

**January Undergraduate**

[london.uclan.ac.uk](http://london.uclan.ac.uk)

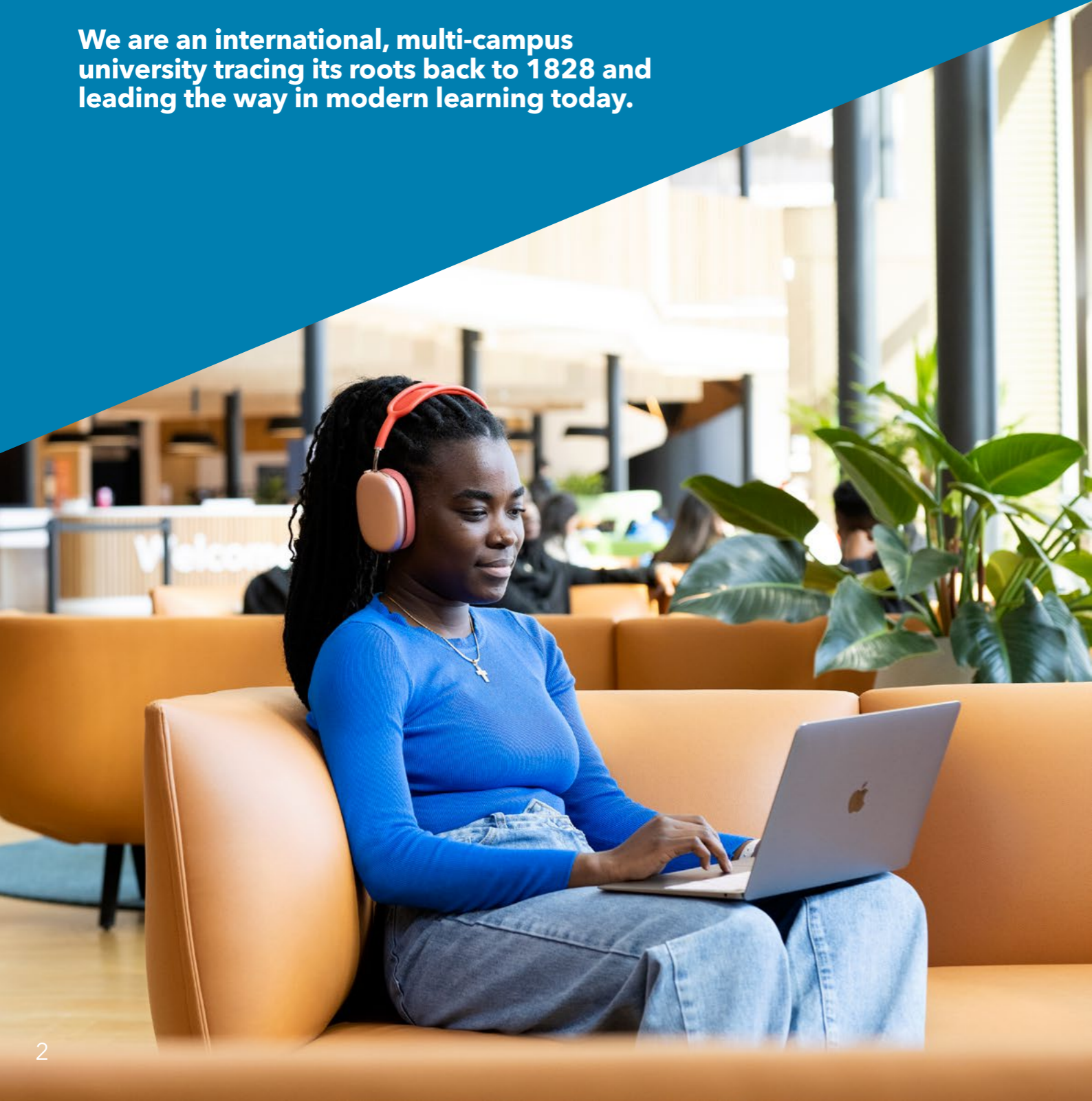
# **Welcome to the University of Central Lancashire London**



**University of  
Central Lancashire  
London**

# Welcome to The University of Central Lancashire

We are an international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today.



