

# Undergraduate Student Handbook

*Academic Year 2023-24*

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## About this Handbook

This handbook provides you with information about the University and its facilities. It is accompanied by information on the University website, which can be found [here](#) and/or Canvas.

If any changes are necessary, the Student Handbook will be updated and the most recent version will be available on the University's Virtual Learning Environment (VLE), Canvas, by navigating to Dashboard > Faculty Homepage > your faculty > Student Handbook.

## Comment

If you have any comments on this handbook, what you found useful or what else you think could be included, please email the Quality Team:  
[quality.assurance@nulondon.ac.uk](mailto:quality.assurance@nulondon.ac.uk)

## How We Will Communicate With You

Outside of induction meetings, personal tutor meetings (third years), Academic Adviser meetings (first and second years) lectures, tutorials, or other scheduled sessions, the University email system and Canvas will be the main methods of relaying important information to you. **Emails about important matters will be sent to your University email address, which you need to check regularly.** Any hard copy correspondence will be sent to the address on your student record. It is important that you keep this up to date via your account details held by Registry.

Other methods of communication are via the student newsletter 'The Bridge', noticeboards and announcements in class.

## Key Information About the Academic Year

The Academic Year governs the University's academic operations and service provision and, within this, we have set term/semester dates and examination periods.

It is strongly recommended that you note the key term/semester dates in 2023-24 from the Programme Handbook section of the Faculty/Discipline Homepage on Canvas. Check back at the Faculty/Discipline Homepage regularly to ensure that you see any updates that may take place.

## Staying Safe on Campus

The University has security procedures in place as outlined in the [Campus Security Policy](#). **You are required to wear lanyards whilst on campus** and be vigilant of

any suspicious behaviour. Your lanyard will contain your Northeastern University London ID which is needed to gain access to our campus. This card will also act as your student ID.

You must follow security procedures and co-operate with requests from staff or Security as required, including requests made in the event of an emergency or evacuation. You are responsible for visitor compliance as specified within the [Visitors Policy](#).

In line with UK government guidance as of the publication of this handbook, face masks are currently optional and social distancing measures are not in place. However, we are keen to remind all community members to be mindful of each other's personal space, and to use the hand sanitisers that are available throughout the campus. We have physical members of Security present on our campus and CCTV to enhance our campus security.

## Visitors

From time to time, you may wish to have visitors attend the University. The University has a [Visitors Policy](#) which outlines the procedures that must be followed.

## Your Timetable

Your timetable is available via CELCAT, the University's timetabling application. It is your responsibility to regularly check CELCAT to ensure you know the time and location of your classes. During induction in Freshers' Week, drop-in sessions on how to use CELCAT are held, and a 'how to' guide with an accompanying video can be found on Canvas.

## Buddies

After receiving your offer, you would have been introduced to your buddy by a member of the student recruitment team via email. It is possible that you have spoken to them already during your interview visit, offer holder event or via the Unibuddy chat platform found on our website. Your buddy is a student ambassador either in their first or second year of study,. Once you enrol, they will be a friendly face to greet you during Freshers' Week, an additional point of support with any academic queries, and to generally help you settle into life at the University in your first week.

## Facilities at the University

## The Campus

The University occupies space within a shared building, Devon House, consisting of Ground Floor East, Groundfloor West, First Floor and Second Floor West of the building. Devon House (the Campus) is located at 58 St Katharine's Way, London E1W 1LP.

The campus is typically open Monday to Friday from 08:00-21:30. During exam periods or under special circumstances the University may be open at the weekends. You will need to submit an enquiry to [facilities@nulondon.ac.uk](mailto:facilities@nulondon.ac.uk) for further information.

The Landlord allows all tenants of the building to make use of the shared communal area in the Groundfloor Landlord entrance, which includes the outside terrace. The Landlord communal space is restricted to no more than 20 students at any given time.

Showers and bike parking is available to all members of the University. Because we are in a multi-tenanted building you will need to use your NU-ID to get back from all toilets/showers.

