

2021/22 Undergraduate

September intake



Welcome to UONL

Change starts here.

**Uo
N | L**

london.northampton.ac.uk



UoNL
**Breaking
the Higher
Education
Mould.**

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Introduction.

UONL is a proud partner of the University of Northampton (UON). UONL provides a range of Undergraduate degrees, with an enhanced focus on employability whilst studying in the capital.

Working to high academic and professional standards, we are approved to deliver a wide range of UON programmes. UONL programmes are designed to ensure it aligns with the University's Strategic Plan and **Changemaker** social impact commitments.

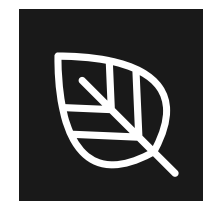
Delivering programmes in our new campus in East India exhibits our commitment and correlates with the University's Strategic Ambition to be the digital leader in UK Higher Education.

Our commitment to transforming lives and inspiring change is at the heart of **what we do**. We want to ensure that your experience studying with us enables you to transform your life and those of others too, no matter how great or small this may be.



Key Dates.

September 2021/22 Academic



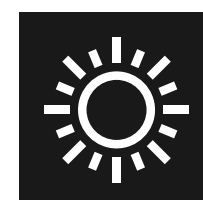
Autumn

Welcome Week	20/09/21 - 24/09/21
Trimester 1 Teaching	27/09/21 - 17/12/21
Christmas Vacation	20/12/21 - 03/01/22
Trimester 1 Examinations	04/01/22 - 07/01/22



Spring

Easter Vacation	11/04/22 - 22/04/22
Trimester 2 Teaching	24/01/22 - 29/04/22



Summer

Early May Bank Holiday	02/05/22
Trimester 1 (Re)sit Examinations	03/05/22 - 06/05/22
Trimester 2 Examinations	03/05/22 - 06/05/22
Trimester 2 (Re)sit Examinations	15/08/22 - 19/08/22

Accessing UONL.

UONL is situated in financial district of London which means that we are accessible by most means of transport. The most convenient way to access our East India site is via London's famous public transport system and our nearest station is East India DLR.

- Canning Town 2mins (DLR)
- Canary Wharf 5mins (DLR)
- London City Airport 8mins (DLR)
- Stratford 9mins (DLR & Jubilee line)
- Bank 13mins (DLR)
- Bond Street 22mins (DLR & Jubilee line)

In addition, buses run from all of our neighbouring streets. Within walking distance, you can catch the bus from either bus stop M for 108 or bus X for the D3.

You can also plan your journey through TFL please follow **this link**.

There is pay-and-display car park located underneath the building. The parking tariff starts from £3 an hour and all-day parking is £20. Please visit the ground floor reception in the Import building if you would like more information about the parking.



“Our commitment to transforming lives and inspiring change is at the heart of all that we do. We want to ensure that your experience studying with us enables you to transform your life and those of others too, no matter how great or small this may be.”



Delivery Mode.

All programmes at UONL are delivered through our innovative active learning approach, our students engage with the lectures both physically and virtually via Zoom. This combination of virtual face to face and physical face to face delivery allows for greater flexibility whilst studying, but also ensures the quality of teaching and support is not compromised.



Delivery

All students will have a 2-days a week timetable with one day a week on campus and the other day studying live, face-to-face virtually via Zoom.



Timetable Procedure.

Timetable Procedure

Monday, Tuesday, Wednesday, Thursday & Friday

Morning Lecture (AM) 10:00 – 13:00	Lunch Break 13:00 PM - 14:00 PM	Afternoon Lecture (PM) 14:00 – 17:00
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Attendance.



Online learning

You are expected to join your Zoom webinars on time, so please allow 15 minutes before the class starts to ensure you have a stable internet connection. Should you log onto the webinar more than 30 minutes after your class begins, you will be recorded as absent.

You may be required to meet with your Personal Tutor or Programme Leader to discuss your attendance or punctuality.