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# Introduction

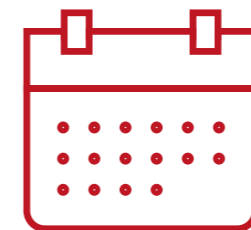
The University of Central Lancashire is the international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today.

We've always believed in helping people to seize every opportunity to flourish in education, at work and for life.

We're proud of our mission and we take it seriously. With our universal, second to none support, whatever your goal, together we'll make it happen. We're innovative by nature, offering more choices and creating more possibilities. Combining academic excellence and real-world teaching, we give our people the skills and experience industry needs. That's why our talented graduates are in such high demand across the world.

Whoever you are, wherever you are in life, there's always a way.

**Where opportunity creates success.**



## Key dates

We operate in trimesters

(1) September | (2) January | (3) May

You will be starting your studies in **Trimester 2**, which is January - May



### Spring

January Intake Welcome Week	Week beginning Monday 8th - Friday 12th January 2024
Trimester 2 Teaching	Monday 15th January - 19th April 2024
Trimester 2 Examinations	Monday 22nd April - 3rd May 2024
Trimester 2 (Re)sit Examinations	Monday 29th July - Friday 2nd of August 2024



### Summer

May Intake Welcome Week	Monday 29th April - Friday 3rd May 2024
Trimester 3 Teaching	Tuesday 7th May - Friday 26th July 2024
Trimester 3 Examinations	Monday 29th July - Friday 2nd August 2024



### Holiday

Christmas Vacation	Saturday 21st December 2024 - Thursday 2nd January 2025 (inclusive)
Easter Vacation	Monday 25th March - Friday 5th April 2024 (inclusive)



# Accessing your campus

**University of Central Lancashire London is situated in the Docklands area of East London, the campus boasts a range of carefully curated amenities and superb transport links.**

The most convenient way to access our East India campus is via the London Underground (DLR line) East India DLR station is situated onsite, from the platform to the classroom is only a minute's walk.

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 Stop X for the D3

You can also plan your journey through TFL.

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.

## How to get here

- Canning Town 2mins (DLR)
- Canary Wharf 5mins (DLR & Elizabeth line)
- London City Airport 8mins (DLR)
- Stratford 9mins (DLR, Elizabeth & Jubilee Line)
- Bank 13mins (DLR)
- Bond Street 22mins (DLR & Jubilee line) Custom House 10 mins (DLR, Elizabeth Line)







# Timetable procedure

Morning Lecture (AM)  
10:00 - 13:00

Lunch Break  
13:00 PM - 14:00 PM

Afternoon Lecture (PM)  
14:00 - 17:00

## Teaching delivery

### Delivery

All students will have a 2-days a week class timetable. Outside of classes, you will have homework and self-directed study to complete.

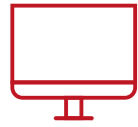
You will be required to attend classes on campus for two days each week. Your timetables will be accessible through the Virtual Learning Environment (VLE).

Our university places great importance on providing a first class learning experience for our students. To achieve this, we strongly believe in the value of face-to-face teaching and fostering interactions within a classroom setting.





# Attendance guide



## On-campus learning

Once you have completed your online registration task you will be able to view your on-campus timetable and will be enrolled in the VLE's attendance system. You are expected to attend all classes on your timetable on-campus.

Registering your attendance for on-campus learning is straight-forward. On the VLE, click on your current module's tile, select 'in-class attendance', then you just need to click on the link to confirm your attendance.

### Time to log your attendance:

AM Sessions: between 09:55-10:30

PM Sessions: between 13:55-14:30

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, you can enquire about your attendance record by making an attendance enquiry through VLE. Simply login to the VLE, select 'My Forms' and then 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 48 hours.



## How to mark attendance

Sign into the VLE from the University of Central Lancashire website:

[london.uclan.ac.uk](http://london.uclan.ac.uk)

- Click on the module that you're attending on campus.
- Click on the "In Class Attendance" tab as outlined below:

You **MUST** connect to University of Central Lancashire London WI-FI to use this service.

**Please note** your attendance will be updated **ONLY** if you click this link on the day of your lesson between the times shown below whilst physically attending the lesson in the classroom

**If you join your class after 10:30/14:30, your attendance will not be recorded,** and you will be marked as absent.





# Getting started

We want you to have everything you need to get started with us. Our website features a comprehensive FAQ page, covering everything from academic submission to student benefits and financial support.

