

**THINK  
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INSPIRE**

**HIGHER EDUCATION  
STUDENT GUIDE 2018/19**

## CONTENTS

01	—	WELCOME FROM THE VICE-CHANCELLOR
03	—	STARTING AT WRITTLE
04	—	REGISTRATION - BEFORE YOU ARRIVE ON CAMPUS
06	—	WHERE
07	—	LOCAL AREA
08	—	THE CAMPUS
10	—	INDUCTION WEEK
11	—	FRESHERS' WEEK
13	—	ARRIVAL
16	—	POSTGRADUATE STUDENTS
18	—	INTERNATIONAL STUDENTS
20	—	ON CAMPUS
22	—	OFF CAMPUS
24	—	STUDENTS' UNION
26	—	HIGHER EDUCATION STUDENT CHARTER
28	—	CAREERS
30	—	INFORMATION SERVICES AND TECHNOLOGY (IS&T)
32	—	THE HE STUDY HUB
34	—	THE LIBRARY
36	—	STUDENT SUPPORT
38	—	SAFETY, SECURITY & PERSONAL CONDUCT
40	—	EATING IN OR OUT
41	—	SHOPPING
42	—	CONTACTS
44	—	NOTES
46	—	INDUCTION WEEK TIMETABLE

# Welcome



“A very warm welcome to Writtle University College. We are delighted you have chosen Writtle for the next stage of your academic journey.

We want to help you to settle into student life as smoothly as possible and our staff and Students’ Union will be doing all we can to make your transition into Higher Education an enjoyable one.

This student guide is designed to provide you with the information you need to help you find your way around the campus as well as contact details for key services in the local area. We hope that you will find the answers in the following pages to the many questions that are sure to spring to mind when you arrive on campus.

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





# STARTING AT WRITTLE



Writtle Main Campus

Thank you for choosing to study at Writtle University College. Upon your arrival at the 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 year 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 notes pages for any handy hints, tips and useful dates which you may need to write down!

If you have any further questions that you would like answering before you arrive and are not covered by this guide, please feel free to refer to the useful contacts section on page 42. Please get in touch – everyone at Writtle appreciates the volume of preparation that you will have to go through before getting here and we will be willing to help as best we can.

# REGISTRATION

## BEFORE YOU ARRIVE ON CAMPUS

### Online registration opens from mid-August.

- The 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](http://student.writtle.ac.uk). You will be asked for your student username and password.
- 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](mailto: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 at the Registration Support Centre, Room L41a, not far from Main Reception. We will provide access to a computer and support you through the process.

### What do I have to do before I arrive on campus?

Firstly, it is important that you fully complete your online registration.

You must also register the details of any vehicle you intend to bring to the University College. A vehicle parking permit will be generated for you to display in the vehicle. Next, you should ensure that you regularly check our website at [writtle.ac.uk/registration](http://writtle.ac.uk/registration) for arrival, induction information and draft course timetables.

### 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:

Monday	10am to 4pm
Tuesday	10am to 4pm
Wednesday	11am to 4pm
Thursday	10am to 4pm
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. GB19BARC20203550936146
- 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 8.45am and 4.45pm. 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 17 September 2018. 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.support@writtle.ac.uk](mailto:student.support@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.

**W** [writtle.ac.uk/HE-Regulations-&-Policies](http://writtle.ac.uk/HE-Regulations-&-Policies)

# WHERE

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.

For a full route map, visit [greateranglia.co.uk/travel-information/journey-planning/network-map](http://greateranglia.co.uk/travel-information/journey-planning/network-map)

## 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). 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](http://firstgroup.com/essex/routes-and-maps)

## By car

We are 25 minutes' drive from the M25 with ample free parking on-site for students and visitors. Download the most appropriate version of a detailed route map from [writtle.ac.uk/contact-us](http://writtle.ac.uk/contact-us).

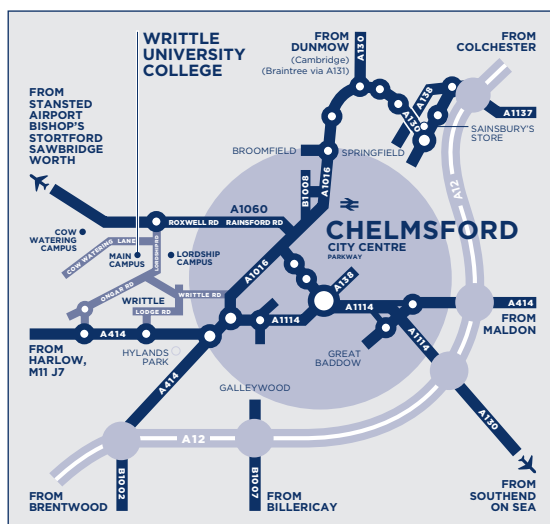
## By air

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).



For a campus map please turn to pages 8-9



# LOCAL AREA

## Writtle village

Writtle has all the elements associated with a traditional English countryside village, lovingly maintained Tudor houses, an ancient Church, a Village Green and a duck pond, as well as a good selection of traditional English pubs. There is a supermarket, restaurants and tearooms. On the outskirts of Writtle is Hylands Park which is famous nationally for hosting the RiZE Festival (formerly the V Festival).

## Chelmsford

Chelmsford is a vibrant and exciting place to live, work and relax. Writtle University College is just 3km (2 miles) from the only city in Essex. Buses from Writtle village run regularly into Chelmsford. The city has an impressive 15th Century cathedral – where we hold our graduation ceremonies – bustling shopping centres, attractive parks and gardens, theatres, sports and leisure facilities, including Essex County Cricket Ground and an ice rink. The city and the surrounding areas offer an exciting and varied scene every night of the week. There are nightclubs, including Evoke where WUC students aged over 18 can enjoy free entry to its Wild Life! events before 10.30pm on Wednesdays and to its Saturday Club. There are also a variety of restaurants, pubs and bars.

## Colchester

Britain's oldest town has a colourful history, exciting museums, beautiful buildings and Colchester Zoo. The town is just 30 minutes away by car or a short train journey from Chelmsford.

## Southend-on-Sea

A traditional seaside resort with a theme park and entertainment all along the seafront. The town is 40 minutes away by car and can be reached from Chelmsford via train.

To find out more about what to see and do in Essex go to: [visitessex.com](http://visitessex.com).

## London

Only a 35 minute train journey away from Chelmsford Train Station, the capital city has so much to see and do! Don't forget to ask for a travel card from the train station to include all your tube and bus journeys around the city. [visitlondon.com](http://visitlondon.com)

Want some hints and tips on places to go or things to do? See what the Students' Union recommends on pages 20-23.





# THE CAMPUS

Here's a campus map to help you find your way.



- |                                 |                                  |                                    |
|---------------------------------|----------------------------------|------------------------------------|
| 1 — Main Entrance and Reception | 13 — Landscaped Gardens          | 26 — Post Harvest Technology       |
| 2 — Main Building               | 14 — Design Studio 1             | 27 — Short Courses/Design Studio 3 |
| 3 — Library                     | 15 — Multi Faith Room            | 28 — Lordship Science Centre       |
| 4 — The Garden Room             | 16 — Recreation & Fitness Centre | 29 — Northumberland Building       |
| 5 — HE Study Hub                | 17 — Student Baa                 | 30 — Sports Science Centre         |
| 6 — Maddison Halls              | 18 — Design Studio 2             | 31 — Lordship Tea Room             |
| 7 — Tabor Halls                 | 19 — Stoneyshots                 | 32 — Turner Building               |
| 8 — Hamilton Halls              | 20 — Allotments                  | 33 — Research Glasshouse           |
| 9 — Harvey Halls - Launderette  | 21 — Amenity Landscape           | 34 — Children's Day Nursery        |
| 10 — Strutt Halls               | 22 — Willmott Building           | P — Parking                        |
| 11 — Gill Halls                 | 23 — Moat                        | T — Tennis Courts                  |
| 12 — Dent Halls                 | 24 — Baroness Platt Building     |                                    |
|                                 | 25 — Tithe Barn                  |                                    |



# INDUCTION WEEK

Induction Week will give you an introduction to your course and academic study here.

