



**UCLan
London**

Welcome to UCLan London

September Undergraduate 2026

london.uclan.ac.uk

Welcome to UCLan London

The University of Lancashire is an international, multi-campus university tracing its roots back to 1828 and leading the way in modern learning today. UCLan London is a partnership arrangement between the University of Lancashire and LCA Education Ltd (T/A UCLan London). LCA Education Ltd delivers courses in London on behalf of the University of Lancashire, leading to a University of Lancashire award.



Contents

Introduction	4
Key dates	7
Accessing your campus	8
Teaching delivery	10
Timetable procedure	11
Attendance guide	12
Getting started	14
Student platform details	17
Your timetable	18
Your checklist	19
Support whilst you study	20
Student benefits	26
Useful information	27
Key contacts	28
Fire procedure	30

Welcome to UCLan London

The University of Lancashire has a prominent history in the field of education, strives to empower every student with knowledge, attitudes and employability skills to reach their full potential in the future workplace.

UCLan London received our first students in January 2024, and since have witnessed the development of the suite of our degree courses. The curriculum is tailored in alignment with the national benchmark standards and sector demands. Our highly qualified and dedicated academic staff are drawn from the private and public sector with relevant practical experience. We are geared towards imparting values, expanding the boundaries of knowledge, as well as supporting learners to develop skills required to enhance the prospects of graduates for future employment.

We take great pride in providing excellent learning opportunities for our students who have the desire, ambition and passion to learn and effect meaningful change to their future career. Choosing the right university is one of the most important decisions you will make, and we invite you to find out more about us through this prospectus and attending one of our open days - at UCLan London, our commitment to excel in education and learning is uncompromising, and we look forward to welcoming you to the campus.

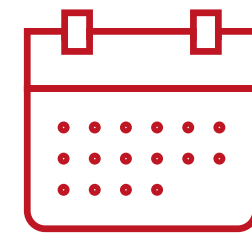
Dr Teng Guan Khoo
Academic Director
(Quality and Student
Experience)



Anita Steinberg
Academic Director
(Education)



Where
learning
unlocks
opportunities



Key dates

We operate in trimesters

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

You will be starting your studies in **Trimester 1, which is September to December 2026**

Your next study trimester is January to April 2027



September

Welcome week	Week beginning Monday 14th September 2026
Trimester 1 Teaching	Saturday 19th September - Friday 11th December 2026
Trimester 1 Examinations	Saturday 12th December - Friday 18th December 2026



January

Welcome week	Week beginning Monday 18th January 2027
Trimester 1 Teaching	Saturday 23th January - Friday 30th April 2027
Trimester 1 Examinations	Saturday 1st May - Friday 7th May 2027



Holiday

Christmas Vacation and New Years	Monday 21st December 2026 - Friday 1st January 2027
Easter Break	Friday 20th March 2027 - Friday 2nd April 2027
Early May Bank Holiday	Friday 26th March 2027, Monday 29th March 2027
Spring Bank Holiday	Monday 3rd May 2027, Monday 31st May 2027

Please note that your study break trimester is scheduled for May to August 2027, and you will progress to the next academic trimester in September 2027.

Accessing your campus

UCLan 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 neighbouring

streets. Within walking distance, passengers can catch the **108** from **Bus Stop M** or the **D3** from **Bus Stop X**.

The newly introduced **Superloop route SL4** also serves the area, operating between **Grove Park and Westferry Circus**, and providing another convenient connection.

There is pay-and-display car park located underneath the building. 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 2 mins (DLR)
- Canary Wharf 5 mins (DLR & Elizabeth line)
- London City Airport 8mins (DLR)
- Stratford 9mins (DLR, Elizabeth & Jubilee Line)
- Bank 13mins (DLR)
- Custom House 10 mins (DLR, Elizabeth Line)





Teaching delivery

Delivery

All students will have a 2-days a week class timetable for standard delivery and a 3-day timetable for evening and weekends delivery. Outside of classes, you will have homework and self-directed study to complete.

You will be required to attend classes on campus each week. Your timetables will be accessible through the Virtual Learning Environment (VLE) or through the UCLan London mobile app.

We place 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.



Standard delivery

Studying on campus 2 days a week

Evening and Weekend delivery

Classes are held on Tuesday and Thursday evenings (18:00 to 21:00) and Saturdays (10:00 to 17:00).



Timetable

Standard Delivery Timetable

Monday, Tuesday, Wednesday, Thursday & Friday

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

Lunch Break
13:00 - 14:00

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

Evening and Weekend Timetable

Tuesday, Thursday & Saturday

Tuesday & Thursday Evening Lecture (EV)
18:00 - 21:00

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

Lunch Break
13:00 - 14:00

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



Attendance guide



Attendance

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.

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, EV) 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.



Campus Access: Lanyards & QR Code

You may access the campus using your lanyard or by scanning the QR code available under "Republic Access" in your mobile app.

Please note that you are required to wear your lanyard at all times while on campus.