Get all your questions answered about studying with us at [iCentre@london.uclan.ac.uk](mailto:iCentre@london.uclan.ac.uk)



## Timetable

One of the many advantages of studying at University of Central Lancashire London 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.



## Student Email

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



## The VLE

Your VLE will allow you to access your module pages, each of which will contain all the module materials.

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 Awards
- Jobs Board



### UCLan London Mobile App

You can download the UCLan London Mobile App 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 timetable

- View your timetable

#### Student services on the go

- Attendance
- ID Card
- University of Central Lancashire London news
- Letters

#### Online support

- Check your module completion progress
- Access your VLE on the go
- Lecture notes
- Assignments

#### Student Outlook email access

- Access and send emails from your student email

#### University of Central Lancashire London Library

- Search the library for books e-books, journals, videos and more



### Kortext

You can use Kortext to search the library's books, e-books, e-journals, videos and more.

Kortext is a key tool for building digital research skills.

You can access Kortext via the VLE. You will be shown how to access the library in class.

# Student platform details

## Student email

@uclan.ac.uk

Password:

### Your University of Central Lancashire London username and email are:

InitialSurname@uclan.ac.uk

Email password: You create your password while completing the University of Central Lancashire London enrolment process.

## VLE and App

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.uclan.ac.uk](mailto:ICentre@london.uclan.ac.uk)

[Learningresources@london.uclan.ac.uk](mailto:Learningresources@london.uclan.ac.uk)



# Your timetable

## Your 1st Trimester starts

### January

1. First week of classes (Week 1)
2. Review your timetable for the upcoming Trimester
3. Download recommended apps and follow University of Central Lancashire London social media accounts
4. Download e-books via Kortext
5. Apply for student benefits

### February - March

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

### April

1. Examination week Monday 22nd April - 3rd May 2024

## Your 2nd Trimester starts

### May

1. First week of classes (week 1)
2. Download e-books via Kortext
3. Utilise learning resources from VLE, Digital Library and the Learning Resource Centre
4. Publication of exam timetable (Week 7)

### June - July

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

### August

1. Examination week Monday 29th July - Friday 2nd August 2024

# Your 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:
  - UCLan London Mobile App
- Apply for your 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 and can help you throughout your studies at University of Central Lancashire London.**



## Employability Service

University of Central Lancashire London is committed to preparing students to equip themselves with the necessary knowledge, understanding of industry, self-reflective skills and professional attitudes to be employable graduates. University of Central Lancashire London students are challenged to develop their work ethic, tune their analytical and problem-solving abilities and make their ambitions a reality.

Here at University of Central Lancashire London we take great pride in giving students the tools to prepare for the world of work with the necessary academic knowledge, industry exposure and those all-important transferable skills. We strive to make sure students are prepared to enter the workplace with a number of different initiatives and services that we have on campus.

### This includes:

- Giving you advice and helping you find the right career, course, or training route to enable you to progress into rewarding graduate employment or postgraduate education.
- Helping you understand the skills, values, beliefs, ambitions, and experience you already have that will meet the specification for ideal job roles.
- Identifying gaps in your knowledge, training, and experience required for your dream role.
- Equipping you with confidence-building skills to develop your business networking, online presence, and career opportunities.

We have an in-house Employability Team who work in-person and online to offer you practical help, with a range of employability services to enable you to be your best and fulfil your career potential.

## Employability Awards

- **Get Ready to Go Places!** with our Employability Awards; three series of six extra-curricular sessions designed to develop your career management skills.
- **Bronze:** Essentials for your Career Journey (available from foundation and first year)
- **Silver:** Exploring Career Direction (available from second year)
- **Gold:** Preparing for Graduate Recruitment (available to final year students)

## Industry Exposure

### Explore Career Routes & Destinations:

We host employers and key professionals from a range of sectors who speak to students about their career journey, their companies, tips on how to secure a graduate job after university, so this means you will be able to gain insight from the professionals in your chosen industry. Occasionally they are actively recruiting, so come along and you might just secure your next role.

## Careers Coaching;

1 to 1 and group sessions to improve your skills and confidence.