## Induction aims

Writtle University College's aim is to ensure that you receive induction information prior to arrival. This will enable you to begin to familiarise yourself with the campus. When you arrive, we will ensure you're aware of the induction activities during your first week. There will be a whole series of fun and informative events, workshops and presentations to help you get off to a good start.

The academic induction is compulsory. Each Course Scheme has its own induction programme, depending on the nature of the course, but generally there are common themes. Course induction is designed to:

- Introduce you to your Course Manager
- Provide you with an overview of your course
- Provide you with an understanding of your course timetable
- Give you an opportunity to make new friends

Your induction may also include tours of the campus and Library and an introduction to the Virtual Learning Environment and email.

The timetable at the back of this Guide provides you with the key dates for induction.

## Registration

To obtain your student ID card, please visit the Registration Support Centre, Room L41a.

Opening times:

- Sunday 9 September 11am to 4pm (resident students only)
- Monday 10 September to Friday 14 September from 8.30am to 5pm

Please note that the Registration Support Centre will be busy and there may be variable waiting times.

See the Induction timetable on pages 46 to 51 of this Guide



# FRESHERS' WEEK

Freshers' Week is designed to introduce you to the social life at Writtle University College!

**WRITTLE  
FRESHERS '18**

We organise all the social events in Freshers' Week. Look out for the Freshers' Week timetable around the University College!

Keep up-to-date with what we're doing!



@WUCSU\_Academic



WrittleSU



WUCSU



WUCSU

**E** studentunion@writtle.ac.uk  
**T** 01245 422752

Find our office on the ground floor in the Main Building



## Freshers' Week

Freshers' Week is at the beginning of the academic year and is dedicated to introducing you to the social life at Writtle University College, enabling you to enjoy time with your friends and to make new ones.

We work hard to ensure that we run a variety of events so there is something to interest everyone! The highlights are the Freshers' Fair and the Freshers' Ball.

The Freshers' Fair is on Wednesday 12 September and is held in the Sports Hall and Baa. Come along

to find out more about the sports clubs and societies the Students' Union offers, University College departments and resources such as the Library, the gym and other sports facilities, and things you can be involved in locally.

The Freshers' Ball on Friday 14 September marks the end of your first week here.

## How to get involved

The best way to get involved is to buy a wristband from the SU, giving you entry to all social events during Freshers' Week, including the Freshers' Ball.

189



Lordship Campus

Main Campus

King's Lodge Campus

Titchmarsh Centre



# ARRIVAL INFORMATION

## FOR STUDENTS LIVING ON CAMPUS

### Move in date

Sunday 9 September

### Move in time

11am to 4pm

### Keys collected from

L41 Main Hall (follow signs)

### First steps

If you are living on campus, visit L41 Main Hall (follow signs) on Sunday 9 September between 11am to 4pm.

- You will be given keys and shown to your Hall/room. (Please note that keys will not be available for collection before this time).
- You can register with the local doctors' surgery.
- You can register as a student and collect your student ID card (residents need their ID card to access their meal allowance and main campus buildings, including Halls).
- You can register your vehicle to gain access to the student parking areas.
- You will be able to purchase Freshers' Week wristbands and NUS extra cards.

### Moving into halls — arrivals and parking

Move in day can be very busy – please drive slowly and carefully on campus and ensure you observe all one-way systems and speed limits. Signs direct you to the appropriate areas for key collection and unloading.

You are most welcome to bring along family and friends to assist you with moving in, however, please note that the number of vehicles brought to campus should be kept to a minimum. Once you have arrived on campus and have unloaded your belongings please ensure you move your car to the student car park in order to give other new arrivals space to unload.

### Guests

During arrivals weekend we ask that no guests remain on campus after 4pm. Guests are permitted for Induction Week (10 – 14 September 2018) but must be authorised.

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.

### Welcome meeting

A Residents' Welcome Meeting will be held at 4pm on Sunday 9 September in the Northumberland Lecture Theatre, which all students staying in Halls must attend. This will be followed by an evening meal and an event in the Student Baa which will give you the opportunity to meet members of your Students' Union.

### Late arrivals — Halls

Writtle does not offer a 24/7 arrival service, therefore we ask that every effort is made to arrive on the date and between the times shown. If for any reason this is not possible, in exceptional circumstances we may be able to arrange a later arrival day/time. Please ensure that this is agreed with the Accommodation Office in advance so that we can give you the appropriate contact details. In any case, arrivals will not be accepted between 11pm and 8am. If your arrival is likely to be during this time, we recommend that you make alternative overnight arrangements and come to the campus the next day. If you are arriving late or over the weekend or holiday periods, you may wish to bring some food and drink provisions with you as the on-site restaurants may be closed.

There is a supermarket, restaurants and takeaways in Writtle village, 10 minutes' walk away. A local petrol station (five minutes' walk) has basic provisions. There are also larger supermarkets available five minutes' drive away (see page 41 for more information including opening times).

### **What to bring if you are living on campus**

You should bring along all personal items such as clothing, DVDs etc. as well as bedding, crockery and cutlery and cooking utensils for use on a hob and in a microwave/ combi microwave. You may bring a small 'desk top' sized fridge for use in your bedroom only. If you decide to do this, please inform the Accommodation Office.

Not all Halls have TV aerial sockets in the bedrooms (the quality of signal cannot be guaranteed) and students often prefer not to bring their own TV and watch programmes via the internet.

For full details and up-to-date information about TV Licences, please go to [tvlicensing.co.uk](http://tvlicensing.co.uk)

### **Security**

Although we have very few incidents of theft or damage, we are currently installing security cameras across the campus, including the entry doors of Halls, to ensure a safer environment for everyone. There is a door access system to all main campus entrance doors, including Halls. Remember that if you leave front doors or corridor doors wedged open, this is an open invitation for an opportunist thief. You should not allow food delivery or other delivery people to enter the Halls. 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.

Contact us:

**T** +44 (0)1245 424200  
Ext 25616

**E** [accommodation@writtle.ac.uk](mailto:accommodation@writtle.ac.uk)

Further information, including links to the Accommodation Guide and Residents' Guide, is available on our website.

### **Residential Student Support Officers, Hall Wardens and Representatives**

We have two Residential Student Support Officers (RSSO) on-site throughout the night to help you with any wellbeing issues or problems you may have.

Each Hall also has a Student Hall Representative (usually a 2nd or 3rd year student) and/or a University College Warden who live on-site. Hall Wardens and Representatives will help you to settle into Halls, ensuring you get the best out of living on campus.

### **Duty Warden (emergencies and out of office hours only):**

T 07880 557796

### **Senior Warden and Tabor Warden**

Lives in Strutt House  
Tracey Coop

### **Harvey Warden**

Lives in Harvey 2 Flat  
Roy Browne

### **Hamilton and Gill Warden**

Lives in Hamilton 1 Flat  
Sarah Guffogg

### **Maddison Warden**

Lives in Strutt North Flat  
Hannah Scott-Browne

### **Strutt Warden**

Lives in Strutt South Flat  
Jaime Finch



# ARRIVAL INFORMATION

## FOR ALL STUDENTS

### Where can I get help after arrival?

The Registration Support Centre will be based in Room L41a, not far from the Main Reception. The Registration Support Team will be available to help with your registration queries, produce student ID cards and for general student information.

