WELCOME to WINCHESTER
Undergraduate Welcome Pack 2019
Welcome

On behalf of both the University and Winchester Student Union, welcome to Winchester – we are delighted you will be joining us!

We are passionate about making your time at university the best it can be – we want to help you make a success of your time here and beyond. Your transition to university is a really important part of this, so this Welcome Pack is designed to help you get your head around what you need to know in the lead-up to your arrival in September. It includes information about online registration, details of enrolment, Welcome Week events and information about your Faculty.

As a Winchester student you will have the chance to make new friends, immerse yourself in your course, expand your horizons, follow your passions and get involved in countless opportunities open to you – from joining one of our many societies, to competing for Winchester in one of our sports teams, to serving as a Student Academic Representative for your course. Throughout your time as a Winchester student we have a huge range of wellbeing and academic support available for you to help you succeed (see page 23 for more information).

Ultimately, our hope is to empower you to grow as a whole, confident and successful individual committed to a life of meaning and purpose, determined to challenge the status quo.

Both your University and Student Union are here for you every step of the way. You will see Student Helpers in brightly coloured shirts throughout Welcome Week, your first week here – please do ask them anything. If you have any questions in the meantime, please don’t hesitate to get in touch with us on our Arrivals Helpline (information opposite).

We look forward to seeing you here very soon.

Professor Joy Carter DL, CBE
Vice-Chancellor, University of Winchester

Megan Ball
President, Winchester Student Union, 2019/20

Stay in the loop

Join in with #WinchWelcome

University of Winchester
Find Your Tribe 2019

University of Winchester
@UoW
@UniWinchester
UniOfWinchester
UniOfWinchester

Do you have a question about starting at Winchester?

TALK TO US VIA LIVE CHAT ON OUR WEBSITE
WINCHESTER.AC.UK

CALL OR EMAIL OUR ARRIVALS HELPLINE

+44 (0) 1962 827321
arrivalshelpline@winchester.ac.uk

Open 15 August to 20 September
Monday to Friday from 9am-5pm and Saturday and Sunday from 11am-3pm

WE’D LOVE TO HEAR FROM YOU
Here’s what you need to check off your list before you arrive and during your first few weeks at Winchester

Are you an international student? If so, make sure you refer to the International Student Handbook for additional information on what to do before you arrive.

BEFORE YOU ARRIVE
■ Apply for student finance (see page 22 for more information on fees and finance):
  ■ Visit the relevant site for you, if you’re from:
    □ England or the EU: go.gov.uk/student-finance
    □ Jersey: go.je/studentfinance
    □ Guernsey: go.gg/studentfinance
    □ Isle of Man: go.im/student-grants
    □ Wales: studentfinancewales.co.uk
    □ Scotland: saas.gov.uk
    □ Northern Ireland: studentfinanceni.co.uk
  ■ Contact your country’s government if you are international.
  ■ If you’re paying your own fees, arrange payment in line with our Regulations for Payment of University Fees (winchester.ac.uk/feeregulations) by 16 September
  ■ If a sponsor (like an employer) is going to pay your fees, make sure to get written confirmation from them. You’ll need to bring this to enrolment or email it to credit.control@winchester.ac.uk.
■ Register online between 2 and 9 September (see page 6 for what to do)
■ If you’ll be living in University-managed accommodation:
  ■ Accept your room offer online by the date in your accommodation offer email.
  ■ Read the Student Residence Regulations
  ■ Arrange accommodation payment in line with the Regulations for Payment of University Fees (winchester.ac.uk/feeregulations). The online payment page for accommodation is payments.winchester.ac.uk/payments
  ■ Print off your arrivals pass (see page 8 for more information on Arrivals Weekend)
  ■ If you have disclosed a disability, complete the additional requirements form which has been emailed to you. If you haven’t received this, email disability@winchester.ac.uk (see page 23 for more information on student support)
  ■ Have the MMR and Meningitis ACWY vaccine
  ■ If you’re a UK full-time student, check out the NHS HC1 form to be assessed for free or reduced health costs like NHS prescriptions
  ■ Open a student bank account

ONCE YOU ARRIVE
■ Move into your new accommodation if you are living in University-Managed Accommodation
■ Enrol at your dedicated session during Welcome Week (see pages 9-10)
■ Attend your faculty-specific sessions throughout Welcome Week. Visit winchester.ac.uk/myrecord for your personal Welcome Week schedule
■ Go along to Headstart sessions during Welcome Week (see page 12-20)
■ Register with a GP during Arrivals Weekend or Welcome Week – Student Helpers will be on hand to assist you
■ Get involved with Student Union activities, including Freshers Fayre on Saturday 21 September (see page 29)
■ Start your classes – standard teaching begins on Week 1 of the semester, starting 23 September. See page 11 for more information on when you can access your timetable

Checklist for starting at Winchester
Register Online

REGISTER ONLINE FROM 2-9 SEPTEMBER
In order to confirm your student status, you need to complete a mandatory two-part enrolment process. Firstly, you will need to register online at winchester.ac.uk/register between 2 and 9 September. Secondly, you will need to enrol in person. See page 10 for more information on your enrolment slot.

It only takes about 10-15 minutes to complete online registration.

YOU’LL NEED A FEW THINGS TO HAND
■ Your username and password. You can find these in your offer letter from us and in the letter sent with this Welcome Pack. Can’t find them? Don’t worry, get in touch with IT Services on servicedesk@winchester.ac.uk. When you get in touch please quote your seven-digit student number so we can help you quickly.
■ If you’re not moving into University housing, your contact address details for the semester. If you’re living in University-managed accommodation, we already have this.
■ Your Unique Learner Number – you may have this from your school or college. If you don’t have it, just leave the field blank.
■ A photo to upload, which will be on your student card. It needs to be a recent colour photo of you, showing your head and shoulders facing the camera. No one else can be in the picture, no sunglasses, and no filters.

Have everything you need to register? Go to winchester.ac.uk/register to complete the process.

Read all of the details on each screen and complete each section as fully as possible (mandatory questions will be highlighted). The system will log you out after long periods of inactivity, so we’d recommend doing the whole registration in one go if possible.

If you have queried your course details, then a message will be sent to our Admissions team who will investigate and get back to you within a few working days with details of how to proceed.

ANY ISSUES REGISTERING ONLINE?
Email arrivalshelpline@winchester.ac.uk and we’ll get back to you as soon as possible.

Remember that the second part of this process is in-person enrolment. Please see page 9 for full details.
If you're living in any university-managed accommodation, you will have booked a slot to arrive in your new home on either Saturday 14 September or Sunday 15 September. We're making preparations for your arrival based on your booking, so please arrive then.

If you’re living in Cathedral Point or Riverside Way, you’ll arrange your arrival time directly with staff there. We’ll have Winchester student staff on both sites across the weekend to help you settle in.

If you’re an international student, you don’t need to select an arrival slot. We run a free airport pickup from London Heathrow airport for international students on Saturday 14 September; you will receive an email with a booking form. For more information on the international pickup, please email international@winchester.ac.uk.

If you are moving into catered accommodation, or have requested a catering package, you will get your student card which will be loaded with your catering allowance when you go to collect your keys.

If you are not living in university-managed accommodation, you are very welcome to come to campus over Arrivals Weekend to take advantage of what’s on offer. However you are not required to come to campus over this weekend; all mandatory enrolment sessions and faculty sessions start from Monday 16 September.

