialist software is available in some rooms – check with your course tutors for more information. If you want to use your own laptop, or borrow one from the library, you can use the University wireless network anywhere on our campuses. Computers with assistive technology are available at each campus and each library has a contact person who can offer advice. If you need IT support in person, visit one of the library counters. You can also get 24/7 help over the phone by calling (0)20 7915 5488, or online at westminster.ac.uk/it. You can also log a ticket via fixitcentre.westminster.ac.uk.

IT Training
Find more information at westminster.ac.uk/trainingteam. The IT Training Team provide free training and support in IT software. The skills developed from training can help you progress through coursework with greater ease and efficiency, as well as providing you with key IT skills for the workplace when you graduate. There are opportunities for you to gain internationally recognised qualifications in Adobe and Microsoft software to enhance your CV.



ESSENTIAL CONTACTS

- YOUR PERSONAL TUTOR**
Visit: westminster.ac.uk/personal-tutoring
- PERSONAL DEVELOPMENT PLANNING (PDP)**
Get more information on PDP from your course handbook or just ask your course leader.
- ACADEMIC LEARNING ADVISERS**
You'll find details via the Learning Resources tab in Blackboard.
- ACADEMIC LIAISON LIBRARIANS**
westminster.ac.uk/academic-liaison
- LIBRARIES**
westminster.ac.uk/library
- E-BOOKS AND E-JOURNALS**
Can be accessed online via westminster.ac.uk/librarysearch
- IT SUPPORT**
Visit one of the library counters, or get 24/7 help over the phone by calling (0)20 7915 5488, or online at westminster.ac.uk/it. You can also log a ticket via fixitcentre.westminster.ac.uk
- IT TRAINING**
Find more information at westminster.ac.uk/training-team



ADDITIONAL FACILITIES

SPORTS AND FITNESS

Regent Street Gym

Regent Street Gym boasts state-of-the-art facilities, including modern cardio and resistance equipment, a functional training area, studios, free weights, a boxing-bag studio and a spinning suite.

Harrow Sports Hall

The Sports Hall accommodates a broad mixture of sports including badminton, cricket, netball, basketball, five-a-side football and volleyball. There is also a fully equipped fitness suite with modern cardio and resistance equipment.

Chiswick Sports Ground

The extensive grounds at our Chiswick Sports Ground are suitable for a huge range of sports, including football, American football, rugby, hockey, lacrosse, cricket, tennis, netball and rowing. The facilities also include a pavilion, bars and function rooms. The boathouse has a bar and balcony overlooking the River Thames.

Changing rooms are available and there is full wheelchair user access to facilities and equipment.

UNIVERSITY BOOKSHOP

There is a University bookshop at Marylebone Campus. We sell new and second-hand books, stationery and architects' materials along with University branded merchandise.

Books bought from the University bookshop can be resold through the book exchange scheme. You can also join the student book account scheme and get discounts on all books, all year round. Ask the bookshop staff for details.



ADDITIONAL FACILITIES



POLYCLINIC

The Polyclinic is our specialist teaching and research clinic and offers its services, consultations and treatments at reduced prices to students, staff and the general public. No referral is needed and treatment is given or observed by advanced-level complementary medicine students, under the supervision of experienced practitioners.

Therapies available include acupuncture, Chinese herbal medicine, Western herbal medicine and Qigong Tuina.

REGENT STREET CINEMA

The University of Westminster has completed a major campaign to restore and reopen the historic cinema at our Regent Street headquarters. As the birthplace of British cinema, the new state-of-the-art auditorium is open to the public as a unique arts venue for screenings, lectures, workshops and events, and has become a landmark for film in the heart of London's West End.

ESSENTIAL CONTACTS

SPORTS AND FITNESS
westminster.ac.uk/sport-and-leisure

POLYCLINIC
westminster.ac.uk/polyclinic

REGENT STREET CINEMA
Become a member or book discounted tickets at regentstreetcinema.org.uk

Find out more about the University of Westminster online;
visit westminster.ac.uk or follow us on social media:



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