We understand that sometimes you may have connectivity issues, so please keep staff members up to date with any persistent issues you may be having. Your attendance is automatically recorded for a session if you access your scheduled Zoom webinar on time.

AM Sessions: Students must first click onto the Zoom webinar between 09:00 – 10:30.

PM Sessions: Students must first click onto the Zoom webinar between 13:00 – 14:30.

You can click on and off the Zoom link as many times as you like during your class if requested by the academic and this will not affect your attendance. However, students must ensure their first click is between the above stated times.

If students do not use the Zoom webinar link integrated into their VLE, their attendance will not be recorded for that session. If students are having technical difficulties accessing their Zoom webinar, they should contact the iCentre.



Face to face learning

Once you have registered at UONL you will receive your attendance card. Your attendance card will accompany you throughout your studies as you must use it to record your attendance for all lectures and scheduled classes within our building.

If you have forgotten or misplaced your attendance card, you can purchase a temporary card from the Information Centre. A temporary card costs £2 and is only active for one day. Temporary cards must be returned to the Information Centre after you have swiped out of the main doors at the end of the day.

More info on your Attendance Card can be found in the Attendance Procedure and **FAQs** available on our website.

As a student, you are responsible for making sure your attendance is up-to-date and accurate. If you believe you are having a technological issue with your attendance card, you can enquire about your attendance record by making an attendance enquiry through VLE. Simply login to VLE and select 'Attendance Enquiry'.

Attendance enquiry details must include the date, session (AM, PM) and any additional information you would like the attendance team to investigate. Once you have submitted your attendance enquiry, you will receive a response within three to five working days.

Being Covid Secure.

We encourage staff, students and visitors on site to follow safe behaviour and, in particular, follow good hand hygiene practices to help us minimise the risk of transmission.

The risk of transmission has reduced due to much of the population being vaccinated fully, although a lower level of risk is still present. This Policy should be treated as an addendum to the Covid-19 Risk Assessment and should be read in conjunction with the same. There is a clear expectation that this information will be shared with other non-staff members where required. Managers should have regular conversations with their staff, listening to and acting on their concerns.

- Adhering to safe behaviour can help control the spread of COVID-19.
 - Wash your hands regularly.
 - Use a tissue to sneeze/cough into and dispose of tissue responsibly.
 - Cough/sneeze into the crook of your arm if you don't have tissues readily available.
 - Close the toilet lid BEFORE flushing.
 - Wash hands after using the toilets.
 - Use the anti-bacterial gel/foam before and after entering toilets.
 - Temperature monitoring will take place at the point of entry to UONL. Any individual recording a high temperature will be asked to return home.
 - Face coverings are encouraged to be worn when moving around UONL premises, in the common areas, and toilets.



- Disciplinary procedures may be applied if safe behaviour policy is breached.
- Should any individual show any signs or symptoms of COVID-19 they will be dealt with as promptly as possible and must leave the premises for the safety of others. The Test and Trace strategy will be applied.
- UONL will be offering Lateral Flow testing for staff and students on site twice a week as the health and safety of our staff and students are paramount. Such testing will reduce the spread of the virus and protect those in the building. Identifying those with no symptoms but who have contracted the virus allows them to stop spreading the virus by immediately self-isolating. Your cooperation with this testing on site is greatly appreciated as it ensures a safer building to work and study in.
- Everyone's support is necessary to ensure safe behaviour is carried out.

Getting UONL Ready.

We have created this quick guide to help you with your digital learning. Ahead you can find links and tips on how to access online resources and helpful information on your university.





The VLE

Your VLE will allow you to access your module pages, each of which will contain all the module materials and links for accessing Zoom classes. Your online classes through Zoom will bring the classroom experience to your remotely. You will be able to:

- listen to lectures and interact with your tutors and peers face to face on Zoom in real time;
- participate in small group activities;
- receive instant support from our professional staff, using the Live Chat.