Professional staff are situated a few minutes away in Marble Quay. If you wish to speak to a member of professional staff stationed in Marble Quay, you should go to [First Point](#) or email the member of staff in question.

The campus provides you with a wide range of spaces and facilities, including:

### Campus Hub (Ground Floor West)

- Space to work and relax
- Event space
- First Point (student help point)
- Instant chilled and hot water taps
- WCs
- Pool/Table Tennis

### Ground Floor East

- Quiet study space
- 5 classrooms
- 1 seminar rooms
- Meeting space (not enclosed)
- 3 tutorial rooms
- 2 support rooms

- Printer
- WCs

## First Floor

- Quiet study space
- 13 classrooms
- 3 seminar rooms
- Meeting space (not enclosed)
- 7 tutorial rooms
- 2 support rooms
- Printer
- Instant chilled and hot water taps
- WCs

## Second Floor

- Study space
- Silent study zone
- 3 support rooms
- Multi faith room
- 6 Classrooms
- 4 Tutorial rooms
- 6 Working pods
- Printer
- Instant boiling and chilled water taps
- WC's

## First Point

First Point is a dedicated area in the Campus Hub, a Student Life Assistant is based there and is the first point of contact for any queries you have as a student. You will see banners explaining the different kinds of questions and issues that staff at First Point can assist you with. First Point query desk for students:

- Core hours - 10:00 to 16:00 Monday to Friday
- Busy/peak times – 08:30 to 17:30 Monday to Friday Student

## Lockers

150 lockers are situated on the first floor, 60 are located on the second floor and 65 in ground floor east for student use. The Student Union bases officers at First Point most days through-out the week between 10.00 and 16.00 and also, manages the booking of lockers and will make booking information available through their communication channels.

## **Libraries**

You have a number of world-class libraries in London and online available to them.

### **Northeastern Library**

You have access to the Library's digital resources which include over one million e-books, 150,000 electronic journals and 120,000+ streaming video and audio titles. Northeastern's Library also offers helpful resources including a 24/7 LibChat service, one-to-one assistance from subject specialist librarians and workshops and events throughout the year.

### **City of London Libraries**

You have full membership access to the City of London's lending libraries at the Barbican Centre, Shoe Lane and Artizan Street. Facilities offered at these libraries include study space, wifi, printing, book borrowing privileges and access to digital resources. In addition, you can request access to the research libraries including Guildhall Library and the London Metropolitan Archives.

### **Devon House Collection**

A collection of print reference books that cover core reading from every discipline taught at the University is available on site at Devon House.

### **Senate House Library**

You can also request a membership to Senate House Library, one of the UK's largest academic libraries for arts, humanities & social sciences. Located in central London, it is home to over two million books and over 1800 archives and special collections.

Membership gives you borrowing rights to the Library's entire collection of printed books, including a specific Northeastern University London collection of books chosen by the University's faculty for its direct relevance to the degree syllabi taught at the University. This collection is situated in one of the most spacious and beautiful reading rooms within Senate House.

You also have access to the Library's digital resources on-site and use of study spaces, Wi-Fi and printing facilities.

### **Westlaw and Lexis+**

Those studying a Law course have full access to the most up-to-date law reports, case law, legislation, journal articles and more through the Westlaw and LexisNexis online legal databases.

In addition to the above resources, you can also sign up for a Reader's Pass to the British Library – one of the greatest research libraries in the world where you can explore any of the 170 million items in the library's collection. As it is a copyright library, it has copies of all new books published in the UK, and many of those published abroad, making it an excellent resource when more detailed research is required. The Library Officer can help facilitate requests for a Reader Pass.

## Laptops and Other Mobile Devices

You can bring your own device to the University Campus, and in doing so you must follow the [Bring Your Own Device Policy](#).

## Online Resources

You have access to the [Virtual Learning Environment](#) (VLE), Canvas, which is the University's method for sharing lecture and tutorial materials and other course resources. You should not, however, regard the resources located on the VLE as sufficient for your research: independent research, and literature searches, are required for most assignments, with the exception of some highly technical areas.