What’s on during Arrivals Weekend?

As well as moving into accommodation, across the weekend you can:

- Speak to someone about support: Members of our Student Advice team will be in The Zone (Winton Building) on Saturday (11am-4.30pm) and Sunday (10am-4pm). You can also drop in to speak to a Disability Adviser from 10am-4pm on Saturday and Sunday. Bring along your Needs Assessment and evidence so we can draw up a learning agreement to get you appropriate support.

- Meet your faculty: In the St Alphege foyer from 1-5pm on Saturday and 12-5pm on Sunday, representatives from your faculty will be there to answer questions you might have on timetables, Welcome Week activities, or the academic year ahead.

- Guide your parents, guardians and families to a Parent Talk: Happening in St Alphege Building, we have talks at 1pm, 2pm and 3pm on Saturday 14 and 11am, 12pm and 1pm on Sunday 15 where they can hear from senior staff. This area serves as a quiet space for all with parental responsibilities across Arrivals Weekend.

- Ask a Student Helper any question: Friendly Student Helpers in brightly coloured shirts will be around all Arrivals Weekend. They are here to give you a warm Winchester welcome and answer any questions you have.

- Explore your learning resources: The Martial Rose Library is open 24/7 so pop in literally anytime. If you need help getting your devices connected, our IT Services team are on hand through Arrivals Weekend, on the top floor of the library.

- Have something to eat: Catering outlets across campus will be open.

- Head to a Student Union event: Check out winchesterstudents.co.uk/freshers for information on all that’s happening across Arrivals Weekend and Freshers Week.
Enrolment

Enrolment takes place from Monday 16 to Wednesday 18 September

You will need to enrol in person after you register online (see page 6 for more information on registering online) in order to officially become a Winchester student. At enrolment we’ll check your documents, you’ll get a Student Handbook, your student card if you didn’t already get this to access accommodation and full access to your University IT account.

Bring along to enrolment:
- Correspondence from us confirming your place on the course
- Proof of identity:
  - Any of the following original documents will work: passport, driving licence, birth certificate, marriage certificate, adoption or deed poll. We can’t accept photocopies of these.
  - If you are an international student, you need to bring your passport and visa/entry clearance documentation as well as original proof of your entry qualifications which we will scan and record in order to comply with immigration monitoring requirements.
  - If you are an EU student, please bring your passport to enrolment. We will contact you again if you are required to bring anything further.
- Proof of finance:
  - If you have applied for Student Finance support, bring your Financial Notification letter sent to you from Student Finance. If you don’t have this, bring the latest correspondence you have from them.
  - If you are a self-finance student (paying your own fees without Student Finance), arrange payment as per the Regulations for Payment of University Fees (winchester.ac.uk/feeregulations).
  - If a sponsor is paying your fees, please bring a confirmation letter or Purchase Order from them to confirm this, including their full billing address. This letter should only apply to this academic year. This can be emailed to credit contrôle@winchester.ac.uk prior to enrolment. The letter should show:
    - Your name
    - The name, address and contact details (including email) of the sponsor
    - The date of the letter
    - The amount the financial sponsor will pay towards your course fees, or a statement that all of the tuition fees will be covered
- Supporting evidence for your disability or learning difference
  - If you are dyslexic or have another learning difference like dyspraxia, please bring a copy of your most recent education psychologist’s report and, if possible, your Needs Assessment
  - If you have any other disability, please bring appropriate documentation and evidence to support this
- Name and address of your current GP, so you can access it in the future

Please attend your allocated enrolment time slot in the stripe (Point 25 on the map on page 36).

Time Slot in the Stripe (Point 25 on the Map on Page 36)
Faculty information and timetables

WELCOME TO YOUR FACULTY

In order to meet the Dean of your Faculty and find out more about the community you are joining, there are welcome talks you should attend. Check your letter to find out your Faculty.

Alongside your Faculty Welcome Talk, your course has course-specific induction sessions, where you will meet your programme leader and classmates. Find out about what you need to do for your first taught sessions and get to grips with how the course will run.

Download your Faculty Welcome Week Schedule on winchester.ac.uk/myrecord once you register online (see page 6) and be sure to attend.

FACULTY CONTACT INFORMATION

Arts (ART)
Dean: Professor Alec Charles
(Alec.Charles@winchester.ac.uk) Your Faculty Office is on the 2nd floor of the St Edburga Building, where you can call in with any queries. Alternatively email Arts.Enquiries@winchester.ac.uk

Business, Law and Digital Technologies (BLD)
Dean: Professor Pru Marriott
(Pru.Marriott@winchester.ac.uk) Your Faculty Office is in the University of Winchester Business School at West Downs, where you can call in with any queries. Alternatively email BLD.Enquiries@winchester.ac.uk

Education (EDN)
Dean: Dr Janice de Sousa
(Janice.deSousa@winchester.ac.uk) If you are part of the Institute of Education, your faculty office is in St Grimbald’s Court. If you are studying Education Studies or Liberal Arts, your Faculty Office is in Alwyn Middle Hall. Alternatively email ESEnquiries@winchester.ac.uk

If you are part of the Institute of Education you will have mandatory sessions in Welcome Week.

Humanities and Social Sciences (HSS)
Dean: Dr Angus Paddison
(Angus.Paddison@winchester.ac.uk) Your faculty office is in Medecroft, where you can pop in with any queries. Alternatively email HSSEnquiries@winchester.ac.uk

Health and Wellbeing (HWB)
Dean: Professor Simon Jobson
(Simon.Jobson@winchester.ac.uk) Email HWB.Enquiries@winchester.ac.uk with any queries.

YOUR TIMETABLE

You should have access to your timetable for Semester 1 by 13 September (the Friday before Welcome Week). An announcement will be posted on My Record (winchester.ac.uk/myrecord) when timetables are available along with details of how to access them. For most programmes, teaching begins the week of 23 September, which is week 1 of the Semester. If you have any questions about your timetable, please contact your Faculty through the relevant enquiries email address on this page.

You will be contacted by your programme directly if it has a different method of communicating your timetable.

If you are on a Foundation Year programme, you will be contacted separately about your timetable.

Please note there may be a delay in processing timetables for late entrants.

Give yourself a Headstart

HEADSTART INFORMATION SESSIONS

Find out more about being a student at Winchester with our programme of session. These are designed to complement the course-specific sessions you have – remember to download your Faculty Welcome Week schedule at winchester.ac.uk/myrecord.

These Headstart sessions are not mandatory, but we’d encourage you to attend when you can.

The next few pages outline all the Headstart sessions on offer. Many sessions are repeated across the week so you can pick which time works best for you.
### Headstart Monday 16 September

#### 9am to 5pm
- **Careers**
  - Winton Building (WB) 6
  - Find out about part-time jobs and volunteering in the local area, access careers advice, get help with writing your CV and see if you’re eligible for the Winchester Employability Fund.

#### 11 to 11.30am
- **Student Union Talk**
  - St Alphege Building (SAB) 303
  - Student Led. Student Delivered. Students Empowered. Come and meet YOUR Student Union! With over 100 sports and societies and over 50 other engagement opportunities on offer, there’s something for everyone at Winchester Student Union. Find out about our brand new Advice Centre, how to become a Student Academic Representative (StAR), our venue and retail job opportunities and hear all about the campaigns we run to enhance your student experience. Visit our Freshers page: www.winchestertudents.co.uk/freshers

#### 11.30am to 12pm
- **Student Services Talk**
  - St Alphege Building (SAB) 303
  - Come and hear from your Student Services and find out how we can support you during your time here with us at Winchester.