The VLE will also provide you with access to helpful information regarding all aspects of university life, including:

- Access to forms:
 - Council Tax Letter
 - Bank Letter
 - Embassy Letter
- Academic Integrity Advice
- Learning Resources Centre
- Regulations, Rules and Policies
- Student Handbook
- Wellbeing
- Employability and Changemaker Scheme.



Student Email

Your Student email can be accessed via our main website and on the myUONL app. This will be our first port of communication for you so it is essential that you check this frequently.



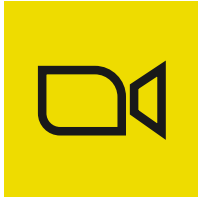
Timetable

One of the many advantages of studying at UONL is our unique two-day timetable.

All of our undergraduate students benefit from a timetable that spreads all of the modules over two days a week. This is beneficial to you as you are able to undertake part-time work or other additional activities.

It is unlikely for your timetable to change every trimester however, any change in the timetable will be communicated to students prior to the commencement of a new study term. Students who fail modules which they are required to retake will have to attend on more than two days.

All programmes at UONL are delivered through our innovative active learning approach, our students engage with the lectures both physically and virtually via Zoom.



Zoom

Zoom is a cloud platform for video and audio webinars, chats, conferences and classrooms. Our students will be able to attend scheduled video sessions with their lecturers and other class friends, ask questions either publicly or privately, share their opinions or concerns. Students can access Zoom through any devices such as mobile phones, tablets, laptops etc.



NELSON

You can use NELSON (Northampton Electronic Library Search Online) to search the library's books, e-books, e-journals, videos and more.

You can access NELSON via the VLE and can use your library pin to sign in.





myUONL App

Our UONL App will enhance your online learning and ensure all of your learning platforms are easily accessible to you. The UONL App can be downloaded from the App store for Apple devices and from the Google play store for Android devices. You will be able to access core university resources, personalised Online Learning resources and will receive notifications and updates about your university life.

Student email

- Check your student email account

Timetable

- Displays your next class and timetable in a calendar

Online learning

- Access to programme material and live classes

Library

- Access to online library search such as reading lists and online journals

News, Events and Guides

- information on academic events or to see what’s going on at UONL campus

Employability and Wellbeing

- Information on current employment opportunities and wellbeing advice

And much more.



Kortext

At UONL, we go further in regards to our students’ education. We understand that core textbooks can be expensive, so at our university we offer free core textbooks in an electronic format in order for you to get the most out of your studies. This allows you to read your text books whenever and wherever. All the e-books are relevant to your specific modules and have the facilities to edit and make notes to enhance your studies in many other ways.

Kortext can be accessed anywhere at any time at your ease. Your VLE has Kortext embedded within it, making it more accessible for all students. You can access your books straight from the VLE on your PC, mobile or tablet device.

Student Platform Details.

Please watch our video guide
‘Registering your University email’ on the VLE.

Student email	
	@my.northampton.ac.uk
Password:	Password to be sent via e-mail

Your UONL email is:
firstname + surname + year of enrolment + @my.northampton.ac.uk.
i.e joe.bloggs21@my.northampton.ac.uk
To watch a video on how to setup your student email **click here**

myUONL App and VLE	
Username:	(VLE number)
Password: Your 6 Digit D.o.B	

Forgotten your login details? Contact the iCentre or Learning Resource Centre for further assistance:
iCentre@london.northampton.ac.uk
Learningresources@london.northampton.ac.uk

Your Timetable.

Your 1st Trimester starts

September

- 1. First week of classes (Week 1)
- 2. Review your timetable for the upcoming Trimester
- 3. Induction week – talks from the academics (Week 3)
- 4. Download recommended apps and follow UONL social media accounts
- 5. Download e-books via Kortext
- 6. Apply for student benefits

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October

- 1. Utilise learning resources from VLE, Digital Library and the Learning Resource Centre

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November

- 1. Module Evaluation Survey
- 2. Begin to prepare for any upcoming assessments
- 3. Publication of exam timetable