## IT Support

For technical support, please contact [IT](#).

## Audio-Visual

The Campus features cutting edge audio-visual equipment throughout its campus to support academic and co-curricular programming. Classrooms offer integrated audio-visual technologies that provide a fully-immersive streaming experience. These spaces can be utilised for classes, panels, and will enable the University to leverage experts remotely across the global network. Meeting rooms are outfitted with wireless presentation technology that enables student collaboration. A large AV-enabled event space supports student events, local industry collaboration, and community networking.

If you have any questions about audio visual equipment, please contact [IT](#).

## Email

You will be issued with a University email address when you register. Important communications will be sent to this email address, and you are strongly advised to check your email at the beginning and end of each day during teaching periods and regularly over vacation periods so that you do not miss important messages. Failure to check emails will not normally be accepted as an excuse for you not to respond to or take action on emails sent to you.

## Data Storage

You are given 5GB of disk space on Google Drive. This space is only for non-Google documents (i.e. PDFs, Microsoft files, movies, pictures, etc.) which means that any Google document is not counted. This ‘cloud’ file storage is less risky than using a USB stick: it is regularly backed up so your data will always be safe and available. It also has the benefit of enabling you to access your files anywhere in the world with Internet.

## Printing & Photocopying

Printers and scanners are available for safe use in the Campus. You are provided with a starting allowance for printing, and further credit can be purchased. Guidance on how to use the University printers will be provided during welcome week.

## Wi-Fi

The “eduroam” wireless service provides Internet access from your own computer and from some smart phones, as long as the devices are compliant with our [BYOD Policy](#) and [Acceptable Use Policy for Students \(IT\)](#). You will need to use your Network username followed by @nulondon.ac.uk and password to access the University “eduroam” wifi (same username and password as Canvas/Celcat).

## Information Sharing & Phishing

The Internet exposes you to constant risks from malware and from criminals who want to defraud, harass or harm you.

To combat this, you need a combination of common sense, security awareness and the right software tools. You also need to be alert to the possibility of ‘phishing’, i.e. attempts, generally via email messages, which trick you into divulging personal information such as bank account details, credit card numbers or passwords. Some phishing takes the form of bogus websites. Therefore, be cautious of any site which claims to be part of the University but is not within the [nulondon.ac.uk](#) domain.

Keep your passwords safe and secure and do not disclose them to anyone. If you use any University websites to enter or update your personal information, always check for https:// and [nulondon.ac.uk](#) in the security certificate, which you can see by clicking on the padlock in the toolbar or footer of the web page. If you do inadvertently disclose any personal information, please contact [IT](#) immediately so that we can protect your account.

If you receive an email that seems suspicious and unsolicited, if you know the sender, please contact them by a new email (do not reply) or other means and ask them to confirm if that email is legitimate and was actually sent by them and not an impersonator.

If you receive any suspicious spam or phishing emails, please contact [IT](#) immediately with a full screenshot of that email (sender details and date included).

## Health and Safety

At the University, health and safety is a serious matter. Please take care and report anything you deem to be unsafe to [Facilities Team](#) or directly to a member of the team at First Point. The University has a Health and Safety Committee, with Faculty and Student Representation. Student Representation can be contacted on [facilities@nchsu.org](mailto:facilities@nchsu.org). A list of first aiders and fire wardens is present at every kitchen across the University should you experience an emergency whilst on our campus.

### Fire Evacuation Procedure

Routine fire alarm tests are sounded at 10:45 every Tuesday.

In case of a fire:

- Stop what you are doing.
- Calmly leave the building.
- Do not stop to pick up your belongings.
- Exit the Campus, turn right and report to the meeting point opposite Dickens Inn.
- For more information please click on '[Campus Information](#)'.