If you get lost when you arrive, please make your way to the Registration Support Centre, and staff will be happy to guide you in the right direction.

### How do I get my student identity card?

You will be issued with a student ID card once you have arrived on campus. Your ID card serves as your Library card, identifies you as a student at Writtle University College and allows you to borrow books from the Library, 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 is operational once you have fully registered as a student, and must be worn on your lanyard at all times whilst on campus.

To obtain your student ID card, please visit the Registration Support Centre, Room L41a, Main Building.

Opening times:

- Sunday 9 September  
11am to 4pm  
(resident students only)
- Monday 10 September  
to Friday 14 September  
from 8.30am to 5pm

If you lose your ID card, you will be charged for a replacement. Please note that the Registration Support Centre will be busy and you may have to wait.

### I will be arriving late, what do I do?

If you know in advance that you will be arriving later than the published arrival dates you should email your Course Manager to make them aware of your late arrival. This will 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 do I find my way around the campus?

You will find yourself in friendly, welcoming and attractive surroundings. To find your way around the campus please view the map on pages 8 – 9 of this guide. The interactive map can be found at [writtle.ac.uk/contact-us](http://writtle.ac.uk/contact-us) or contact any member of staff for assistance.

### 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 with you some identification. Writtle University College is not responsible if you do not receive correspondence because you did not update your contact details.

### 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 is 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](mailto:admissions@writtle.ac.uk)



# POSTGRADUATE STUDENTS

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 mid-August. 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 L41a in the Main Building of the campus at 9am on Friday 14 September 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.

The first full day of your course will be Friday 14 September. This will start with a welcome from the Vice-Chancellor of the University College at 10am in the Main Hall in the Main Building. From 10.15am, 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.

The first full week of teaching for your course will be the week beginning Monday 17 September (Friday 14 September for MSc Veterinary Physiotherapy students). Your Course Scheme Manager will give you more details, together with your timetable, at Induction.

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 Room L67 (between 9am and 5pm Monday 10 September to Friday 14 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](mailto:admissions@writtle.ac.uk).



# INTERNATIONAL STUDENTS

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 9 September between 11am and 4pm. If you have difficulty arranging a flight to arrive on this day please let the Accommodation Office know so we can make suitable arrangements for your accommodation and the collection of your keys prior to the 9 September. Please email [accommodation@writtle.ac.uk](mailto:accommodation@writtle.ac.uk)

There is a welcome meeting on Sunday 9 September at 4pm in the Northumberland Lecture Theatre, which all resident students must attend.

## 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 WiFi.

- If you haven't already paid the second installment 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 (Room L41a) between 11am and 4pm on Sunday 9 September, or to Registry (Room L67) between 9am and 5pm Monday 10 September to Friday 14 September, 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 Main Hall, Room L41a, opposite reception in the Main Building

All students must enrol by 5pm on Friday 14 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](mailto:international@writtle.ac.uk) or once you arrive please visit Registry, in the Main Building Room L67. 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



- Please see our website for information about what you need to take to the registration and how much it will cost you [writtle.ac.uk/arrive-in-the-uk](http://writtle.ac.uk/arrive-in-the-uk)

### 3. Opening a UK bank account

Accessing money abroad can be an expensive, complicated and lengthy process so many international students choose to open a UK bank account.

To open a UK bank account you will need:

- Your student status letter, which you can request from the Welfare Adviser (International)
- Your passport
- Your visa
- OR your national photo ID card, if you are from an EU country

For more information please see our link to the British Bankers Association on our website [writtle.ac.uk/arrive-in-the-uk](http://writtle.ac.uk/arrive-in-the-uk)

### 4. Keep in touch with friends and family back home

To buy a UK SIM card for your phone or to sign up for a UK mobile phone contract you can go into any mobile phone shop. There are lots of mobile phone shops situated in Chelmsford High Street and it can usually be sorted out while you wait.

Things to take with you:

- Your student status letter
- Your passport

If you want to make an international call, it is generally cheaper to use an internet-based service or app, such as Skype, Messenger or Viber. Speaking to people who are on the same service is usually free and you can send photos and videos too. With WiFi access around the campus and free use of computers, it is easy to keep in touch with friends and family at home.



### 5. International Student Support

As well as the rewards and pleasures associated with studying in the UK, there are particular demands and challenges that face young people, especially those coming to the UK for the first time. We recognise this and we take the welfare of our students very seriously. Non-academic support can be accessed via the Learning Support office in the Main Building. Here you can speak in confidence to our dedicated and experienced Welfare Adviser (International).

#### Key contacts and for further information:

##### Welfare Adviser (International)

T +44 (0)1245 424200  
Ext 25566

##### International Registry Office

E [international@writtle.ac.uk](mailto:international@writtle.ac.uk)

##### Accommodation Office

E [accommodation@writtle.ac.uk](mailto:accommodation@writtle.ac.uk)

##### Meet the International Team

[writtle.ac.uk/international-team](http://writtle.ac.uk/international-team)

##### Further information on processes

[writtle.ac.uk/arrive-in-the-uk](http://writtle.ac.uk/arrive-in-the-uk)

##### General information about studying in the UK

[educationuk.org](http://educationuk.org)  
[ukcisa.org.uk](http://ukcisa.org.uk)



# ON CAMPUS

We have a number of sports clubs and recently-upgraded sports facilities, events and societies so you can have fun at WUC!

## Recreation and Fitness Centre

As part of Writtle's Enrichment Contribution, all students are automatically enrolled as members of the Recreation and Fitness Centre and can use the on-site gym free of charge. Our facilities include a fully equipped gym with resistance machines, cardiovascular machines, a free weights area and a functional training area. In addition to the gym, there is a Sports Hall available for badminton, five-a-side football, fitness classes and other related activities with a viewing area upstairs, one squash court and a sports pavilion with cricket, football and rugby pitches as well as netball and tennis courts.

## Fitness Classes and On-Site Sports Clubs

The Recreation and Fitness Centre hosts an array of fitness classes for both students and staff to participate in during lunch and evening hours.

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

If you want to set up a new team all you need to do is speak to the Sports Development Officer or the Sports Representatives in the Students' Union!

## Wellbeing

The University College actively promotes health and wellbeing to students and has a close relationship with the Active Chelmsford Sports Development Group and Active Essex. The University College promotes cycling as a form of transport through its work with Cycle Chelmsford and supports the Chelmsford Youth Cycling Club. The Sports Department also offers state-of-the-art physiological testing services to local athletes, professional sports people and teams.

## Students' Union (SU) events

The Students' Union organises social events throughout the year, including party nights, barbecues, a beer and cider festival, and sports events. We also have Sober Socials, which run most weekends in the daytime. There are three student Balls a year:

- Freshers' Ball – the finale of your first week at Writtle and also the first formal dress event of the year.
- The Christmas Ball – the festive spirit will be in full flow with a mix of fancy dress and smart dress.
- The Summer Ball – the main formal event of the year providing a last hurrah in the social calendar, with live music (previously Jaguar Skills, Chappers & Dave, Chase & Status and Rickie & Melvin have played here).

We 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. For more information about the SU, go to pages 24 – 25.

## Societies

We have a number of Clubs and Societies already running on-campus and the SU is always keen to hear from students who would like to see a new Society at Writtle. Contact the SU if you want to join any of these Societies and we can give you the details!