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December

- 1. Examination Week Monday 13th - Friday 17th December 2021
- 2. Christmas Vacation Mondat 20th December 2021 - Monday 3rd January 2022 (inclusive)

Your 2nd Trimester starts

January

- 1. First week of classes (Week 1)
- 2. Download e-books via Kortext

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February

- 1. Utilise learning resources from VLE, Digital Library and the Learning Resource Centre
- 2. Prepare for assessments
- 3. Publication of exam timetable (Week 7)

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March

- 1. Participate in the Module Evaluation Survey
- 2. Prepare for assessments

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April

- 1. Examination Week Monday 25th April - Friday 6th May 2022
- 2. (Re)sit Examination Week for Trimester 1 Saturday 23rd April - Friday 6th May 2022
- 3. Easter Vacation Monday 11th April - Friday 22nd April 2022 (inclusive)

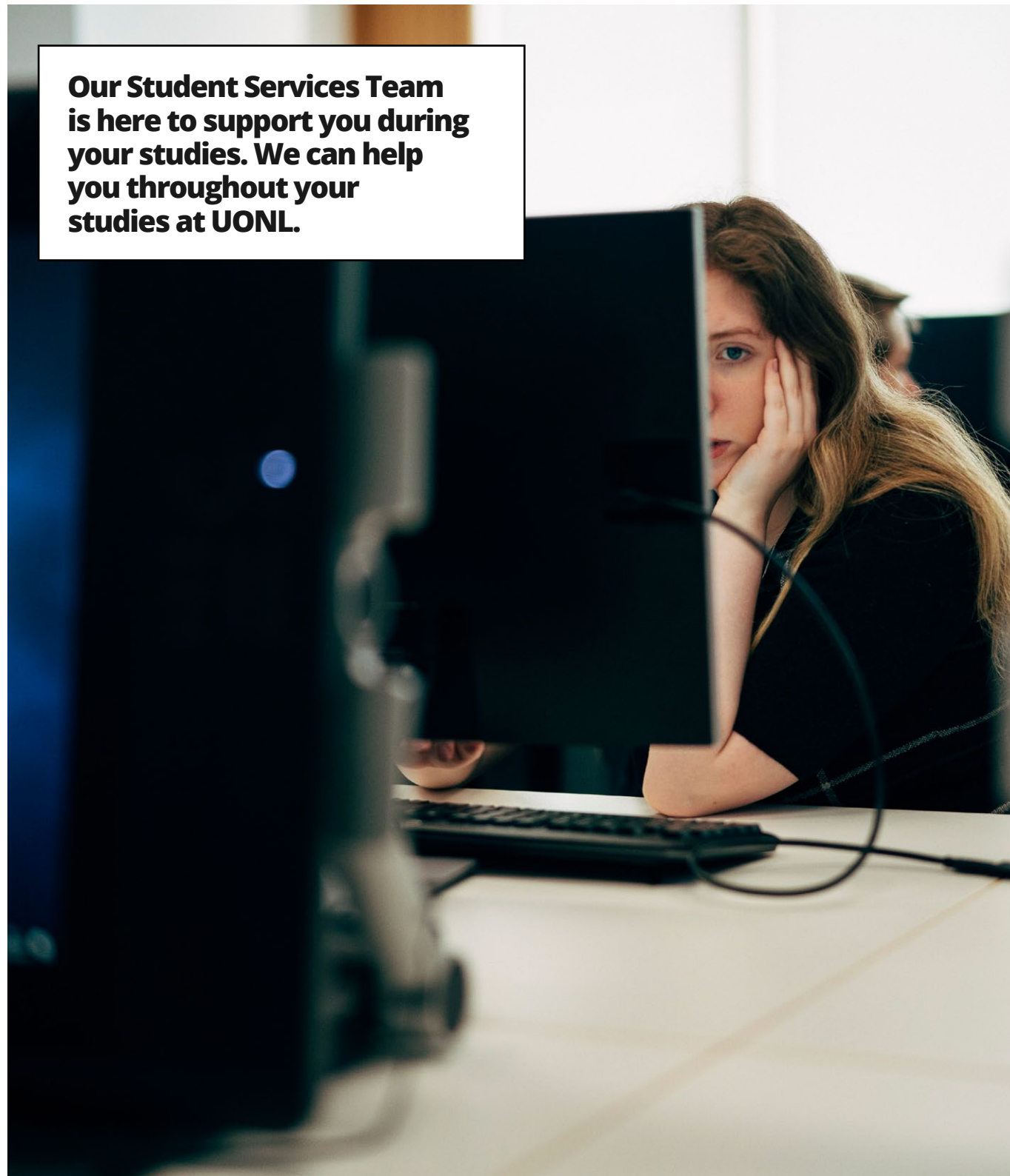
Get UONL Ready Checklist.