## Operations

Timetabling, facilities and the University's Library resources all fall under the University's [Operations](#) team. Operations ensures the smooth-running of the University and is in charge of financial management, corporate relationships, Human Resources and the IT facilities.

### Timetabling Manager

The Timetabling Manager manages the timetabling needs of the University. They are the main contact for any timetabling queries you have. They can also assist with any ad-hoc room bookings for you or staff or for event purposes.

### Facilities Manager

The Facilities Manager looks after all the facilities at the University and is the primary contact for all facilities/IT matters across the University. They are a trained First Aider and Fire Warden as well as helping to take care of the health and safety aspects of the University.

### VLE and Library Resources Manager

The VLE and Library Resources Manager manages the Virtual Learning Environment (Canvas) and the Library resources at the University and is the first port of call for teaching and learning technology issues as well as library matters both for you and for staff.

## Student Life

Student Life is responsible for:

- Planning student mobility programmes activities
- Implementation of student mobility procedures and administration
- Key point of contact with Boston colleagues
- Overseeing University wide events
- Managing the Student Union

## Academic Services

As a student at the University your experience is personal, not anonymous. The smaller scale of the University means that there isn't the same sense of anonymity that students might sometimes feel at larger universities. All our members of staff are friendly, responsive and easy to contact. Whether you need guidance on day-to-day student life, academic matters, illness or other worries, there is always someone who will listen and offer support.

Academic Services is arranged into teams who have responsibility for the following areas:

### Registry

[Registry](#) is responsible for the management and administration of:

- Student records (registration to graduation)
- Assessment
- Appeals, complaints and misconduct
- Extenuating circumstances
- Statutory data collections and returns

### Student Support & Development

[Student Support & Development](#) is responsible for:

- Student wellbeing/mental health
- Disability support
- Support for EC applications

- Support to study
- Prevent
- Safeguarding
- Support for student complaint/appeals
- Finance support (SFE/DSA, bursaries)
- Hardship Funds
- Counselling
- Specialist support for care leavers

## Academic Support

The Academic Support Team provides academic advice and support for students to help them to fulfil their academic potential.

- Advice and support with course selection
  - Guidance on selection of elective courses
  - Assistance with the add/drop facility
- General study skills
- Support with English Language and Academic Writing
- Support with mathematics
- Support for students with learning differences

## The Residence Services Team

The [Residence Services Team](#) provides pastoral support and activities for students living in NU contracted residence halls. The team also provides information to students seeking private accommodation in London.

- Live-in Residence Life Coordinators at contracted residence halls:
  - Organise social and recreational activities.
  - Provide one-to one pastoral support.
  - Oversee student conduct in residence halls.
- Provide general information and guidance about renting in London.

## Quality Team

The [Quality Team](#) is responsible for:

- Student Voice
- Regulation and compliance

- Core Document Register management
- Policies and procedures
- Programme/Course Approval Events
- Academic Annual Monitoring management
- Management of collaborative provision
- University Calendar

## Student Support and Development

Please familiarise yourself with University's [Student Welfare Policy](#).

You can access information about student support and development [here](#). Members of Student Support and Development (SSD) are available to support you with any type of pastoral issue. You can access information about SSD through [TargetConnect](#) which is accessible on the Current Student Hub on the University website and via the link on [Canvas](#). [TargetConnect](#) allows you to access resources, make appointments and sign up for workshops and events. SSD also offers an open drop-in service every day.

Through a mixture of in-person and online workshops and one-to-one appointments, the SSD can provide information, advice and guidance on:

- Disability and medical queries and Learning Support Plans.
- General personal and wellbeing issues.
- University policies such as Extenuating Circumstances, Break in Study, Withdrawal and Complaints.
- Money matters, budgeting and UK student loans.
- Planning your return to studies following a break resulting from illness.
- Support for care experienced students or those who are estranged from families.
- Mental health support available within the University and externally.
- Developing strategies and techniques to self-manage mental health conditions, where possible.

SSD work alongside other members of staff and your General Practitioner (GP), all of whom can provide ongoing support.