- Christian Union
- Equine Society
- Gin Society
- Green Impact Society
- LGBTQIA+ Society
- Music Society



Colour run at WUC!



WUC student Sheena Nobili won BUCS boxing gold in 2018!

# OFF CAMPUS

There is plenty to do in the City of Chelmsford as well as further afield in Essex. Here are some of the SU's top picks...

## **...in Chelmsford!**

- Chelmsford Canoe Club
- Chelmsford City Racecourse
- Chelmsford Museum
- Park Runs
- City Bowl
- Cream tea at the Lordships Café (Tiptee Tearooms) on campus
- Everyman and Odeon Cinemas
- Fling Festival
- Hylands Park and House
- Jump Street trampoline park
- Off-site sport clubs and classes include zumba, pilates, boxercise, circuit training, dance and tennis - to name but a few!
- Q-ball snooker and pool club
- Restaurants, bars, pubs and nightclubs - lots to take your pick from
- RiZE Festival at Hylands Park
- Riverside Ice and Leisure Centre - go ice skating, swimming or catch an ice hockey game
- Shopping - Meadows, High Chelmer and Bond Street
- Theatre - Civic, Cramphorn and Old Theatre

## **...further afield!**

- Abberton Reservoir, near Colchester
- Colchester Castle
- Colchester Zoo
- Punting in Dedham
- London! Only 35 minutes away from Chelmsford
- Maldon Prom Park
- Shopping at Braintree Freeport for outlet shops, Westfield in Stratford, Lakeside in Thurrock and Bluewater just over the Dartford crossing in Kent
- Southend beach and Adventure Island theme park
- Southend Pier
- Top Golf in Chigwell





Hylands House



Chelmsford High Street Market



Chelmsford High Street



Bond Street, Chelmsford



# STUDENTS' UNION (SU)

The Students' Union Council is a passionate group of people, elected by the students, who are dedicated to improving your experience at Writtle University College. Here's some more information about who we are and what we do.

## What the SU can do for you

- We represent students on any matter or issues brought to our attention.
- We sit on all the appropriate boards and meetings to help initiate change from within the University College.
- We help organise social events, clubs and societies (for more information see page 20).
- We give academic, welfare and general advice & support.
- We campaign with the National Union of Students (NUS) to help improve the experience of students across the country.

## Who we are

Emma-Jane Murray  
**President**

Dannii Carr  
**Academic Sabbatical Officer**

Abi Knowles  
**Support Officer**

Dannielle Watkinson  
**Vice President Engagement**

Matthew Long  
**Higher Education Officer**

Chelsea Robertson & Kia Newbould-McFarlane  
**Raise and Give Officers**

Sam Oliver & Varian Maude  
**Social Officers**

Ben White  
**Marketing Officer**

We also have a Vice President for Welfare but they will be appointed in September.



## Merchandise

One campus tradition is the hoodie! If you want to organise course hoodies, Hall hoodies (if you live on campus), personal hoodies, or tops such as polo/rugby shirts, please contact the SU office for more details on design and price!

### NUS discount card

Fancy making the most of being a student at Writtle?

Then why not treat yourself to an NUS Extra Card to get between 10% – 20% discount in a range of shops and restaurants, online and on the high street.

Simply pop into the Students' Union office or order online at [nus.org.uk](https://nus.org.uk)

We organise all the social events in Freshers' Week. Look out for the Freshers' Week timetable around the University College!

Keep up-to-date with what we're doing!



@WUCSU\_Academic



WrittleSU



WUCSU



WUCSU

**E** [studentunion@writtle.ac.uk](mailto:studentunion@writtle.ac.uk)

**T** 01245 422752

Find our office on the ground floor in the Main Building

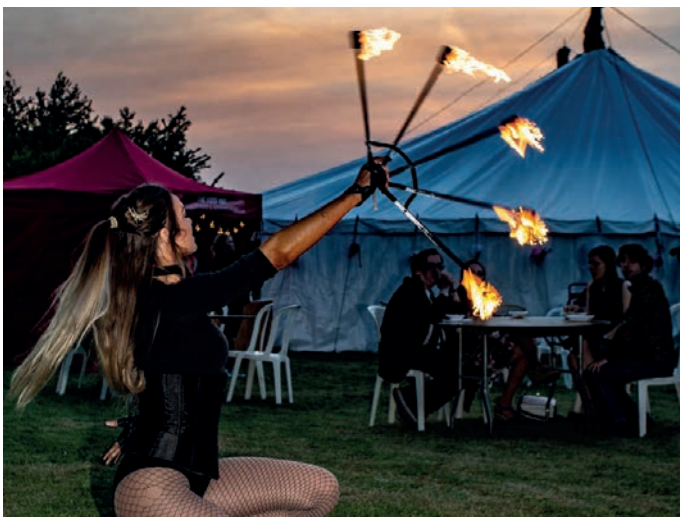


### Post

Post is available to pick up from the Students' Union office. Letters are placed in the top two rows in the red filing cabinet and parcels in the bottom two rows. All post is organised alphabetically by last name.

Any signed for post is written in the red book on the top of the filing cabinet and kept in a locked cupboard for safekeeping. You need to sign for these items.

The SU office is closed at weekends.





# HIGHER EDUCATION STUDENT CHARTER

Writtle University College recognises the value of the partnership that exists between the Students' Union and the University College. We have developed the HE Student Charter which details how we work together to enhance your learning environment and experience of Writtle University College.

The Charter is not a contract but aims to set out what you can expect from us, the Students' Union and what we expect from you. We are committed to transforming lives and the environment through inspiring education, and our aim is to ensure that your experience is one of personal growth and development.

The Charter outlines how you and the University College can expect to work together so you can get the best from your student experience. It is not intended to be a legally binding document, but acts as a summary which can point you in the right direction if you require more information about a particular matter. Additional information and links to other policies and further guidance are available from the Charter.

You can view a full copy at:  
[writtle.ac.uk/charter](http://writtle.ac.uk/charter)











# CAREERS

We are here to help you decide about your options for the future, whether further study or deciding on which career to pursue. Come and talk through your ideas, or lack of ideas and we will help you decide.

It may be that you have chosen to attend Writtle University College because you have a specific career in mind. Alternatively, you may not have any concrete ideas about your future career but have selected your degree subject to reflect your interests. Either way, the Careers Advisory Service at Writtle can help you.

It is never too soon to start researching the areas and potential employers you are interested in joining after graduation – see how they operate now and how they intend to develop in the future and start building your skill set to match their requirements.

It is now widely recognised that many companies select employees who have work experience in their industry. Numerous employers contact us with holiday and part-time jobs which will add value and impact to your CV. Your employability skills can be developed, extended and evidenced throughout your time at Writtle University College, through paid work or volunteering.

## Help with job hunting

The Careers Advisory Service can give you as much help as you need with job hunting. Individual guidance interviews are available. Please contact the Careers Advisory Service:

**T** +44 (0)1245 424257  
(24 hour answering machine)  
or +44 (0)1245 424200

**E** [careers@writtle.ac.uk](mailto:careers@writtle.ac.uk)

The Careers Advisory Service has

a number of books and leaflets to help with your job search, as well as online resources, which can be accessed via [writtle.ac.uk/careers](http://writtle.ac.uk/careers).

The Careers Advisory Service aims to answer all your career-related questions, and, if we do not readily have the answer, we can consult with our professional organisation, the Association of Graduate Careers Advisory Services (AGCAS).