- Exploring your next steps
- Career planning
- Gaining work experience
- Job application support
- Interview preparation
- PG study questions
- CV building and review

To contact our employability team, you can send an email to [Employability@london.uclan.ac.uk](mailto:Employability@london.uclan.ac.uk)



**EMPLOYABILITY  
TEAM**  
Advancing Careers





## Personal Tutor

At The University of Central Lancashire London, your personal tutor (PT) 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 PT can provide you with advice on your academic progress and give you guidance on how to maximise your opportunities at University of Central Lancashire London.

Your PT 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 there are queries your PT can't help you with themselves, you will be directed you to the right department. Your PT can be reached via email.



## Finance Department

At The University of Central Lancashire London, 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.uclan.ac.uk](mailto:Finance@london.uclan.ac.uk)



## iCentre

The iCentre is here to make sure your student experience at University of Central Lancashire London 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.uclan.ac.uk](mailto:iCentre@london.uclan.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. 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
- Completed University of Central Lancashire London enrolment task.





## Travel Bursary

We are aware that some student costs can be significant, even with the discounts available to them. This is why we offer a Travel Bursary for those students who have been actively engaging with both their face-to-face and online learning, have submitted /attempted all assessments and achieve a minimum 90% attendance rate.

Eligible students can receive a payment of £250 for each semester, with the opportunity of receiving up to £500 per academic year. You can read the full terms and conditions of the Travel Bursary on our website.



## 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.uclan.ac.uk](mailto:Learningresources@london.uclan.ac.uk)



## Disability and Inclusion Team

Our Disability and Inclusion team is a dedicated support service for students who have disabilities, long term medical, mental 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 specific assessments, and in some cases, during your lectures depending on the students needs.

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.

If you would like to get in touch with the Disability and Inclusion team, please email us on [Disabilityandinclusion@london.uclan.ac.uk](mailto:Disabilityandinclusion@london.uclan.ac.uk)



## Wellbeing Team

At The University of Central Lancashire London, we want your time here to be an enjoyable experience, however, we recognise that sometimes individuals may experience health and or wellbeing issues. Our Wellbeing team offers two types of support, namely Wellbeing Advisory Service and Counselling Service.

### Student Advisors

Our well-being student advisors are here to support you through any well-being difficulties. Well-being student advisors will listen to your needs and will work with you to devise a plan of support to support. If you would like to discuss your well-being needs further or wish to access a Wellbeing Advisor, please self-refer by emailing us.

### Counselling Service

Additionally, we offer a professionally qualified Counselling service, providing a safe space to talk through any emotional difficulties or life challenges you may be experiencing. Students can self-refer to the service by contacting us. This includes issues such as:

- low mood and anxiety
- bereavement,
- low self-esteem
- family or relationship difficulties

[Studentwellbeing@london.uclan.ac.uk](mailto:Studentwellbeing@london.uclan.ac.uk)



# 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 student rail cards to discounts on retailers. 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.



# Useful information

At University of Central Lancashire London, 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.

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





# Key contacts



## The team around each student

### iCentre

[iCentre@london.uclan.ac.uk](mailto:iCentre@london.uclan.ac.uk)

## Professional support

### Employability

[Employability@london.uclan.ac.uk](mailto:Employability@london.uclan.ac.uk)

### Technical Support Team

[Learningresources@london.uclan.ac.uk](mailto:Learningresources@london.uclan.ac.uk)

## Specialist personal support

### Wellbeing, Disability & Inclusion team

[Studentwellbeing@london.uclan.ac.uk](mailto:Studentwellbeing@london.uclan.ac.uk)

[Disabilityandinclusion@london.uclan.ac.uk](mailto:Disabilityandinclusion@london.uclan.ac.uk)

### Director Of Studies

[DoS@london.uclan.ac.uk](mailto:DoS@london.uclan.ac.uk)

## Economic support

### Finance Department

[Finance@london.uclan.ac.uk](mailto:Finance@london.uclan.ac.uk)



## Numbers

### Main Switch Board

0203 948 4440







University of  
Central Lancashire  
London

University of Central Lancashire London is a partnership arrangement between the University of Central Lancashire and LCA Education Ltd. LCA Education Ltd delivers courses in London on behalf of the University of Central Lancashire, leading to a University of Central Lancashire award.