Prior to accessing external support through the SSD, we strongly recommend that you register with a local GP and agree to information sharing with them. You can use the NHS [Find a GP](#) search function to find your nearest GP.

## Support for Students with Medical Conditions, Disabilities and SpLDs

At the University, in line with sector practice, we use the term 'disability' to include any physical, sensory and learning impairment (i.e. mobility impairment, visual impairment/blindness, hearing impairment/deafness), certain medical conditions (i.e. HIV, cancer, epilepsy, multiple sclerosis), mental health difficulties, Autistic spectrum, or specific learning difficulties (SpLDs) such as dyslexia, dyspraxia, dyscalculia, dysgraphia, or ADHD/ADD.

If you have a condition or difference that you think might impact on your studies please let us know so that we can discuss your particular needs and put into place support and accommodations through a Learning Support Plan (LSP). LSP must be created and agreed at least 6 weeks before assessments therefore we do encourage you to get in touch early.

If you are disabled or have a specific learning difference, the University will always try to ensure that your requirements are met in a way that suits you best. In line with the Equality Act, reasonable adjustments will be put in place to support and help you access your programme and successfully complete your studies.

The Student Wellbeing Coordinator (SWC) is a member of SSD who can prepare a LSP that sets out agreed reasonable adjustments and support. You can contact the SWC via [TargetConnect](#). The information provided will be held in line with the Data Protection Policy and the General Data Protection Regulation.

It is your choice whether to disclose your medical condition, disability (including physical and mental health-related conditions) or SpLD to the University. However, the University advises that you disclose information as early as possible to allow time for support to be put in place so that you can reach your full potential.

The types of provisions and arrangements that might be made include:

- Flexibility regarding attendance such as requiring time off for appointments, etc..
- Specialist examination arrangements such as extra time, a separate room or use of a computer.
- Access to teaching materials in advance of your lectures.
- Overlays for use on laptops and screens.

Please note that this list is not exhaustive as additional adjustments are made, based on your circumstances.

For more information please read the [Student Disability Policy](#), visit our [webpage](#) or email [SSD](#).

## Tips for Staying Healthy and Happy

University can be challenging at times and personal and family issues can also arise during study. In order to perform well on your degree and manage the ups and downs of life it is important for you to proactively take steps to support your mental and physical health. Here are some suggestions:

- Talk about your feelings.
- Keep active, maintain a physical activity you enjoy.
- Eat a balanced diet with regular meals.
- Drink alcohol sensibly.
- Keep in touch with friends and loved ones.
- Volunteer or do something to care for others.
- Do something you enjoy regularly.
- Be kind to yourself.
- Ask for help.

Students can contact SSD for general information, advice and guidance via [TargetConnect](#).

## Student Union Welfare Officer and Diversity Officer

Each year, students elect a Student Union Welfare Officer and an Equality, Diversity and Inclusion Officer. They act as a focal point for pastoral issues within the student community. They are there for you to talk about something external to your programme of study which may be negatively affecting your University experience or academic performance. The Welfare Officer and the Diversity Officer can provide impartial advice and access the resources available on matters such as health, a family crisis, a disagreement or settling into university life. The Diversity Officer sits on the Equality, Diversity and Inclusion Group (EDIG) to offer student perspectives on matters relating to equality at the University. You can get in contact by emailing [diversity@nchsu.org](mailto:diversity@nchsu.org) and [welfare@nchsu.org](mailto:welfare@nchsu.org).

## If you Need to Talk to Someone Urgently

SSD have partnered with an external organisation to provide a 24/7 helpline for students, so that those experiencing distress can get help when SSD are not available. **Spectrum Life Student Assistance Helpline 0800 0318227 (freephone)** is staffed by counsellors & psychotherapists who can offer in-the-moment support for

those feeling anxious, worried, upset or depressed. The helpline is available 365 days a year and operates 24 hours a day. You will need to provide your student email address when calling to get access to the service. The helpline is open to all enrolled students, undergraduate, postgraduate, and mobility.