## Online vacancy pages

Once an employer has given a vacancy to the Careers Advisory Service, details are posted on the Virtual Careers Notice Board [writtle.ac.uk/virtual-careers-noticeboard](http://writtle.ac.uk/virtual-careers-noticeboard).

## CV preparation and advice

Your CV is a very important document and should represent you, your qualifications, skills and attributes in a professional and accessible manner. CVs are not 'stagnant' documents which are written once only, they should be up-to-date and always reflect your relevant current and past achievements, employment and qualifications, and be written specifically for each job application.

A number of CV templates and advice on writing your CV is available via [prospects.ac.uk/cvs\\_and\\_cover\\_letters.htm](http://prospects.ac.uk/cvs_and_cover_letters.htm)

## Accreditation

The Writtle Careers Advisory Service has been reaccredited with the Matrix quality standard, so you can be assured that the information we give you is up-to-date, impartial and delivered in a professional manner. The Careers Adviser also belongs to AGCAS, the professional association for Higher Education careers practitioners and, through AGCAS, continually updates his own professional training in order to provide students with the best possible service.

## Links with employers and employer events

Links developed with employers play a crucial part in helping you into employment. Therefore the Careers Advisory Service takes every opportunity to forge strong working relationships with relevant employers. After initial contact, employers frequently come back to the service with subsequent vacancies which are advertised on our Virtual Careers Notice Board.

**E** [careers@writtle.ac.uk](mailto:careers@writtle.ac.uk)



@WrittleCareers



WrittleCareers

# INFORMATION SERVICES & 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 your date of birth in WucDDMMYYYY format (e.g. 15 December 2000 would be Wuc15122000). You are advised to change this password as soon as possible to prevent unauthorised access to your account – log onto a campus PC, press Control-Alt-Delete and select the change password option.

Writtle University College has produced short videos which introduce the IS&T facilities. These can be accessed both on and off campus via the following site: [writtle.ac.uk/ITInduction](http://writtle.ac.uk/ITInduction)

These videos cover a range of topics including:

- Network account
- Email account
- Printing
- Support Desk/INSERT system
- Websites (Moodle, MyWi)
- IS&T Usage Policy

Further IS&T Training can be found on Moodle at:

[writtle.ac.uk/ITTraining](http://writtle.ac.uk/ITTraining)

or by clicking Support – Information Services & Technology.

## Using your own computer

You can bring your own computer onto campus. You should 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

IS&T will hold drop-in sessions during Induction Week where you can have your wireless connection configured and discuss any IS&T-related queries you may have.

## 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.

T 01245 424211 or ext 25632  
E [supportdesk@writtle.ac.uk](mailto:supportdesk@writtle.ac.uk)  
W [insert.writtle.ac.uk](http://insert.writtle.ac.uk)







# THE HE STUDY HUB

The Higher Education Study Hub is the newest facility on campus!

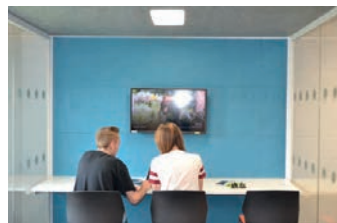
**Opening hours\***

Weekdays 8am to 11pm

Weekends 8am to 7pm

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 are subject to change. Please see the Hub for the most up-to-date information.







# THE LIBRARY

The Library, which is in the Main Building, has an extensive collection of books, journals and magazines to support your studies.

## Opening hours\*

Term-time

Weekdays 8am to midnight

Weekends 12pm to 8pm

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

## Resources

The Library 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.

## Facilities

The Library offers plenty of study space, including two bookable study rooms. You may bring your own laptop to use in the Library or borrow one.

If you need advice about finding information either in the Library or online, please ask a member of staff at the Library counter.

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.

## Making the most of the Library

You will receive an introduction to the Library as part of your University College induction, but here are our top tips for making the most of the Library:

- Familiarise yourself with the sections of the Library where the books most relevant to your course are
- Learn how to search the Library catalogue effectively
- Familiarise yourself with how to borrow, return, renew and reserve items
- Make use of the Library's social media outlets, Facebook and Twitter
- Use your course representatives to provide feedback on Library resources and facilities

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.



@WrittleLibrary



WrittleUniversityCollegeLibrary

\*Opening hours are subject to change. Please visit the Library, our social media channels or Moodle for the most up-to-date information.



# STUDENT SUPPORT

Writtle University College offers a range of support services from financial hardship assistance\* through to welfare support and counselling.

We can provide individually-tailored study support if you have a disability, specific learning difficulty or medical condition(s) and have a Disabled Students' Allowance (DSA) grant. We also hold drop-in sessions if you just need some help with study skills, such as researching and organising assignments.

## Learning support

We welcome students who have a disability, specific learning difficulty or medical/mental health condition and actively encourage you to contact us early so we can discuss your individual needs.

The aim of any learning support and/or reasonable adjustment is to enable equal access to curriculum and University College life.

If you have qualified for DSA, please contact the Learning Support team during Induction Week to ensure your support can be planned and organised. If you feel you would benefit from support and need help with the process of applying for a DSA then please come and speak to Learning Support.

We can assist you with an application for DSA that can help fund individual support, such as specialist equipment or individual support.

## Access arrangements/ special exam considerations

Access arrangements can vary depending on your requirements but can include:

- Additional time
- Use of a computer
- Use of a scribe, reader or prompter
- Exam papers in suitable formats (e.g. large print, coloured paper)
- Separate or individual room
- Rest breaks

The intention is that these arrangements should enable you to meet the expected learning outcomes and compensate for the restriction imposed by any learning difficulty/disability/condition without affecting the validity of the examination.

You will need to have completed an assessment to confirm your learning difficulty/disability/condition, which enables you to apply for DSA. You will then receive a report confirming the access arrangements you need. Learning Support will invite you for an appointment to fill in an application form for access arrangements. The deadline for completing this application form is three weeks before your first exam. Assessment coversheets are also available for HE students with dyslexia to hand in with written work to alert markers to difficulties with written assignments.

## Counselling and welfare

If you are feeling unsettled, unsure or are having personal difficulties either in your home life or on campus then our Student Welfare Adviser is available at any point during your studies to provide you with support.

The counselling service at the University College offers a confidential non-judgemental space where you can talk about any emotional and psychological problems which may be affecting your ability to study.

Through counselling, you can talk about your problems and worries and find alternative ways of moving forward in life. The role of our Counsellor is not to tell you what to do, but to give you the opportunity to talk about the issues you are facing and help you to find potential solutions.

### How to contact us

If you would like any more information about our services, please contact us or visit us in the Main Building.  
**E** [student.support@writtle.ac.uk](mailto:student.support@writtle.ac.uk)  
**T** 01245 424254

### Financial support\*

Financial assistance is available to help you if you are finding it difficult to continue your studies due to financial hardship. If you have a low household income and/or 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 not an entitlement and is subject to the availability of funds.