#### 11.30am to 12.30pm
- **Ten Top Tips for Higher Education Study**
  - St Alphege Building (SAB) 301
  - The Academic Skills team explore what is different about studying in higher education, how you can plan and prepare for your assignments and how we can support you as you progress through your studies in your first semester.

#### 12 to 12.30pm
- **Mature/Commuting/Part-Time Students Welcome**
  - St Alphege Building (SAB) 303
  - Come and chat to other mature/commuting/part-time students. Get tips and pointers and enjoy free light refreshments.

#### 12.30 to 1pm
- **Getting to Uni - Transport and Travel Options**
  - St Alphege Building (SAB) 303
  - Meet our University travel experts who can advise you on the best way to travel to University - including public transport options, discounts with local suppliers and much more.

#### 12.30 to 1.30pm
- **Channel Islands Students Get Together**
  - St Alphege Building (SAB) 301
  - A Winchester welcome for Channel Islands students. If you come from the Channel Islands, come along, say hello and meet other students. As well as catching up and asking any questions you might have about living in Winchester, find out how you can represent your island here and back home and get paid for it. Light lunch and drinks provided.

#### 12.30 to 1pm
- **Sign up to the Smart Buddy Scheme**
  - Winton Building (WB) 40
  - Meet some of our Academic Skills Student Mentors and discover how joining the scheme can help you reach your potential in your academic studies.

#### 1 to 1.30pm
- **Green Campus - Get Involved**
  - St Alphege Building (SAB) 303
  - Come and hear about environmental activities at Winchester and how you can help out. From Campus Blackout and tree planting to winning ice cream for being green!

#### 1.30 to 2pm
- **Canvas**
  - St Alphege Building (SAB) 303
  - Canvas is our Virtual Learning Environment where you can access all your course information, including lecture materials, handbooks, reading lists and contact information for key staff. Come along and find out more about how to get the most out of Canvas.

#### 2 to 2.30pm
- **Drug and Alcohol Awareness Talk**
  - St Alphege Building (SAB) 303
  - Student Led. Student Delivered. Students Empowered. Come and meet YOUR Student Union! With over 100 sports and societies and over 50 other engagement opportunities on offer, there’s something for everyone at Winchester Student Union. Find out about our brand new Advice Centre, how to become a Student Academic Representative (StAR), our venue and retail job opportunities and hear all about the campaigns we run to enhance your student experience. Visit our Freshers page: www.winchestertudents.co.uk/freshers

#### 2.30 to 3pm
- **Student Services Talk**
  - St Alphege Building (SAB) 303
  - Come and hear from your Student Services team and find out how we can support you during your time here with us at Winchester.

#### 2.30 to 3pm
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#### 3 to 3.30pm
- **Wellbeing Survival Kit**
  - St Alphege Building (SAB) 303
  - Our Mental Wellbeing Team have lots of tips and pointers to help you stay mentally healthy during your time at University and beyond.

#### 3.15-5pm
- **UniSmart**
  - Stripe Auditorium
  - A show not to be missed! If we said more it would spoil it. Remember, once seen – keep the secret! Book your free place at: winchesterstudents.co.uk/events - it’s free.

#### 5.15-7pm
- **UniSmart**
  - Stripe Auditorium
  - A show not to be missed! If we said more it would spoil it. Remember, once seen – keep the secret! Book your place at: winchesterstudents.co.uk/events - it’s free.
### Headstart Tuesday 17 September

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<td>Come along to meet the Drug and Alcohol Awareness Peer Campaigners. Find out how to keep a clear head this week and who to talk to if you find yourself concerned about your own or a friend's drinking or drug use.</td>
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<td>Library Webinar for New Students</td>
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<td>Find out how to engage with your library materials including e-books, articles and databases. Look out for the link to access this online webinar.</td>
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<td>More to my Degree at Winchester! (Opportunities and Extra-Curricular)</td>
<td>St Alphege Building (SAB) 301</td>
<td>You’ve got the place on the course you love, but did you know that there is so much more available to you? Come along to this session to hear about the ‘Get Involved Button’ – your go-to place to find out about Winchester’s sports teams, societies, academic engagement schemes, volunteering and campus employment. With over 180 opportunities ready and waiting for you, why not make the most of your University experience!</td>
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<td>St Alphege Building (SAB) 303</td>
<td>Canvas is our Virtual Learning Environment where you can access all your course information, including lecture materials, handbooks, reading lists and contact information for key staff. Come along and find out more about how to get the most out of Canvas.</td>
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<td>2.30 to 3pm</td>
<td>Green Campus - Get Involved</td>
<td>St Alphege Building (SAB) 303</td>
<td>Come and hear about environmental activities at Winchester and how you can help out. From Campus Blackout and tree planting to winning ice cream for being green!</td>
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<td>2.30 to 3pm</td>
<td>Sign up to the Smart Buddy Scheme</td>
<td>Winton Building (WB) 40</td>
<td>Meet some of our Academic Skills Student Mentors and discover how joining the scheme can help you reach your potential in your academic studies.</td>
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### Headstart Thursday 19 September

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Venue</th>
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<tbody>
<tr>
<td>9am to 5pm</td>
<td>Careers</td>
<td>Winton Building (WB) 6</td>
<td>Find out about part-time jobs and volunteering in the local area, access careers advice and help with writing your CV, and see if you’re eligible for the Winchester Employability Fund.</td>
</tr>
<tr>
<td>10.30am to 11am</td>
<td>Canvas</td>
<td>St Alphege Building (SAB) 301</td>
<td>Canvas is our Virtual Learning Environment where you can access all your course information, including lecture materials, handbooks, reading lists and contact information for key staff. Come along and find out more about how to get the most out of Canvas.</td>
</tr>
<tr>
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<td>Supporting your Learning with Mobile Devices</td>
<td>St Alphege Building (SAB) 301</td>
<td>Get the most from your mobile device! With tips on using the Canvas app, Office 365, as well as referencing and polling apps.</td>
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<td>Mature/Commuting/Part-Time Students Welcome</td>
<td>St Alphege Building (SAB) 303</td>
<td>Come and chat to other mature/commuting/part-time students. Get tips and pointers and enjoy free light refreshments.</td>
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<tr>
<td>1pm to 1.30pm</td>
<td>More to my Degree at Winchester! (Opportunities and Extra-Curricular)</td>
<td>St Alphege Building (SAB) 303</td>
<td>You’ve got the place on the course you love, but did you know that there is so much more available to you? Come along to this session to hear about the ‘Get Involved Button’ – your go-to place to find out about Winchester’s sports teams, societies, academic engagement schemes, volunteering and campus employment. With over 180 opportunities ready and waiting for you, why not make the most of your university experience!</td>
</tr>
<tr>
<td>1.30pm to 2pm</td>
<td>Getting to Uni - Transport and Travel Options</td>
<td>St Alphege Building (SAB) 303</td>
<td>Meet our University travel experts who can advise you on the best way to travel to University - including public transport options, discounts with local suppliers and much more.</td>
</tr>
<tr>
<td>2pm to 3pm</td>
<td>Wellbeing Survival Kit</td>
<td>St Alphege Building (SAB) 303</td>
<td>Our Mental Wellbeing Team have lots of tips and pointers to help you stay mentally healthy during your time at University and beyond.</td>
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### Headstart Friday 20 September