You can also call Samaritans, which is a charity which operates across the UK offering a safe space to talk. For further information click here <https://www.samaritans.org/>

In a crisis, please access NHS services. For emergency assistance dial 999. You can also contact the NHS helpline on 111 or phone your GP.

## Student Health

### General Practitioner (GP)

We strongly recommend that you register with a local GP within two weeks of arrival for the duration of your studies. You can only be registered with one GP at a time and can find your nearest GP by using the NHS [Find a GP](#) service.

### Dentists

If you are 19 or older, you do not automatically receive free NHS dental care.

You can find your nearest Dentist through the [NHS Find a Dentist website](#).

### Sexual Health and Awareness

The local Sexual Health clinics include:

- Tower Bridge Wellness Pharmacy, Tower Bridge Piazza SE1 2NJ, 02037719927  
10.00 - 17.00 Mon, Tues, Thurs & Fri, 12:00 -17:50 Weds, 10:30 – 16:00 Sat
- Homerton Sexual Health, Leadenhall St EC3A 3DH, 02076834103 09:00 – 15:00

NU London also has a Report & Support process to provide assistance to students who have experienced harassment or sexual violence. Further information can be found [here](#).

## Prevent Duty

Under the Counter Terrorism Act 2015, the University has a statutory duty to have due regard to the need to prevent people from being drawn into terrorism. The University's Prevent Policy is in place to safeguard you and staff.

The University recognises that you can spend a lot of time online, and that the online world is a necessity for accessing resources and it delivers huge benefits. Although

rare, there is a risk that increased online activity and feelings of stress and isolation may be exploited by negative influences and online groomers.

Online exploitation is often hard to recognise because it is a complex issue. When it comes to being drawn into extremist ideas online, sometimes there are clear warning signs, in other cases the changes are less obvious.

It is important to support and look out for each other. If you are worried that a student or member of staff is becoming radicalised or is radicalising others, you must report this to the University Prevent Officer to investigate where appropriate by [email](#).

The policy can be found here [Prevent Policy](#).

## Attendance

The University expects you to attend all your timetabled teaching sessions in your Degree, as well as any compulsory events. Your attendance is monitored and in accordance with the Undergraduate Attendance Policy or Academic Engagement Policy you will be contacted should your attendance be of concern to us. It is in your best interest to attend all teaching sessions. Those with habitually poor attendance will be offered support to improve engagement but in some cases, particularly for those on a T4 or Student Route visa poor attendance may put their registration at the University at risk.

The University recognises that, due to external mitigating factors, sometimes you are unable to attend lectures. You should familiarise yourself with the [Undergraduate Student Attendance Policy](#), and know the actions you should take should you find yourself unable to attend any scheduled events at the University. If you are on a T4 or Student Route visa, please refer to the [Academic Engagement Policy](#).

You must also take note of the [term/semester dates](#) and make sure you are available for the full length of each term/semester.

## Student Voice

The student voice is a key priority within the University. Your opinion has a valuable role in informing the development and enhancement of programmes and courses and shaping all aspects of the learning experience. There will be many opportunities to share views such as:

- Programme Student Satisfaction Survey
- Course Student Satisfaction Survey
- Diploma Survey
- Student-Staff Liaison Committee (via student representatives)

- Faculty Meetings (via student representatives)
- The Student Union President who sits on Academic Board and Northeastern London Board
- Informal feedback during scheduled sessions
- Taking part in Programme Development/Periodic Review panels/focus groups

To become a student representative for a degree subject: elections will be held in whole-year subject lectures at the beginning of the autumn semester/term, during which students will be asked to self-nominate and to give a brief speech explaining why they wish to be elected. Once all nominees have spoken, the rest of the group will write the name of their chosen representative on a piece of paper and hand it to the lecturer, who will then count the votes and announce the winner.