- ☐ Take a note of all your login details for student e-mail, VLE, Kortext, Digital Library & check your personal timetable
- ☐ Download the recommended app:
 - ☒ myUONL App
- ☐ Apply for your Oyster card/railcard
- ☐ Apply for your student benefits
- ☐ Review the academic calendar
- ☐ Download core reading for modules



Support Whilst You Study.

Our Student Services Team is here to support you during your studies. We can help you throughout your studies at UONL.



Employability Changemaker

UONL is proud to offer a successful **Employability and Changemaker** Scheme for all its students and alumni. Throughout the year, the team organises Employability Passport sessions to help enhance your employability skills such as:

- CV Building/ Interview Preparation
- Taking Control Of Your Career
- A Mindset For Success
- Your Personal Brand

Our Industry Exposure sessions, which are open to all students, host employers and key professionals from a range of sectors, including business, health and social care, and law. This means you will gain insights from seasoned industry professionals.

Business representatives, health and social care professionals, company owners and guest lecturers join us to speak about their career journey, their companies, tips on how to secure a graduate job after university and occasionally they are actively recruiting on campus. These events take place throughout the year, so make sure to look out for the employability timetable each trimester.

Commit to attending ALL the skills sessions plus three Industry Exposure sessions to complete each stage of the Employability and Changemaker scheme and celebrate your success at the UONL Employability and Changemaker Awards Ceremony, presented in front of students and academics, as well as potential employers sitting looking for talent. As you progress towards graduation, students who have completed the scheme will also be referred to employers who are looking for qualified candidates ready to kick-start their career.

Within your VLE you will find the CareerHub section, which is full of great resources to help you further your career. This includes CV building, interview simulations, and industry reports. To access the CareerHub, just click on the CareerHub tile in your VLE to explore.

To contact our employability team, you can send an email to **Employability@london.northampton.ac.uk**

Personal Development Tutor

At UONL your personal development tutor (PDT) will be allocated to you at the very start of your degree. It is important to take note of their name and contact details as you may need to reach them in the near future. Your PDT can provide you with advice on your academic progress and give you guidance on how to maximise your opportunities at UONL. Your PDT will also help you ease into university life and will make it as comfortable for you as possible so that you adapt better to your new surrounds and get the relevant help where needed from the relevant department. If you require help with other queries that your PDT wouldn't necessarily be able to help you with, you will be directed to the right department. Your PDT can be reached via email.

Name of Personal Development Tutor (PDT):

Contact Email:



iCentre

The iCentre is here to make sure your student experience at UONL is enjoyable, by dedicating the time and effort to make sure you are informed on all areas of student life.

The iCentre can assist you with student discounts, official student letters, attendance cards, submission support and technical challenges.

You can contact the iCentre via email at **iCentre@london.northampton.ac.uk**. You can also use our live chat feature through our website where you can speak directly with a member of the team.



Finance Department

At UONL, we have a dedicated Finance Department who are here to help to resolve all of your finance-related queries. The Finance Department can help assist with queries related to loans, grants, Disabled Student Allowance and much more. They can be contacted via email.