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<td>10.30am to 11am</td>
<td>Student Union Talk</td>
<td>St Alphege Building (SAB) 303</td>
<td>Student Led, Student Delivered, Students Empowered. Come and meet YOUR Student Union! With over 100 sports and societies and over 50 other engagement opportunities on offer, there’s something for everyone at Winchester Student Union. Find out about our brand new Advice Centre, how to become a Student Academic Representative (SAR), our venue and retail job opportunities and hear all about the campaigns we run to enhance your student experience. Visit our Freshers page: winchestersstudents.co.uk/Freshers</td>
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<tr>
<td>11am to 2pm</td>
<td>Music Fayre</td>
<td>St Alphege Building (SAB) 303</td>
<td>Come and find out about music-making in Winchester, and get a flavour of the hugely diverse range of musical opportunities available in Winchester. Skills, performances, drop-in workshops and refreshments!</td>
</tr>
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<td>11.30am to 12pm</td>
<td>Student Services Talk</td>
<td>St Alphege Building (SAB) 303</td>
<td>Canvas is our Virtual Learning Environment where you can access all your course information, including lecture materials, handbooks, reading lists and contact information for key staff. Come along and find out more about how to get the most out of Canvas.</td>
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<td>12.30pm to 1pm</td>
<td>Drug and Alcohol Awareness Talk</td>
<td>St Alphege Building (SAB) 303</td>
<td>Come along to meet the Drug and Alcohol Awareness Peer Campaigners, find out how to keep a clear head this week and who to talk to if you find yourself concerned about your own or a friend’s drinking or drug use.</td>
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</table>

**SATURDAY 21 SEPTEMBER IS FRESHERS FAIRE**

Societies, sports, organisations, support, freebies. Head down to the Stripe Plaza on the King Alfred Quarter from 11am-3pm on 21 September to discover opportunities to get involved with your Student Union, University and wider community.
Our Finance Team are here to help with any queries about fees or finance. Get in touch on credit.control@winchester.ac.uk or +44 101 962 827536. Pop in to speak to someone in the Finance Office on the first floor of the Winton Building. You may also find the answer you need in our full Regulations for Payment of University Fees (winchester.ac.uk/feeregulations).

**BURSARIES AND SCHOLARSHIPS**
We have a range of scholarships and bursaries available for full-time undergraduates, including income-based bursaries and academic achievement awards. Check if you’re eligible: winchester.ac.uk/studentsandmoney

**FEES**
University fees enable us to provide a high-quality student experience. As a charity, all our income is used to fulfil our principle objectives – to provide higher education and conduct research. The fees you pay depend on whether you are a full-time or part-time student. Full information on fee amounts is available at winchester.ac.uk/studentsandmoney

If you are a UK or EU student, please apply to the relevant Student Finance organisation (see page 4) as soon as possible for a tuition fee loan. They will send you a Financial Notification letter to confirm your loan. If you apply for a partial tuition fee loan, the letter will tell you how much you will need to pay.

If you are experiencing delays with your funding application, please contact us as soon as possible by emailing credit.control@winchester.ac.uk or calling +44 (0) 1962 827265. We can usually arrange a payment plan with you to avoid further actions like charges or sanctions. It is important fees are paid on time; if all or a portion of fees or charges remain unpaid after the relevant due date, charges and/or sanctions may affect your studies. Please see the Regulations at winchester.ac.uk/feeregulations.

**MAINTENANCE LOAN**
If you’re a full-time UK student, you may be eligible to apply for a Government maintenance loan through Student Finance. If you do, the first of three instalments should reach your bank account on or around 23 September provided you have:
- Applied for and received approval from Student Finance
- Agreed to the Terms and Conditions of your loan through Student Finance’s online declaration
- Fully registered online and enrolled in person at the University

Please note your maintenance loan won’t arrive in time for Welcome Week, so please budget for sufficient funds for expenses for this time before your loan comes in. Your second and third instalments will arrive in your account in January 2020 and May 2020.

**ACCOMMODATION RESIDENCE FEES**
If you are living in any University accommodation you will need to pay residence fees. Details of fees are in your room offer and when you accept the offer online you will need to enter payment details. You can pay your residence fee in full or in three equal instalments by recurring card payment on 11 October 2019, 17 January 2020 and 8 May 2020. If you pay in full by 11 October 2019, you will receive a £100 discount per room (please note if you leave the room before the end of your contract, the discount will be reclaimed).

**UNABLE TO PAY ON TIME?**
If you struggle to pay any of your fees by the required dates, please contact us as soon as possible by emailing credit.control@winchester.ac.uk or calling +44 (0) 1962 827265. We can usually arrange a payment plan with you to avoid further actions like charges or sanctions. It is important fees are paid on time; if all or a portion of fees or charges remain unpaid after the relevant due date, charges and/or sanctions may affect your studies. Please see the Regulations at winchester.ac.uk/feeregulations.

**WITHDRAWING FROM OR INTERRUPTING YOUR STUDIES**
If you consider withdrawing from or interrupting your studies once you are here, it may be helpful to speak to a Student Adviser to explore the options and implications of doing so – email the team on student.advice@winchester.ac.uk or call on +44 (0)1962 827341.

If you do withdraw from or interrupt your studies, you should contact Registry on registry.enquiries@winchester.ac.uk or +44 (0)1962 827210. You may be liable to pay a proportion of your tuition fees. Once you speak to Registry, you should also inform Student Finance if you have a loan.
Student support, health and wellbeing

STUDENT SERVICES
Our dedicated Student Services team provides information, advice, support and guidance on many aspects of student life. Available in The Zone (Winton Building) during Arrivals Weekend and each weekday from then on please do not hesitate to get in touch before or throughout your time at Winchester. Many Student Services teams are also present across campus for Welcome Week.

WELFARE AND GENERAL WELLBEING
Student Services are here to support you with all aspects of your welfare and general wellbeing. Student Services will be in the St Alphege foyer from 9am-4.30pm Monday to Thursday and 9am-12.30pm on Friday during Welcome Week. Pop in for tips on managing stress, looking after your own wellbeing, and what to do if you are feeling worried about your friends. If you just need a bit of space to think you are welcome to come and sit quietly here too.

Visit the quiet space in St Edburga Building 201 if you are looking to be away from the bustle of Welcome Week but aren’t looking for specific advice or guidance from staff. We will have a number of activities including board games, sensory equipment and mindfulness colouring.

MENTAL WELLBEING
There may be times when it is helpful to seek support for your mental wellbeing or talk with someone trained to help. Our mental wellbeing service consisting of a team of professional and approachable counsellors and mental health advisers can provide you with a confidential space to be listened to and to help explore issues with you. We have male and female counsellors available and counselling can be provided via Skype chat and email.

DISABILITY DECLARATION AND SUPPORT
Our Disabilities and Learning Diversity team within Student Services supports students with disabilities and learning differences. If you have disclosed a disability and/or learning difference on your UCAS form or by other means, you can pop along to Student Services during your first couple of weeks and set up support with one of our Disability Advisers. Please bring evidence with you if possible. Disability support can also be provided via Skype and email.