To become a student representative for a Diploma Core Course or for LAUNCH: once degree subject representatives have been elected, elections will be held in whole-year core lectures, during which students will be asked to self-nominate and to give a brief speech explaining why they wish to be elected. Once all nominees have spoken, the rest of the group will write the name of their chosen representative on a piece of paper and hand it to the lecturer, who will then count the votes and announce the winner.

If you are interested in becoming a Student Union Officer, you should speak to any current Student Union Officer, about how to put yourself forward for the elections. The University's Student Voice Strategy may be read [here](#).

## **Student-Staff Liaison Committee**

The aim of the Student-Staff Liaison Committee is to discuss constructive feedback, and suggestions relating to students' studies. Each cohort has its own Committee and meet once in each semester. The Student-Staff Liaison Committee action plan can be found on the VLE.

Further information can be found in the Student Representative Handbook.

## **Teaching, Learning and Enhancement Committee**

The aim of the Teaching, Learning and Enhancement Committee is to enhance the teaching, learning and assessment for all the programmes delivered at the University.

## **Student Union and Student Societies**

The Student Union (SU) provides support and information to students at the University and gives you the opportunity to join a number of student societies. For further information follow the link to the Student Union's [homepage](#).

The Student Union is made up of 14 Officers who all volunteer to make life at university the best it can be. These Officers include people such as the Events Officer (who curates events and activities through-out the year), Media & Comms (who works with everyone on advertisement), and the President, who leads the whole team and works as the contact between the Union, the student body, and the University staff.

## Societies, Clubs and Sports

The SU also gives the opportunity to attend a multitude of events and join Societies, Clubs and Sports. Events range from campus bar nights, theatre trips, themed event weeks and Balls. Societies are numerous; you could engage with the Taylor Swift Society, The Secret History Society, LGBTQ+ or Debate, and over 30 more! Sports are constantly evolving with demand and currently are: Football, Badminton, Basketball and a new Netball team. For further information visit the Student Union's [homepage](#) or follow on Instagram @nusu\_london

The SU also runs many successful fundraising, cultural and awareness events each term/semester.

## Other Useful Information

### Books

We recommend that you use the excellent library facilities available to our students and that where possible you purchase your books from second-hand book shops or buy second-hand books online to minimize your expenditure in this area.

### Budget Calculator

Use a [budget calculator](#) to ensure that you aren't spending more than you should.

### Cost of Student Living in London

This is a rough guide to how much you might expect to spend on a weekly basis during your time in London. Aside from accommodation, living expenses will generally take up the majority of your budget. Of course, this is entirely dependent on the kind of lifestyle you lead and the amount of money you like to spend. There is a perception that London is more expensive than other cities in terms of living costs. This can be the case, but there does tend to be some degree of exaggeration.

Based on our research we anticipate the following will be a sufficient weekly budget for living costs for an average student lifestyle in London. The weekly budget costs are an average and you may spend less or more depending on a variety of factors.

Type of Cost	Average per week
Accommodation Halls of Residence (includes heating, electricity, water, wi-fi)	£220.00
Books	£10.00
Food, toiletries & general housekeeping	£50.00
Socialising & entertainment	£40.00
Transport (18+ Student Oyster card zones 1-3)	£31.60
Contingency	£15.00
Total	£364.60

## Gym and Leisure Facilities at St Katharine Docks

Our new campus, Devon House, is close to a selection of local sports facilities including:

- PureGym, Tower Hill One, America Square, London EC3N 2LB, membership from £36.99 per month.
- John Orwell Sports Centre, Tench St, E1W 2QD, membership from £29.99 per month.

## Insurance

If you stay in our recommended accommodation, contents insurance is included in your weekly rent. If you choose to stay elsewhere, possessions insurance is optional, but we do recommend that you have your possessions insured either through your parents' household contents policy or one of the specialist student contents insurance providers.

## Part-Time Work

There are numerous opportunities for students to work part-time in London, and a good way of doing this is to register with a local temp agency. Though working part-time is a great way to cover living costs, it is important that this work does not negatively affect your studies. Total study time for a full-time student is on average 38 hours a week. Students on a visa, should seek advice from the Visa Compliance team before starting any work to ensure it is compliant with the conditions of their visa. Students working in contradiction to their visa may put their registration at the University at risk.