You can contact the finance department via email at **Finance@london.northampton.ac.uk**



Director of Studies Office – DoS

The Director of Studies plays a unique role in monitoring and supporting students’ academic progress from admissions through to graduation. With responsibility to oversee the academic welfare of the student body, we are here to support students and ensure they are as successful as they can be in their academic career. Part of our role is to therefore to track and ensure student engagement throughout their degree and always encourage and promote academic integrity. Sometimes there will be difficult periods in your personal life, that are affecting your ability to engage with the university. In these instances, you should seek support from

the team as soon as you can. This support includes providing students with extensions on their deadlines, advising them on exceptional circumstances (ECs) and offering students a period of intermission or break in their studies.

If you have not taken or passed an assessment for any reason, the Director of Studies Office will provide guidance on your progression, resit and study plan options.

If you need any support whilst studying with us, please contact **DOS@london.northampton.ac.uk**.



Student Finance Confirmation

All eligible students can receive a Tuition Fee Loan and a Maintenance Loan to help cover finances over the duration of their studies.

It can take up to six weeks to process an application, depending on how quickly you can gather the correct information required.

Once your application has been approved and you have completed your registration, the university will send Student Finance a registration confirmation and an attendance confirmation and once confirmation has been sent to Student Finance, you should receive your payment within 3 - 5 working days.

To ensure you have completed all the necessary steps for Student Finance Confirmation please ensure you have completed the following;

- Registered on VLE
- Provided an up to date copy of your Passport with your application
- Attended Welcome Week.



Attendance Bursary

We are aware that some student costs can be significant, even with the discounts available to them. This is why we offer an Attendance Bursary for those students who have been actively engaging with their online learning and who submit all assignments on time. If you meet the eligibility criteria you will be contacted directly by the university after the end of each semester.



Learning Resource Centre

The Learning Resource Centre (LRC) provides online and onsite support for students. The LRC support includes Zoom, Moodle/Online Learning, Kortext, Digital Library, Office 365 download, and other technical support. The Learning Resource Team are available online through Zoom live support. The LRC also run IT workshops in Word, Excel, and PowerPoint. As well as online, the team is also available on-site at the Learning Resource Centre. **Learningresources@london.northampton.ac.uk**



Disability and Inclusion Team

Our Disability and Inclusion team is a dedicated support service for students who have disabilities, long-term health conditions and/or learning difficulties. We implement reasonable adjustments for students to ensure that no one is disadvantaged during their studies.

Reasonable adjustments are support strategies that we put in place for exams, and in some cases, during your lectures.

The Disability and Inclusion Team can also advise you about Disabled Student's Allowance (DSA) and whether you are eligible to apply for it. If you have already been approved for DSA, the Disability and Inclusion Team can implement necessary adjustments for you as outlined by your study needs assessment. We can also provide information about other benefits you can receive if you have been recently diagnosed with a disability, long-term health condition or learning difficulty.