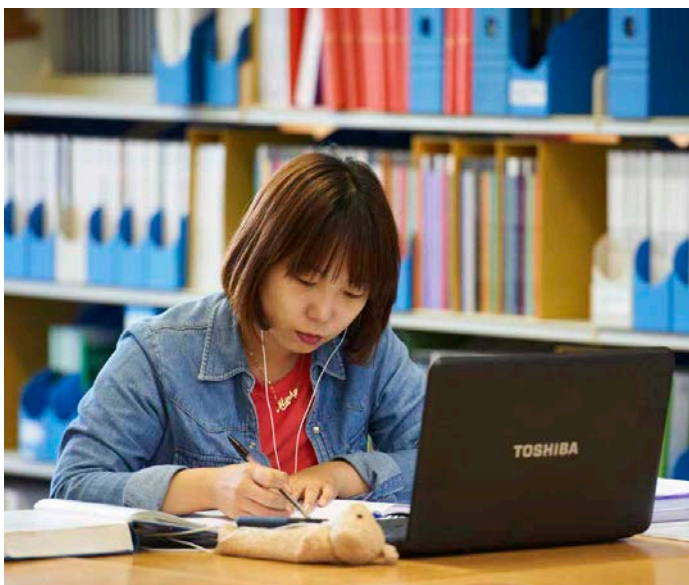
To apply for support through the Higher Education Hardship Fund\* you must have a Student Loan. You will need to complete and submit an application form to Student Finance, along with evidence of income or any benefits received and an academic staff recommendation.



### International students

If you are an international student and need advice regarding opening a bank account, gaining employment, registering with a Doctor or general help with issues related to living in the UK, then please see our Welfare Adviser (International) or email [student.support@writtle.ac.uk](mailto:student.support@writtle.ac.uk)

More information is available on pages 18 – 19.



### Doctors' surgery

If you are a residential student and live in Halls you must be registered with the Writtle Surgery on Lordship Road. You can register upon arrival in L41 Main Hall in the Main Building. The Writtle Surgery number is +44 (0)1245 421205.

### Induction Week

Support Services are open all week or come to our drop-in sessions on Thursday and Friday. Please see the timetable on pages 46 – 51 for further details.



\*subject to the availability of funding.

# SAFETY

## SECURITY & PERSONAL CONDUCT

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](mailto: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 that all students and staff must wear their 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.



## 10 tips for staying safe online:

- |  |  |
|--|--|
| 1 Don't post any personal information.   | 6 Remember that not everyone online is who they say they are. Risks include bullying, grooming and radicalisation.         |
| 2 Think carefully before posting pictures or videos of yourself. Once online, anyone can see the picture or video and use it without your consent. | 7 Think carefully about what you say before you post something online.   |
| 3 Keep your privacy settings as high as possible and never give out your passwords.  | 8 Respect other people's views, even if you don't agree with them.   |
| 4 Don't befriend people you don't know.  | 9 If you see something online that makes you feel uncomfortable, leave the website and tell someone you trust immediately. |
| 5 Don't meet up with people you've met online.   | 10 Remember to respect the law and only use reliable services.   |

### First Aid

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

### Duty Warden

T +44 (0)7880 557796

### Reception

T +44 (0)1245 424200

### Equality & Diversity

Writtle University College is committed to creating and maintaining an inclusive learning and working environment where equality is promoted, diversity is valued and discriminatory behaviour is not tolerated.

We are committed to providing equality of opportunity for all, irrespective of their protected characteristic(s).

We recognise that promoting equality means encouraging participation and engagement, recognising and responding to different needs and addressing structural barriers to achievement.

Writtle University College has four equality themes for 2016 to 2020:

- Inclusion: we provide an environment that is accessible and welcoming
- Attainment: everyone can flourish and succeed to the best of their abilities
- Flexibility: we support different ways of working and learning
- Embedding: the active promotion of equality informs our culture and behaviour

For more information, please visit:

[writtle.ac.uk/pdfs/Equality\\_Policy.pdf](http://writtle.ac.uk/pdfs/Equality_Policy.pdf)



# EATING

## IN OR OUT

### Eating in

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

Thyme Out, next to the Student Baa, is our Costa coffee shop with paninis served all day. You can buy breakfast from 8am and there are baguettes, sandwiches, wraps, and a Southern Fried Chicken range at lunchtime. In the evenings, you can visit Thyme Out for pizza, paninis and chicken nuggets.

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.

#### The Garden Room weekday opening times\*

Monday to Friday in term-time  
7.30am till 7.30pm

Breakfast	7.30am to 10.30am
Lunch	12pm to 2pm
Dinner	4.45pm to 7pm

#### Thyme Out weekday opening times\*

Monday to Friday in term-time  
8am to 8pm

#### The Watering Hole weekday opening times\*

Monday to Friday in term-time  
8am till 4pm

#### On-site catering weekend opening times\*

Saturday	11.30am to 1pm
Sunday	12.30pm to 2pm

#### Allergies and dietary needs

Please pop in to the Catering Office or email [writtle@caterlinkltd.co.uk](mailto:writtle@caterlinkltd.co.uk) if you have any allergies or dietary needs.

### Eating out

In Writtle village you will find a fish and chip shop, an Indian and Chinese restaurant, a variety of pubs, as well as a number of restaurants.

In Chelmsford there is an even wider choice of eateries. Some of the more popular outlets include Nando's, Zen Noodle Bar, Café Rouge, Pizza Hut, Domino's and McDonalds. Alongside these you will also find a number of late night takeaway outlets.



The Lordship Tea Room is situated on the Lordship Campus and is run by our partner, the world-famous jam makers Wilkin & Sons Ltd.

#### How meal cards work

- 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 – ask for a receipt at a catering till.
- You can gain a full transaction history by emailing [writtle@caterlinkltd.co.uk](mailto: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.

**Meal cards** are topped up each term with the next term's allowances. They will be wiped when you vacate your room.

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

# SHOPPING

## Food

### ALDI

471 Springfield Road, Chelmsford,  
CM2 6AP

T 0800 0420800

#### OPENING TIMES

Monday to Saturday 8am to 10pm  
Sunday 10am to 4pm

7 Clock Tower Retail Park, Westway,  
Chelmsford, CM1 3FJ

T 0800 0420800

#### OPENING TIMES

Monday to Saturday 8am to 10pm  
Sunday 10am to 4pm

### ASDA

Chelmer Village Centre, Chelmsford,  
CM2 6RE

T 01245 466566

#### OPENING TIMES

Monday to Saturday 7am to 10pm  
Sunday 10am to 4pm

### LIDL

2 Waterson Vale, Chelmsford,  
CM2 9DG

T 0800 977 7766

#### OPENING TIMES

Monday to Saturday 8am to 10pm  
Sunday 10am to 4pm

### MORRISONS

Copperfield Road, Chelmsford,  
CM1 4UX

T 01245 512872

#### OPENING TIMES

Monday to Saturday 7am to 10pm  
Sunday 10am to 4pm

### SAINSBURY'S

White Hart Lane, Chelmsford,  
CM2 5PA

T 01245 451797

#### OPENING TIMES

Monday to Friday 7am to 11pm  
Saturday 7am to 10pm  
Sunday 10am to 4pm

## THE CO-OP AND POST OFFICE

17 Bridge Street, Writtle, CM1 3DZ

T 01245 421148

#### OPENING TIMES

Monday to Saturday 8am to 8pm  
Sunday 10am to 4pm

## THE CO-OP

38-40 Long Brandocks, Writtle,  
CM1 3JP

T 01245 421449

#### OPENING TIMES

Every day 7am to 10pm

## TESCO - 24 HOURS

Princes Road, Chelmsford, CM2 9XW

T 0345 677 9191

#### OPENING TIMES

Monday 6am onwards  
Tuesday to Friday 24 hours  
Saturday open until 10pm  
Sunday 10am to 4pm

## ATM

The closest ATM cash machine is on-site in the Student Baa.

You will be charged for cash withdrawals. There is also an ATM at the Co-Op in Bridge Street, Writtle, which is free to use, and Prestons petrol station.

## Other shops

Chelmsford has lively shopping centres with all the usual High Street shops and banks as well as a Polish and Russian store, a Halal butcher and an Asian food store – all close to the Bus Station in town.