STUDENT ACADEMIC SUPPORT
Here to support all students in reaching their potential, our Student Academic Support team run free academic skills workshops, one-to-one appointments and drop-in sessions across the year. If you would like some support in transitioning to academic life, a SMART Buddy (Academic Skills Student Mentor) could help you by meeting with you each week to help you develop an effective study routine. If you are a mature student or you have been away from education for a while, come to our ‘Back to Study’ day induction on Tuesday 30 September to get tips and tools for success. If English isn’t your first language our English language tutors can also support you to develop your confidence and skills in using English for academic purposes. Find out more about all the ways Student Academic Support can help you by emailing academicskills@winchester.ac.uk

STUDENT FINANCE
The Students and Money team will be available in Student Services every day during Welcome Week to help with any issues with applying for student loans.

HEALTH
All students living in University accommodation or in the local Winchester area are strongly recommended to register with a GP. You will continue to be able to see your family GP at home during the holidays as a temporary resident. Visit The Zone (Winton Building) during Arrivals Weekend or Welcome Week for more information on registering with one of the local practices:

- Friarsgate Practice: www.friarsgatepractice.co.uk
- St Clements Surgery: www.stclementspractice.co.uk
- St Pauls’ Surgery: www.sptaulsurgery Winchester.rhn.s.uk

VACCINATIONS
MMR VACCINATIONS
For life-long protection from measles, mumps and rubella, two MMR vaccinations are necessary. Your medical records, held by your GP, will confirm your vaccination status – please check with your local surgery. If you have only had one MMR vaccination, please ensure you have the second before coming to University.

MENINGITIS ACWY VACCINE
Meningitis is a serious and potentially life-threatening disease and all new students coming to University should have received the meningitis ACWY vaccine. Check with your GP and if you have not had this vaccine please do so before coming to University.

DENTISTS
We recommend you continue to see your family dentist every 6-12 months and have a check-up before you come to University. However, should an emergency appointment be needed, please contact the NHS Dental Helpline on 111.

INTERNATIONAL STUDENTS
The International Student Officer is available to help with any non-academic issues you may face whilst at University, including welfare and visa related enquiries. Email the International Student Officer on student.advice@winchester.ac.uk

FACULTY WELLBEING AND EMPLOYABILITY TUTORS
We offer personal tutoring to all students to give you guidance, support and advice on both academic and non-academic issues. Once you are here, you will receive more information about Personal Tutoring from your Faculty.

CHILD CARE
There are various nurseries around Winchester, including the privately-owned West Downs Nursery which is located behind the Winchester Business School. Registered with Ofsted as a day nursery to take children between the ages of six weeks and five years, for more information email west.downs@childbase.com

SECURITY
To ensure your security and welfare we have a team of Site Stewards who are on hand 24 hours a day, 365 days a year. The team offer a positive and reassuring presence on campus and are responsible for delivering a safe environment for you to live, study, work and socialise. They regularly patrol the University site as well as acting as an emergency responders in an emergency as well as someone to contact for advice and pastoral care throughout the year. Wardens work closely with the Housing, Security and Residential Assistant teams to provide guidance and signpost appropriate support systems to enable you to manage your physical and mental wellbeing.

Full contact details for these services are on page 37.
MARTIAL ROSE LIBRARY

The Library is home to hundreds of thousands of books, a huge range of online resources, quiet and silent areas to study in (including individual study pods, as well as group study booths and bookable group study rooms), bookable PCs, and individual workstations where you can bring your own laptop. Open 24/7 we’re always here for your research and study needs and you can even bring in snacks and drinks to many areas.

Every subject has a dedicated Librarian who can help you with finding resources that are particularly useful for your course. If you are doing a course that involves delivering lessons for children you will no doubt make use of our School Resources Collection. From pop-up books to posters to musical instruments, you can take these items out into placements.

Come and join one of our Library Tours during Welcome Week to get to know your way around the Library and its facilities and follow UniWinLibrary on Twitter, Facebook or Instagram.

IT SERVICES

With an IT Servicedesk located in the top floor of the Library, we are here to help you and support your learning throughout your time at Winchester.

You will receive your campus card either when you move into your accommodation or at enrolment. As well as being your student ID this card also lets you borrow books from the library, use printers, register your attendance at lectures and seminars and pay for catering to earn loyalty points and rewards.

We have lots of computers across campus (both PCs and Macs) available for you to use. In the Library and Learning Café you can access these 24/7 all semester long. Fancy using a laptop without lugging yours to campus? Borrow one for free at a self-service unit located across campus and take it anywhere for 24 hours.

Want to brush up on your IT skills for study? We provide support with Microsoft Office and a range of other programmes.

We have a professional printing service, catering for a range of printing or copying jobs, including colour poster printing or dissertation binding.

If you’re bringing your own devices to campus full details on how to connect will be available on arrival.

If you are living in University accommodation, you’ll need to run a security scan on your computer before you can connect to the network. You can run this before you come, head to scan.winchester.ac.uk

Many common games consoles can be used with our network but please note wireless printers cannot be used on our network.

CANVAS

Canvas is our Virtual Learning Environment. As a Winchester student you’ll use it to access all your course information including lecture materials, handbooks and reading lists and to turn in assignments.
We can't wait for you to explore all on offer for you on campus.

**SPORTS FACILITIES**

Our University gym is found within Burma Road Student Village. Work out with state-of-the-art technology spread over two floors under the guidance of our qualified Health and Fitness instructors or take part in our wide variety of health and fitness classes, exercise workshops and gym challenges. We have different options for affordable membership. Keep an eye out for one-off sports activities across the year as part of our Get Active scheme.

As well as the gym and fitness studio we also have an all-weather multi-use games area and Sports Hall in the King Alfred Quarter as well as an eight-lane athletics track and astro pitch at the Winchester Sports Stadium at the Bar End Quarter. Email sportsenquiries@winchester.ac.uk for more information.

**SPIRITUAL LIFE**

One of the University’s three values is spirituality and we welcome people of all faiths and none to begin the adventure of discovering their spiritual self. There are Buddhist, Christian and Muslim Chaplains to offer a welcome, hospitality, a listening ear, friendship, worship and community. The Chapel, Contemplation Space and a Muslim Prayer Room host organised events and activities as well as being places for private reflection and contemplation. For more information visit the University website and search ‘Spirituality’.

**BOOKSHOP**

Located on the top floor of the King Alfred Centre, the P&G Wells University Bookshop provides all the books you need for your course, often cheaper than Amazon. You’ll find books recommended by your lecturers, and we’ll order books in for you at no extra charge.

Contact the Bookshop at any time by emailing bookshop@winchester.ac.uk.

**FOOD ON CAMPUS**

We lead the way in sustainable catering, providing food that is local, independent, fair and ethical. There is a wide range of food options, including vegan and gluten-free, across our multiple catering outlets. We offer Fairtrade products and cater for a range of food allergies and intolerances – you can contact our team on foodallergyaware@winchester.ac.uk to find out how we can cater for you during your time at Winchester.

**SUSTAINABILITY**

We are passionate about sustainability and the environment here at Winchester. From only using renewable energy to sending zero waste to landfill, we are always seeking ways to improve sustainability. When you arrive you’ll get a reusable coffee cup made from recycled chewing gum and we’d encourage you to join us in our environmental aims by recycling as much as possible and taking steps to reduce your own environmental impact. We also have a huge range of activities, events and campaigns to get involved in – come along to the ‘Green Campus – Get Involved’ talk as part of the Headstart programme (see page 13) for full information.
Winchester Student Union

STUDENT LED: STUDENT DELIVERED: STUDENTS EMPOWERED.