The Disability and Inclusion

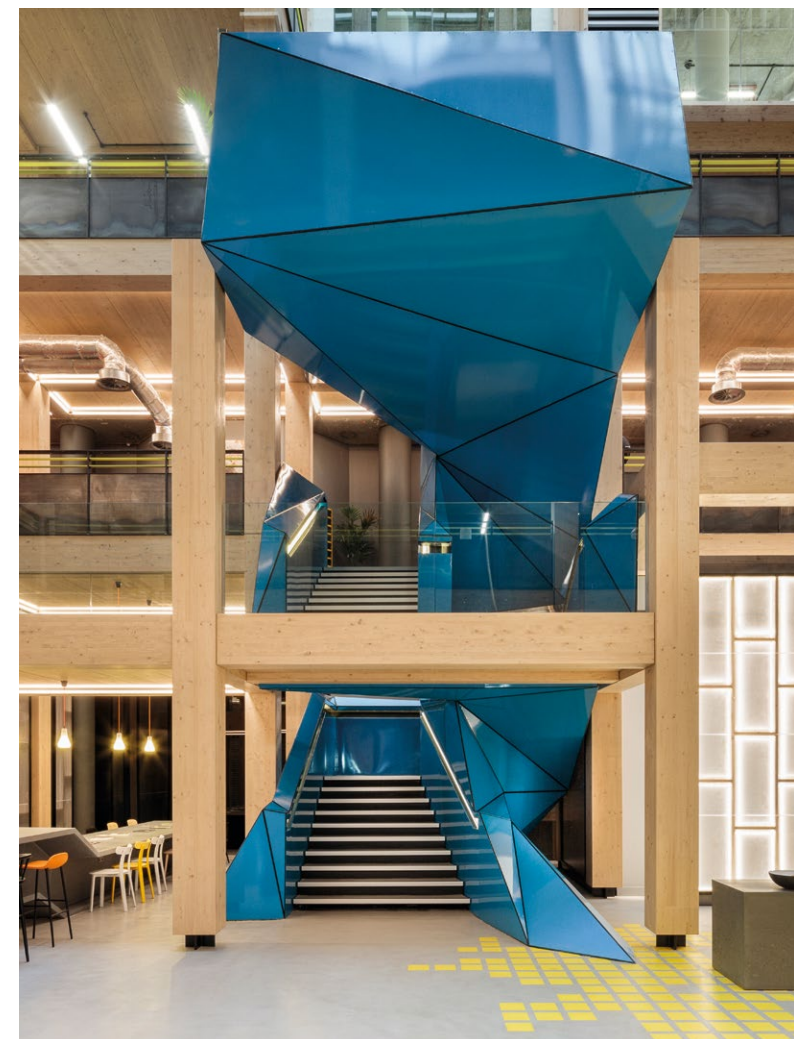
If you would like to get in touch with the Disability and Inclusion team, please email us on **Disabilityandinclusion@london.northampton.ac.uk**

Disability and Dyslexia Advisor

The Disability and Dyslexia Advisory service is available to students who:

- Need access to a Disability and Dyslexia Advisor' on their Summary of Reasonable Adjustments (SORA)
- Would like to explore screening and/or a referral for Dyslexia and/or other Specific Learning Difficulties. would like to discuss disability support
- Require help with navigating the Disabled Students Allowance application process.

All our services within the Wellbeing Department are based on a confidential 'need to know' basis. 'Need to know' is the sharing of sufficient information with key selected people involved in your support. In exceptional circumstances, your personal information may have to be shared without your personal consent, only if it is urgent or you are unable to give the consent. Your information will be kept confidentially in paper and electronic records in accordance with The Data Protection ACT (2018) and General Data Protection Regulation (2018).





Wellbeing Team

Our Wellbeing Team offers an integrated approach to supporting students with challenges that could affect their performance in their studies and/or their ability to complete their studies successfully. Services offered by the team aim to support students so that their overall student experience is enhanced. Key areas of our work includes: wellbeing workshops, wellbeing assessments, access to ongoing support (including referrals to The NHS and related services) and Disability and Inclusion support.

We want your time at UONL to be an enjoyable experience. However, we recognise that sometimes the individuals may experience health and/or wellbeing difficulties.

Whether you are experiencing personal, social or emotional difficulties the wellbeing department is here to support you. We offer a range of services which includes:

- Access to Student Wellbeing Advisors
- Access to Disability and Inclusion Team
- Access to Disability and Dyslexia Advisor o Access to Counsellors
- Wellbeing Workshops (accessible on VLE).

Should you wish to access any of our support services, or even just want to find out more about how we can support you can;

1. Ask your PDT to refer you
2. Email us - **Studentwellbeing@london.northampton.ac.uk**



Counsellors

Counselling is a therapeutic process which provides you with a safe space to talk through any emotional difficulties or life challenges you may be experiencing. Some of these difficulties may include:

- Low mood and anxiety
- Bereavement
- Low self-esteem
- Family/Relationship Difficulties.

Our counselling team are all professionally qualified and adhere to the British Association of Counselling and Psychotherapy's (BACP) ethical framework. Counsellors engage with external supervision as per BACP's good practice.