## Places of Worship

The University has no religious affiliation and welcomes students from all religious backgrounds. There is a multi-faith prayer room on campus that students can use and Academic Services can provide information, advice and guidance of local places of worship upon request.

## Public Venues

Making the most of London's free museums, galleries and festivals is the ideal way of experiencing the city without denting your budget.

## Safety and Crime

Although London is a relatively safe city in which to be a student, it is still important to be vigilant, especially at night. We all drop our guard sometimes, especially when we have had a few drinks or are tired and stressed after a long day of studying. Adopting a few sensible precautions and being aware of the dangers will help you to avoid becoming a victim.

The 'Opportunist Thief' commits 80% of crime, which implies that many crimes could be prevented. The bulk of crime includes burglary, theft of and from cars and theft of pedal cycles. The fact is that a few elementary precautions, which make it more difficult for the thief, may well prevent you from becoming another crime statistic.

These include:

- Keep valuable items such as phones and laptops out of sight.
- Avoid travelling alone in quiet areas, especially at night.
- Walk facing traffic so that you can see all on-coming cars.
- Be extra vigilant when using cash machines – protect your PIN.
- Never leave your drink unattended.
- Try to let someone know where you are when out.
- Only use licensed cab companies or black cabs.
- Do not hitchhike or accept lifts from strangers.
- Cover up expensive looking jewellery.

## Student Conduct

The University prides itself on being a place of learning, discussion, enquiry and discovery. The University is a community of colleagues, staff and students alike, together engaged in the adventures of ideas. It is therefore important the students and staff are respectful of other people's beliefs and views. The [Disciplinary Procedures for Students](#) defines the basic behaviour expected of students. Students are advised to review this policy which can be found on the University website [here](#).

## Tips for Managing Your Money

A little research will go a long way in helping to stretch your money. The web is the perfect place to start tracking down special offers – [Student Beans](#) and [Save the Student](#) are worth looking at and [this is Save the Student's guide to student bank accounts](#). More information can be found on our website [here](#).

Here are some top tips:

- Study resources, most notably books, can be purchased second hand on several websites saving a great deal of money.
- Socialising costs (including clubbing, going to bars, cinema, and eating out) can be kept down by using places that provide student discounts or offer specific student nights. Check out discount voucher websites for 2 for 1 meal deals.
- Students can buy discounted public transport Oyster Cards and London has a bike scheme (see [Transport for London](#) for details).
- Make the most of London's free museums, galleries and festivals – it's the ideal way of experiencing the city without denting your budget.
- Go to swap shops when you get a shopping craving – everything is free and your wardrobe gets a clear out.
- Invest in a decent cookbook and head to the local supermarket on a full stomach with a list in your hand. If you plan your meals for the week, you will save on impulse buys. Pack a lunch to save money.
- Use our student budget planner which can be found on our webpage [here](#) to help you to see clearly your incoming and outgoings, yearly, termly, monthly and weekly.
- As an NU London student you can also access Blackbullion resources. Blackbullion is a student financial wellbeing platform, where you can find different pathways and articles on student life, budgeting and other financial topics to help with future financial planning. You can also view our NU London funds under the funding tab. Browse what Blackbullion has to offer [here](#) by registering with your NU London email address.

## TV Licence

If you stay in our recommended accommodation, you will have a flatscreen Freeview TV in your shared living area. For this, you do not need a TV licence. However, if you choose to watch IPTV live or have your own TV in your bedroom, you are required to have your own [TV licence](#) which costs £159 per year.

## Complaints

We hope that you never need to make a complaint while at the University, but we recognise that problems can occasionally arise. If you feel something has gone wrong, please do not suffer in silence – raise your concerns with someone immediately.

For more information, please familiarise yourself with the [Complaints Procedure for Students](#).