The well-known Lakeside and Bluewater shopping centres are only a 30 to 40 minute drive away.

**W** [intu.co.uk/lakeside](http://intu.co.uk/lakeside)

**W** [bluewater.co.uk](http://bluewater.co.uk)

Braintree Freeport has a range of outlet shops.

**W** [freeport-braintree.com](http://freeport-braintree.com)

Westfield Shopping Centre in Stratford is around 30 minutes away on train, with London 35 minutes away.

**W** [uk.westfield.com/london](http://uk.westfield.com/london)



# CONTACTS

## Internal 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	6pm to midnight
Friday	7pm to 11.30pm
Saturday	3pm to 11pm

### Careers

First floor in the Library  
Open two days per week

**T** 01245 424257  
**E** careers@writtle.ac.uk  
**W** writtle.ac.uk/careers

### Chaplain

Rev'd 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

### Gym

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

### HE Study Hub

Weekdays 8am to 11pm  
Weekends 8am to 7pm

### 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 Student Immigration Advice and Guidance Ground Floor, Main Building  
Open Monday to Friday during office hours

**T** 01245 424200  
**E** international@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 nursery place at Kiddi Caru Day Nursery

**T** 01245 421341  
**E** writtlecollege@kiddicaruday.com  
**W** kiddicaruday.com

### Launderette

Harvey 1, Ground Floor  
Cards available from Accommodation or use the Circuit app

**T** 0800 0924068

### Library

Weekdays 8am to midnight  
Weekends 12pm to 8pm

### Reception/Switchboard

Open 8.30am to 5.30pm Monday to Thursday 8.30am to 5pm Friday  
**T** 01245 424200

### Safeguarding and Wellbeing Team

**T** 07766 255829

### Short Courses

Find out more about the variety of short courses and workshops here including accreditation for technical skills, specialist crafts or hobbies. Open Monday to Friday during office hours

**T** 01245 424286  
**E** shortcourses@writtle.ac.uk  
**W** writtle.ac.uk/ShortCourses

### Student Support

Includes Learning Support, Safeguarding & Wellbeing, and Student Finance. 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

### Students' Union

Ground Floor, Main Building  
**T** 01245 422752  
**E** studentunion@writtle.ac.uk

### Wardens and Residential Student Support Officers

Duty Warden (emergencies and out of office hours only)

**T** 07880 557796

## External contacts

Handy contact details for places mentioned in this guide.

### Buses

FIRST BUSES  
**T** 0345 6460707  
**W** firstgroup.com/essex

### Chelmsford Canoe Club

**E** info@chelmsfordcanoecub.co.uk  
**W** chelmsfordcanoecub.co.uk

### Chelmsford City Council

**T** 01245 606606  
**W** chelmsford.gov.uk

### Chelmsford City Racecourse

**T** 01245 360300  
**E** info@chelmsfordcityracecourse.com  
**W** chelmsfordcityracecourse.com

### Chelmsford City Theatres

**E** boxoffice@chelmsford.gov.uk  
**T** 01245 606505  
**W** chelmsford.gov.uk/theatres

### Chelmsford Museum

Oaklands Park, Moulsham Street,  
 Chelmsford, CM2 9AQ  
**T** 01245 605700  
**W** chelmsford.gov.uk/museums

### Citizens Advice Bureau

Burgess Well House, Coval Lane,  
 Chelmsford, CM1 1FW  
**T** 03444 111444  
**W** chelmsfordcab.org

### City Bowl

Rivermead North, Bishop Hall Lane,  
 CM1 1PD  
**T** 01245 258117  
**W** chelmsfordcitybowl.co.uk

### Cinemas

EVERYMAN CINEMA  
 131 Bond Street, Chelmsford,  
 CM1 1GD  
**T** 0872 4369060  
**W** everymancinema.com/chelmsford  
 ODEON CINEMA  
 Kings Head Walk, Chelmsford,  
 CM2 6FH  
**T** 0333 0144501  
**W** odeon.co.uk/chelmsford

### Doctors

The Writtle Surgery, 16a Lordship  
 Road, Writtle, CM1 3EH  
**T** 01245 421205  
**W** writtle.gpsurgery.net

### Drug & Alcohol Services

The Children's Society,  
 114 Springfield Road,  
 Chelmsford, CM2 6LF  
**T** 0844 4991323  
 Text 'choices' to 80800  
**W** childrenssocietyleast.org.uk

### Fling Festival

**W** flingfestival.com

### Hylands Estate

Chelmsford, CM2 8WQ  
**T** 01245 605500  
**E** hylands@chelmsford.gov.uk  
**W** hylandsestate.co.uk

### Jobcentre Plus Chelmsford

The Gemini Centre, 88 New London  
 Road, Chelmsford, CM2 0YN  
**T** 0800 1690190

### Jump Street

12 Richmond Road, Dukes Park  
 Estate, CM2 6UA  
**T** 01206 911035  
**E** info@jumpstreet.co.uk  
**W** jumpstreet.co.uk

### Lordship Tea Room

On the Lordship Science Campus  
**T** 01245 422600  
**E** lordship@trooms.com

### Parkrun

Central Park, Chelmsford  
**W** parkrun.org.uk/chelmsfordcentral

### Q-ball snooker and pool club

Barrack House, Barrack Square,  
 CM2 0UU  
**T** 01245 269429  
**W** qballclub.com

### Riverside Ice & Leisure

Victoria Road, Chelmsford, CM1 1FG  
**T** 01245 615050  
**W** chelmsford.gov.uk/riverside

### RiZE Festival

**W** rizefestival.co.uk

### Taxis

CHELMSFORD TAXIBUS  
**T** 01245 350350  
**W** chelmsfordtaxibus.co.uk  
 FAREWAY  
**T** 01245 355555  
**W** farewaytaxisltd.com  
 HAPPICABS  
**T** 01245 443443  
**W** happicabs.com

### The Samaritans

**T** 116123  
**E** jo@samaritans.org  
**W** chelmsfordsamaritans.org

### Trains

**T** 03457 484950  
**W** nationalrail.co.uk

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# 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!

The logo consists of a white square with a thin white border, containing the text "WRITTLE FRESHERS '18" in a bold, white, sans-serif font.

WRITTLE  
FRESHERS '18

Look out for the Freshers' Week timetable when you arrive at WUC to find out more about all the events planned by the SU!



A note on room numbers:

- U – Upper Floor, Main Building
- L – Lower Floor, Main Building
- S – Lordship Science Centre
- E – Engineering

# INDUCTION WEEK

## Sunday 9 September

11am to 4pm	Moving in day for all students living in Halls of Residence 📍 <i>Main Building, Main Hall, L41</i>	Drinks and light snacks available in The Garden Room
11am to 4pm	Registration and student ID cards 📍 <i>Main Building, L41a</i>	All undergraduates, all years — Register with the University College — Collect your student ID card — New residents' key collection — Register with local doctors' surgery — NUC card purchase — Purchase Freshers' Week wristbands — Meet the SU
4pm	Residents' welcome meeting for those staying in Halls 📍 <i>Northumberland Lecture Theatre, Lordship Campus</i>	All students living in Halls must attend