Should you wish to access any of our support services, or even just want to find out more about how we can support you, ask your PDT to refer you or email us **Studentwellbeing@london.northampton.ac.uk**



Wellbeing Student Advisors

Our Wellbeing Students Advisors are here to support you through any emotional or wellbeing difficulties that you may have during your time at UONL.

Wellbeing Students Advisors will listen to your needs and will work with you to devise of support to aid you during the difficulties. This may include liaising with internal or external services relevant for your need(s) and referring you as appropriate.

Our Wellbeing Students Advisors are here to support you on one to one basis during those time when you feel:

- A little demotivated
- Lacking self-esteem
- Lacking social support.

Student Benefits.

Once you become a student, you are entitled to numerous benefits to assist you with student life. You can find our student benefits providers in our FAQs.

Being a student in London entitles you to various travel discounts, from discounted Student Oyster Cards to discounts on Student Rail Cards. If you choose to apply for a Student Oyster Card, you are entitled to 30% off travel prices, if the requirements are met. Oyster card applications can be completed online by **clicking here**. With a Student Railcard you are eligible to up to 1/3 off your travel costs. For mature students, you will need to request a 'To Whom It May Concern' letter through your VLE and send this with your application.

As a student, you are also eligible for:

- UNiDAYS
- TOTUM Student Beans
- Council Tax Exemption
- SCONUL - British Library
- Amazon Prime
- Spotify
- EE Mobile
- Vodafone Mobile
- International Student Identity Card
- Save the Student
- Free Microsoft Office
- Student Beans.



Discover London.

Top Tips to make the most of London

Head in the right direction using Citymapper. Your atlas, your tour guide, your London bible. Download this app and never let it go.

Travel around the city for a discounted price

In order to explore all the amazing things this city has to offer (while completing your degree of programme) you're going to have to do a lot of travelling. There are various ways of getting your hands on some discounted travel – whether you choose to buy an 18+ Student Oyster Photocard, a 16-25 Railcard, or both. Individually, the two cards get you at least 30% off travel.

See the city...for free!

People may tell you living in London is expensive, but what they don't tell you is that no other city in the world has more or better free things to do than London.

200 Fantastic Free things to do in London.

Live life outside of the city

London has too much of a hold over us to leave for long. But these cracking day trips from London will give you a quick escape and refresh your love for this city - it's also a great way to see the UK if you've come from abroad!

You will be able to view amazing places by **clicking this link**.



Useful Information.

At UONL, we like to stay connected with all of our students and alumni. Whether it be events taking place in and around the university, or general useful information, we want to make sure that the information is accessible to all.

Therefore, UONL holds platforms on Twitter, Facebook and YouTube. In addition to these main accounts, our Employability Department also utilise Twitter to advertise relevant events and update you on important news and crucial information.

If you do have any social media enquiries, or suggestions, please feel free to visit the iCentre at your convenience.

 **@UoNLondon**

 **@UoNLondon**

 **University of Northampton London**



Key Contacts.



The team around each UONL student

iCentre
iCentre@london.northampton.ac.uk

Learning Resources
Learningresources@london.northampton.ac.uk

Kortext
Kortext@london.northampton.ac.uk

Professional support

Employability
Employability@london.northampton.ac.uk

iCentre
iCentre@london.northampton.ac.uk

Technical Support Team
Learningresources@london.northampton.ac.uk

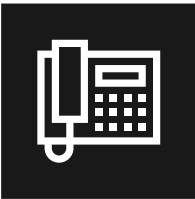
Specialist personal support

Wellbeing, Disability & Inclusion team
Studentwellbeing@london.northampton.ac.uk

iCentre
iCentre@london.northampton.ac.uk

Economic support

Finance Department
Finance@london.northampton.ac.uk



Numbers

Main Switch Board
020 3861 6700



**A partner of the
University of
Northampton**

UONL is a proud partner of the University of Northampton (UON). Working to high academic and professional standards, we are approved to deliver a wide range of UON programmes.