WINCHESTER STUDENT UNION IS AN ORGANISATION RUN FOR STUDENTS, BY STUDENTS.

Student Unions are a unique chance for students to elect representatives from their peers, to give them a voice and to run their services and extra-curricular activities. Elected officers support and represent students during their educational experience at Winchester. Come along to the Student Union talks on Monday, Tuesday, Wednesday and Friday during Welcome Week to find out more (see page 13).

All students are automatically members of Winchester Student Union from enrolment, but if for any reason you do not wish to be a member, please email SU_pres@winchester.ac.uk

FRESHERS WEEK

Nothing will introduce you to life at Winchester better than the Student Union’s programme of welcome activities. The full programme of Freshers Week events can be found on our website: winchesterstudents.co.uk/freshers

The Student Union website is the only place to book onto official Union events, so be wary of any other sites claiming to sell Freshers Week tickets. Freshers Week is your chance to meet new people, get involved and find out what your Union can do for you.

The Student Union’s ‘Freshers Crew’ is a team of student volunteers who will be on hand (in orange t-shirts) to help guide you through the non-stop week of activities and events. They can help with anything on the Union or University you might need. Remember to do as much or as little as you want and make sure you take time to relax in-between.

FRESHERS FAYRE

Held in and around the King Alfred Centre on 21 September from 11am to 3pm. Freshers Fayre has stalls and exhibits you can visit to see what the Union and University has to offer. Sign up for a sports team (ranging from Rugby to Rounders) or join a society (from busking to gaming), and bag yourself lots of freebies. Local businesses and organisations will be there with great offers for students and to show you what Winchester has to offer. It is an event not to be missed.

KING ALFRED CENTRE

The Student Union is located in the award-winning King Alfred Centre. The Vault, Terrace Bar and The Lounge are the social hub of the campus. The Vault is the biggest and best venue in the city and was awarded national runner-up at the NUS Best Bar None Scheme 2019. The Vault plays host to a wide variety of events and entertainment and is home to the biggest nights Winchester has to offer. If the busy atmosphere of The Vault isn’t your thing, then why not pop into the Terrace Bar and grab a coffee. Open all day with fantastic indoor and outdoor seating, the Terrace Bar and The Lounge offer a great atmosphere and the perfect place to relax between lectures.

MAKE YOUR VOICE HEARD

Winchester Student Union is dedicated to representing students, providing a wide range of opportunities for you to share your opinions and views about your student experience. The Union campaigns on important issues in response to your voice to improve your academic experience; for example access to funding or opening hours of campus facilities.

ADVICE CENTRE

The Student Union has just launched its brand new Advice Centre, offering free, independent and impartial support and guidance on a range of issues that may be impacting upon your University experience. Specialising in supporting students through the process of academic appeals, misconduct or complaints, the Advice Centre can also provide support on issues such as wellbeing, mental health, sexual health, student money, housing, personal safety, alcohol awareness, body image and more. Visit winchesterstudents.co.uk/advice to read our toolkits and find out more.

STUDENT WELFARE

Student welfare is a priority for the Student Union, and we understand the challenges students may face when going to University. The Student Union runs campaigns to promote positive student wellbeing, such as the free Safety Bus which will take you home after the Union’s bigger events.

MAKE YOUR VOICE HEARD

Student Loan Pledge

Student Union has launched the Student Loan Pledge to make student welfare a priority for the University. The pledge will outline what the University can do to support students, and the Student Union will hold the University accountable for delivering on the pledge.

STUDENT PANEL

Student Panel is a group of student volunteers who join officers and student union representatives from across the University on an equal footing to discuss issues that impact students and the University. It is there to ensure that the student voice is listened to, and the University’s response to student concerns is actioned.

MANAGEMENT TEAM

The Student Panel Management Team includes the President, the Vice President, a chair for each college, and the student union representatives from across the University.

The Student Panel Management Team is responsible for running the Student Panel meetings, and for ensuring that the student voice is heard in all University decision-making.

WINCHESTER STUDENT UNION IS AN ORGANISATION RUN FOR STUDENTS, BY STUDENTS.

Winchester Student Union is an organisation which promotes inclusion, participation and representation. Here to ensure that you have the opportunity to get the most out of your student experience whilst studying at Winchester. For more details about the Union and its activities, see the range of participation opportunities available, or to book any of our events and entertainment, please visit our website: winchesterstudents.co.uk

STUDENT ACADEMIC REPRESENTATIVES SCHEME (STARs) - be the voice of your cohort and represent fellow students at Student-Staff Liaison Committees, or be elected as Student Chair

STUDENT FELLOWS SCHEME - you are paired with a member of staff to work on a project to improve something at the University

STUDENT-STAFF RECOGNITION AWARDS - an evening to celebrate exemplary practice from academic staff

WINCHESTER RESEARCH APPRENTICESHIP PROGRAMME - you work alongside a member of academic staff on their research

STUDENT LISTENERS SCHEME - a peer support programme where you are trained in listening and helping skills

STUDENT PANEL MEMBER - be a part of official University procedures

NUS TOTUM DISCOUNT CARD

Once enrolled, you can apply for your National Union of Students (NUS) card giving you access to plenty of student discounts.

YOUR STUDENT UNION

Above all, Winchester Student Union is a membership organisation which promotes inclusion, participation and representation. Here to ensure that you have the opportunity to get the most out of your student experience whilst studying at Winchester. For more details about the Union and its activities, see the range of participation opportunities available, or to book any of our events and entertainment, please visit our website: winchesterstudents.co.uk

Make your voice heard.

The Student Union is a unique opportunity for students to engage in the democratic process by electing representatives from their peers. Elected officers support and represent students during their educational experience at Winchester. Come along to the Student Union talks on Monday, Tuesday, Wednesday and Friday during Welcome Week to find out more (see page 13).

All students are automatically members of Winchester Student Union from enrolment, but if for any reason you do not wish to be a member, please email SU_pres@winchester.ac.uk.
Enrichment and Careers Activities

GET INVOLVED WITH OVER 150+ EXTRACURRICULAR OPPORTUNITIES
You’ll find the Get Involved button on the University Intranet, where you can browse the vast range of extra-curricular opportunities provided to you by your University and the Student Union and see a breakdown of each opportunity and how to get involved. Preview opportunities at winchester.ac.uk/getinvolved

YOUR HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR)
University extracurricular activities that you complete can be added to your Higher Education Achievement Report (HEAR). Your HEAR gives you an online, verified record of your University academic and extracurricular achievements. You can choose to share your HEAR with employers or universities when you apply for jobs or further study to demonstrate your wide range of skills and experiences.

CAREERS
We know it’s important you develop exceptional employability skills and have access to first rate support so that you’ll go on to have success in your future. For more information on any of the below initiatives, please get in touch with careers@winchester.ac.uk or pop into Careers in Winton Building 6 (opposite the Learning Cafe).

One-to-one advice and part-time work
Sign in to our CareersConnect portal where you can sign up for part-time vacancies on campus or in the local community, as well as internships and graduate jobs following your degree. You can also attend careers workshops on a variety of topics, including CV writing and interview techniques. We also have a wide range of career and networking events each year, so you can talk to recruiters and organisations face-to-face.

Volunteering and work experience
Enhance your skills, make a difference within the community, and set yourself apart through volunteering. We have a credit-bearing volunteering module that you may be able to complete as part of your course, and advertise a wide range of local volunteering opportunities through CareerConnect.