## Monday 10 September

9am to 5pm	Postgraduate international students' registration plus passport and visa verification 📍 <i>International Admissions</i>	International postgraduates
10am to 4pm	Welcome and introduction to WUC; Academic Induction 📍 <i>Northumberland Lecture Theatre, Lordship Campus</i>	<ul style="list-style-type: none"> <li>— Animal Year 1</li> <li>— Bioveterinary Science Year 1</li> <li>— Equine Year 1</li> <li>— Sport and Sport-based awards Year 1</li> <li>— Veterinary Physiotherapy Year 1</li> <li>— Animal Therapy Year 1</li> <li>— Canine Therapy Year 1</li> </ul>
11am to 5pm	Welcome and introduction to WUC; Academic Induction 📍 <i>Main Building, Main Hall, L41</i>	<ul style="list-style-type: none"> <li>— Agriculture Year 1</li> <li>— Business Year 1</li> <li>— Horticulture Year 1</li> <li>— Landscape Architecture &amp; Garden Design Year 1</li> </ul>



# INDUCTION WEEK

## Tuesday 11 September

9am to 12pm	Academic Induction ♣ Northumberland Lecture Theatre ♣ S20 ♣ Sports Science Centre 1, 2 + 3	— Animal Years 1, 2 and 3 — Bioveterinary Science Year 1 — Sport and Sport-based awards Years 1, 2 and 3
9am to 12pm	Induction activities ♣ E06 ♣ S28/S30 ♣ S28/S30 ♣ S40	— Equine Year 1 — Veterinary Physiotherapy Year 1 — Animal Therapy Year 1 — Canine Therapy Year 1
1pm to 4pm	Facilities tours ♣ E06 ♣ S28/S30 ♣ S28/S30 ♣ S40	— Equine Year 1 — Veterinary Physiotherapy Year 1 — Animal Therapy Year 1 — Canine Therapy Year 1
1pm to 4pm	Induction Activities ♣ Northumberland Lecture Theatre ♣ S20 ♣ Sports Science Centre 1, 2 + 3	— Animal Year 1 — Bioveterinary Science Year 1 — Sport and Sport-based awards Year 1
9am to 5pm	Postgraduate international students' registration plus passport and visa verification ♣ International Admissions	International postgraduates
10am to 4pm	Academic Induction and Essential Skills* ♣ L58 ♣ L60 ♣ U65 ♣ Design 1	— Agriculture Year 1 — Business Year 1 — Horticulture Year 1 — Landscape Architecture & Garden Design Year 1
4pm	Social ♣ Design 1	— Agriculture Year 1 — Business Year 1 — Horticulture Year 1 — Landscape Architecture & Garden Design Year 1

## Wednesday 12 September

9am to 12pm	Academic Induction ♣ Equine Training and Development Centre, Cow Watering Campus	Riding or Practical Assessments (where applicable) — Equine Year 1
10am to 12pm	Lab Induction ♣ S20	— Bioveterinary Science Year 1
9am to 5pm	Postgraduate international students' registration plus passport and visa verification ♣ International Admissions	International postgraduates
1pm to 3pm	Introductory bike ride ♣ Sports Science Centre	Cycling Performance students and any serious cyclists

# INDUCTION WEEK

Thursday 13  
September

1pm to 4pm	Trip to Ingatestone Saddlery Centre 📍 S28/30	<ul style="list-style-type: none"> <li>— Equine Year 1</li> <li>— Veterinary Physiotherapy Year 1</li> <li>— Animal Therapy Year 1</li> </ul>
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9am to 5pm	Postgraduate international students' registration plus passport and visa verification 📍 International Admissions	International postgraduates
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## DROP IN SESSIONS

8.30am to 5pm	📍 Main Building, L41a	Registration and student ID cards
8.30am to 4.30pm	📍 Short Courses, King's Lodge Campus	Find out more about Short Courses
9am to 5pm	📍 Careers, first floor of Library	Find out about the Careers Advisory Service and where your subject choice could lead you
9am to 12pm	📍 Library, First Floor	Find out about IT training
9am to 5pm	📍 Main Building, U51	Getting connected to the campus wireless system and any other IS&T related support
9am to 2pm	📍 Main Building, Accommodation Office, Learning Support Area	Advice and assistance on accommodation issues
9am to 3pm	📍 Main Building, Room L09	Student financial advice
9.30am to 4pm	📍 Learning Hub, Main Building	Student support <ul style="list-style-type: none"> <li>— Disabled Students' Allowance</li> <li>— Wellbeing &amp; Counselling</li> <li>— Learning/study support</li> <li>— International welfare advice</li> <li>— Safeguarding &amp; Prevent advice and information</li> <li>— Residential Student Support</li> <li>— Reasonable adjustments &amp; support for students with long term illness, mental health and special educational needs and disability</li> </ul>
10am to 12pm	📍 Main Building, Library	Familiarise yourself with the Library and meet Library staff

# INDUCTION WEEK

Friday 14  
September

## Teaching starts for MSc Veterinary Physiotherapy

9am to 11am	Academic Induction 📍 E06	Equine Year 2
11am to 1pm	Academic Induction 📍 E06	Equine Year 3
9am	Academic Induction 📍 S28/S30	Veterinary Physiotherapy and Animal Therapy Year 2
11am	📍 S28/S30	Veterinary Physiotherapy and Animal Therapy Year 3
1pm	📍 S28/S30	Veterinary Physiotherapy Year 4
9am to 10am	Registration and ID cards 📍 Main Building, Main Hall, L41	New and continuing postgraduates, including international postgraduates (unless you have already registered)
10am to 4.15pm	Welcome and Introduction to WUC 📍 Main Building, Main Hall, L41	Course-specific induction and skills development — All taught postgraduates
2pm to 4pm	Questions about your course? A course team member will be available in their office in their subject area to answer any questions you may have.	

## DROP IN SESSIONS

8.30am to 5pm	📍 Main Building, L41a	Registration and student ID cards
8.30am to 4.30pm	📍 Short Courses, King's Lodge Campus	Find out more about Short Courses at WUC
9am to 2pm	📍 Main Building, L09	Student financial advice
9am to 2pm	📍 Main Building, Accommodation Office, Learning Support Area	Advice and assistance on accommodation issues
9.30am to 4pm	📍 Learning Hub, Main Building	Student support — Disabled Students' Allowance — Wellbeing & Counselling — Learning/study support — International welfare advice — Safeguarding & Prevent advice and information — Residential Student Support — Reasonable adjustments & support for students with long term illness, mental health and special educational needs and disability
9am to 5pm	📍 Main Building, U51	Getting connected to the campus WiFi and other IS&T related help
9am to 5pm	📍 Library, First Floor	Find out about IT training
1pm to 3pm	📍 Main Building, Library	Familiarise yourself with the Library and meet Library staff

# INDUCTION WEEK

Saturday 15 September	Teaching for MSc Veterinary Physiotherapy	
Sunday 16 September	Teaching for MSc Veterinary Physiotherapy	
Monday 17 September	Teaching starts for all students (except MSc Veterinary Physiotherapy)	
9am	Academic Induction 📍 Teaching rooms as instructed by your Course Tutor	Agriculture – Years 1, 2 and 3 Business – Year 1 Contemporary Art & Design – Years 2 and 3 Global Ecosystem Management – Years 2 and 3 Horticulture – Years 1, 2 and 3 Landscape Architecture & Garden Design – Years 1, 2 and 3 Professional Floristry – Years 2 and 3









## WRITTLE UNIVERSITY COLLEGE

Lordship Road  
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**F** +44 (0)1245 420456

**E** [info@writtle.ac.uk](mailto:info@writtle.ac.uk)  
[writtle.ac.uk](http://writtle.ac.uk)

This guide is also available in large  
print format and Braille

Please contact:

[student.support@writtle.ac.uk](mailto:student.support@writtle.ac.uk)

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[WrittleUniversityCollege](mailto:WrittleUniversityCollege)