Winchester Employability Fund
If you decide to volunteer or carry out unpaid work experience or an internship you may be able to receive funding through the Winchester Employability Fund to go towards travel expenses or equipment. Also, if you are a care leaver or young carer there may be other employability support available to you. In 2020/21 the Winchester Employability Fund includes free driving lessons, GCSE resits, travel bursaries for placements or attendance at conferences (all subject to application).

WINCHESTER HUB
Winchester Hub believes in student-powered social change. Through our local branch of the national Student Hubs charity, you can gain valuable employability skills by getting involved in our student-led volunteering projects. There are lots of different opportunities, from tutoring to befriending local older people, or gardening to helping to run youth theatre workshops. We have opportunities to suit a wide range of time commitments, our projects are based across Winchester, Basingstoke, and Eastleigh and we cover travel expenses to ensure that as many people as possible have the opportunity to take part.

The Hub can also connect you with internships, jobs and career advice tailored for the not-for-profit sector. Our unique Social Impact Internship Scheme should be your first port of call if you’re passionate about crafting a career in charity or social enterprise. Drop us an email at hello@winchesterhub.org and visit our website winchesterhub.org

STUDY ABROAD
Many of our courses offer you the opportunity to study in America, Europe, Canada or Asia for a semester, normally in your second year. If you rather, you can also take part in a shorter trip to a variety of different destinations. We know studying abroad is transformational. To help you on your journey you may be eligible for a Study Abroad Bursary and an Exchange Grant. Find out more at winchester.ac.uk/studyabroad

Student Charter
Our university learning community consists of undergraduate, postgraduate and research students, staff, unions and visitors, all working together in partnership. We are committed to working together to ensure a safe, respectful and supportive environment for all who study and work here. Our mission is to see you grow as a whole person where it is safe to try new things and to stand up for what you believe in. Our world faces many complex challenges and we encourage you to be part of the knowledge and understanding, skills and attributes to make a difference to these challenges locally and globally. We encourage you to be active in shaping your university experience, where your voice is welcomed at all levels and through a multiplicity of opportunities for engagement supported by a high quality learning and teaching environment.

This charter, written together by the University and Winchester Student Union, embodies this mutual expectation from both staff and students, so that all members of our university community can flourish.

THE UNIVERSITY’S COMMITMENTS

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We provide a wide range of support services for you to ensure you have a great experience while at University. These include from Student Services and the Student Union Advice Centre, Student Listeners and Nightline, to your teaching team, personal tutors and Chaplaincy. The University community is committed to both its staff and students’ welfare and we will offer the support you need to ensure you are well.

There are many ways to consider wellbeing and only you know what wellbeing means to you. Please tell us if you’re not okay. We’re here to support you. Reach out for support for yourself, or let us know if you’re concerned about a friend. You can support your wellbeing by getting involved in extra-curricular activities. Search ‘Reach Out’ on the Intranet for contact details of all our support services.

Our University learning community champions social justice and sustainability amidst global challenges and we seek to embody these values in all that we do. We look forward to the future and our place within it, striving to ensure we are making a difference to the world around us. We believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world. If you have any questions about the Student Charter, please contact SU_education@winchester.ac.uk.
Terms and Conditions

The following is a summary of the key terms in the University’s Terms and Conditions. The full Terms and Conditions are available at: www.winchester.ac.uk/TermsAndConditions

Please ensure you read the full Terms and Conditions and relevant University Regulations (as stated in the full Terms and Conditions) before accepting an offer of a place at the University and before enrolling.

PRE-ENROLMENT CONTRACT
A Pre-Enrolment Contract is formed between you and the University when you accept the offer of a place. If you do not enrol by the deadline you have been given by the University, your Pre-Enrolment Contract will automatically expire at 23:59 on that date.

You have a 14 day statutory cancellation period during which you can change your mind about accepting an offer to study at the University. Even after this period, you can cancel your Pre-Enrolment Contract at any time without incurring any fees to the University.

ENROLMENT CONTRACT
When you enrol, your Pre-Enrolment Contract automatically expires and a new Enrolment Contract is formed between you and the University. This is when you become responsible for paying tuition fees.

If you enrol online, there is a 14 day statutory cancellation period during which you can change your mind about coming to study at the University. The period runs from the date you enrol online. If you cancel your place within this period, you will receive a full refund of any tuition fees which you have paid to the University.

If you enrol in person, there is no statutory cancellation period, but if you withdraw from the University, transfer to another institution or take time out (interrupt your studies) within the first three weeks of your Course date, you will receive a refund of any tuition fees paid but the University reserves the right to retain any deposit paid.

If you withdraw from the University, transfer to another institution or take time out (interrupt your studies) after the first three weeks of your Course date but before the end of the Academic Year, refunds/credits are not automatically given, but, unless you retain a statutory right to cancel which entitles you to a full refund, the University will refund a proportion of any Tuition Fees in accordance with the Regulations for the Payment of Tuition Fees. You are strongly advised to discuss the implications in advance with relevant University staff since such decisions can have significant implications.

If you materially breach the Terms and Conditions or University Regulations, the University may terminate your contract.

In certain circumstances only, the University may make changes to, or discontinue your Course or change the Terms and Conditions or its Regulations. Please see the full Terms and Conditions for details.

TUITION FEES
The University charges Tuition Fees for the delivery of its Courses and you will have primary responsibility for payment. Please see full Terms and Conditions for details.

If you do not pay your tuition fee, the University may charge interest on any outstanding tuition fees, withhold services from you and withdraw you from your Course. You will not be able to re-enrol or attend a graduation ceremony if you have tuition fee debt.

ADDITIONAL COURSE COST
Additional costs are the mandatory or optional expenses, additional to tuition fees, that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each Course has different additional costs involved and these are listed on the relevant Course web site.

INTELLECTUAL PROPERTY
The University recognises that each student is the owner of the intellectual property they create during their Course. However, there are exceptions to this as details in the Intellectual Property Policy.

LIABILITY
The University expressly excludes liability to the fullest extent permissible by law for all damage to your property and for personal injuries or death, unless caused by the negligence of the University or its staff. Unless it is liable in negligence for personal injury or death, the University limits its liability to the value of tuition fees paid by you or on your behalf, or, if greater, any relevant amount received from its insurers.

Students found in breach of the Academic Misconduct Regulations may have sanctions imposed which can range from a formal warning to expulsion from the University.

APPEALS
If you wish to appeal as an applicant, please follow the Appeals by Applicants Policy.

If you are an enrolled student, please follow the Academic Appeals Regulations.

COMPLAINTS
The University has one Complaints Policy for both applicants and enrolled students.

CONTACT US
The University address is:
The University of Winchester, Sparkford Road, Winchester, Hampshire, SO22 4NR
Telephone Number: +44(0)1962 841515
Fax Number: +44(0)1962 842280

Students are required to abide by the University’s Regulations and associated Policies. Please see the full Terms and Conditions for a list of these documents and how to access them.

CODE OF CONDUCT
Students are required to abide by the Student Conduct Policy. Some courses also have professional conduct requirements.

BREACH OF REGULATIONS
The University will investigate allegations of misconduct in accordance with its own procedures and students found in breach of these may be subject to disciplinary sanctions. These can range from an informal verbal warning to expulsion from the University. Please see section 12 of the full Terms and Conditions.

If you do not meet the assessment requirements for your University level and/or course, you may not be permitted to progress to the next stage of our Course. You may have to repeat assessments or modules or you may have to withdraw from your Course and may not be awarded the qualification for which you are studying.

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The University expressly excludes liability to the fullest extent permissible by law for all damage to your property and for personal injuries or death, unless caused by the negligence of the University or its staff. Unless it is liable in negligence for personal injury or death, the University limits its liability to the value of tuition fees paid by you or on your behalf, or, if greater, any relevant amount received from its insurers.
Travel and transport

For full details of how to travel to campus and all transport discounts available, come to the ‘Getting to Uni’ talks during Welcome Week (see pages 13-20) and visit winchester.ac.uk/traveltransport

All following transport provisions are subject to the travel companies’ offers and their Terms and Conditions.

PUBLIC TRANSPORT

Park and Ride – If you are looking to drive to Winchester, please use the Park and Ride service. There are four Park and Ride sites in Winchester and we are well served by the service. The nearest Park and Ride bus stop is outside the Royal Hampshire County Hospital on Romsey Road, less than a five minute walk to both King Alfred and West Downs Quarters. Up to six passengers can travel on each daily Park and Ride ticket, perfect if you’re car sharing.

We offer discounts on the Park and Ride scheme for students. Find out more at a Getting to Uni talk during Welcome Week or visit winchester.ac.uk/traveltransport

Bluestar bus – The nearest Bluestar bus stop is on Southgate Street, a 10-minute stroll from campus. Discounts may be available on multi-day tickets. For more information, email environment@winchester.ac.uk

Stagecoach Unirider bus – Stagecoach’s Student Unirider bus ticket is for travel on any Stagecoach bus across Zone 1 (Winchester only) or Zone 2 (Winchester, Hampshire, Surrey and West Sussex) all day, 7 days a week. You can purchase Unirider tickets once you have enrolled. See stagecoachbus.com/tickets/unirider for full details.

TRAIN

We sell South Western Railway season tickets, which could help you save on train travel to Winchester each semester. The ticket can be used for unlimited journeys, peak and off-peak, between your starting station and Winchester, and at evenings and weekends.

Tickets can be purchased from the University’s online store using your University email address once you’ve enrolled. Email environment@winchester.ac.uk for prices, Terms and Conditions and further details.

CYCLE

We have extensive cycle storage facilities on campus including cycle hoops, covered shelters and cycle lockers. We also have showers available for cyclists. During the semester we have a monthly Bike Doctor on campus – bring along your cycle for a FREE service and minor repairs.

A 10% discount on cycles and accessories is available at both Hargroves Cycles and Peter Hansford Cycles in Winchester when you present your student ID card.

CAR SHARE

The University has a car share database so you can find other students commuting from your area. You can join the University car share database via the Travel and Transport section of the intranet once you have enrolled.

PARKING

From the 2019/20 academic year, new students will not be able to apply for a permit to park on campus, unless you met certain criteria such as having a carer, having an evidenced medical need, or living a certain distance from public transport. For full information please search for the Parking Regulations on our website.

If you are unsure about the best way to get to the University or have enquiries about travel by public transport please email environment@winchester.ac.uk
Useful contacts

Arrivals Helpline
For any queries about starting at Winchester, including online registration help
+44 (0) 1962 827321
arrivalshelpline@winchester.ac.uk

Academic Skills team
academicskills@winchester.ac.uk

Careers
+44 (0) 1962 827310
careers@winchester.ac.uk

Chaplaincy
+44 (0) 1962 827063
chaplaincy@winchester.ac.uk

Counselling
counselling@winchester.ac.uk

Disability/Dyslexia
disability@winchester.ac.uk

English Language Teaching and Support Unit
etssu@winchester.ac.uk

FACULTY OF ARTS (ARTS)
Arts.Admin@winchester.ac.uk

FACULTY OF BUSINESS, LAW AND DIGITAL TECHNOLOGIES (BLD)
BLDEnquiries@winchester.ac.uk

FACULTY OF EDUCATION (EDN)
EDNenquiries@winchester.ac.uk

FACULTY OF HEALTH AND WELLBEING (HWB)
HWBenquiries@winchester.ac.uk

FACULTY OF HUMANITIES AND SOCIAL SCIENCES (HSS)
HSSenquiries@winchester.ac.uk

Finance team
Payments: +44 (0) 1962 827257
Other queries: +44 (0) 1962 827536/827275
credit.control@winchester.ac.uk

International Recruitment
+44 (0) 1962 826427
international@winchester.ac.uk

International Student Officer
internationalstudentsoffice@winchester.ac.uk

IT Services
+44 (0) 1962 827654
Servicedesk@winchester.ac.uk

Library
+44 (0) 1962 827306
libenquiries@winchester.ac.uk
University of Winchester Library
UniWinLibrary
@uniwinlibrary

Mental Health team
mentalhealth@winchester.ac.uk

National Health Service (NHS)
111
www.nhs.uk or call 111

Main Reception
+44 (0) 1962 841515

Registry
+44 (0) 1962 827210
registry.enquiries@winchester.ac.uk

Security office
+44 (0) 1962 827666
security@winchester.ac.uk
@_UoWSecurity

Sports facilities
+44 (0) 1962 827350
sportsenquiries@winchester.ac.uk
The University of Winchester Sports Facilities
UoWsports
@_UoWsports

Student Advice
student.advice@winchester.ac.uk

Student Housing Services
+44 (0) 1962 827533
housing@winchester.ac.uk
University of Winchester Housing
UniversityofWinchesterHousing
@UOWSUHousing

Student Services
+44 (0) 1962 827341
studentservreception@winchester.ac.uk

Students and Money team
+44 (0) 1962 827009
studentsandmoney@winchester.ac.uk

Study Abroad (exchange/Erasmus/visiting)
+44 (0) 1962 824930/827683
studyabroad@winchester.ac.uk

Travel and Transport office
environnement@winchester.ac.uk

Winchester Student Union
+44 (0) 1962 827418
SU_comms@winchester.ac.uk
www.winchesterstudents.co.uk
Winchester Student Union
@wchsus

Winchester Tourist Information
www.visitwinchester.co.uk
KingAlfWinchester

Winchester GP Practices
The Friarsgate Surgery
+44 (0) 1962 871730
St Clemens Surgery
+44 (0) 1962 852111
St Paul’s Surgery
+44 (0) 1962 853599
2019/2020 Semester Dates

Our standard academic year* is split into two semesters, each comprising twelve teaching weeks, plus a three-week assessment period, all of which you are expected to attend. Arrivals Weekend and Welcome Week occur before the first week of Semester 1.

ARRIVALS WEEKEND
14 - 15 September 2019

WELCOME WEEK
16 - 22 September 2019

SEMESTER 1
23 September - 13 December 2019

CHRISTMAS BREAK
16 December 2019 - 10 January 2020

Semester 1 centrally-organised exams for applicable courses with Professional, Statutory Regulatory Bodies (PSRB) will take place from 6-10 January 2020.

SEMESTER 2
13 January – 3 April 2020

SPRING BREAK
6 April - 4 May 2020

ASSESSMENT WEEKS
4 – 22 May 2020 (with no attendance or exams on 8 May)

*some programmes follow a different teaching pattern so make sure you attend your programme induction for further information.

If you need this document in an alternative format, for example in plain text, please contact Student.Comms@winchester.ac.uk