How to mark attendance

Sign into the VLE from the UCLan London website:

london.uclan.ac.uk -> **VLE** -> **Attendance**

- Click on the module that you're attending on campus.
- Click on the **"In Class Attendance"**

You MUST connect to UCLan London WI-FI to use this service.

Please note, you must physically attend your classes and record your attendance on the days shown on your timetable, between the times shown below

Time to log your attendance:

AM Sessions: between 09:45-10:30

PM Sessions: between 13:45-14:30

EV Evening Sessions: between 17:45-18:30

If you join your class after 10:30/14:30 /18:30, your attendance will not be recorded, and you will be marked as late.



Student Support Bursary

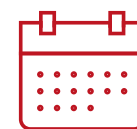
You can receive £250 per trimester (up to £500 per year) if you maintain 80% attendance, complete all assessments, engage in your classes, and meet your course requirements.



Getting started

We want you to have everything you need to get started with us. We have outlined our key resources so you can become familiar with them, 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



Timetable

One of the many advantages of studying at the UCLan London is our unique two-day timetable, excluding any courses that follow an evening and weekend delivery pattern.

All of our undergraduate students benefit from a flexible timetable that is built to work around you. This is beneficial to you as you are able to undertake part-time work or other additional activities.

There is a possibility 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 that 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 UCLan London Mobile App. This will be our first port of communication for you so it is essential that you check this frequently.

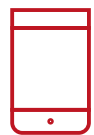


The VLE

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 Resource Centre
- Regulations, Rules and Policies
- Student Handbook
- Wellbeing Support
- Career Zone



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
- UCLan London news
- Letters

QR Code Access

- Enter campus using a QR code available under "Republic Access."

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

Digital library

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



The Bookshelf

You can use The Bookshelf to search for books, e-books, videos and other resources to support your learning

The Bookshelf is a key tool for building digital research skills.

You can access The Bookshelf via the VLE. You will be shown how to access The Bookshelf in class.

Download
for iPhone



Download
for Android



Student platform details

Student email

Student email

@lancashire.ac.uk

Password:

Your UCLan London username and email are:
InitialSurname@lancashire.ac.uk

You create your password while completing the UCLan London enrolment task.

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

Your timetable

Your 1st Trimester starts

September
1. First week of classes (Week 1) 2. Review your timetable for the upcoming Trimester 3. Download recommended apps and follow UCLan London social media accounts 4. Download e-books via The Bookshelf 5. Apply for student benefits
▼
October - November
1. Module Evaluation Survey 2. Publication of exam timetable (Week 7) 3. Begin to prepare for any upcoming assessments
▼
December
1. Examination week Saturday 12th December - Friday 19th December 2026

Your 2nd Trimester starts

January
1. First week of classes (week 1) 2. Download e-books via The Bookshelf 3. Utilise learning resources from your VLE, Digital Library and the Learning Resource Centre 4. Apply for student benefits
▼
February - April
1. Module Evaluation Survey 2. Publication of exam timetable 3. Begin to prepare for any upcoming assessments
▼
May
1. Examination week Saturday 1st May - Friday 7th May 2027

Your checklist

- ☐ Take a note of all your login details for student e-mail, VLE, The Bookshelf, and 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 UCLan London.



Careers Service

UCLan 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. UCLan London students are challenged to develop their work ethic, tune their analytical and problem-solving abilities and make their ambitions a reality.

Here at UCLan London we take pride in ensuring students are given the right tools to research and confidently access the workplace with knowledge of key labour market resources, trends and those all-important transferable skills.

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 Careers 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.

Careers Coaching

We provide 1:1 and group sessions to improve your skills and confidence in the following areas:

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

To contact our careers team, please email Careers@london.uclan.ac.uk



Personal Tutor

At the UCLan 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 UCLan London.

Your PT will also help you ease into campus 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.

Name of your Personal Tutor (PT)

Contact E-mail



iCentre

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

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

You can contact the iCentre via email at iCentre@london.uclan.ac.uk



Student Support Bursary

We are aware that some student costs can be significant, even with the discounts available to them. This is why we offer a Student Support Bursary to students who actively engage with their face-to-face learning, have submitted or attempted all assessments, and maintain a minimum **80%** 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 Bursary on our website.



£500 bursary available per Academic Year



Finance Department

At the UCLan 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.

You can contact the finance department via email at Finance@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 in-person of your Passport with your application
- Attended Welcome Week
- Completed the UCLan London enrolment task.



Right to Study (Identification Check)

To confirm enrolment, you must demonstrate your Right to Study (RTS).

You will need to present identification in person during Welcome Week for verification and to confirm your Student Finance.

The following documents can be accepted to meet Right to Study requirements:

- Passport
- National ID Card
- Driving Licence
- Birth Certificate (UK nationals only)

In addition, you will also need to provide one of the following (if applicable):

- A share code (eVisa/digital status)
- A visa (if you have not yet created your UKVI account to access your eVisa)

If we do not have sufficient information on record, you will receive an email request for additional documentation.



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



Disability and Dyslexia Advisor

The Disability and Dyslexia Advisor can offer ADHD and dyslexia pre-screenings if you wonder whether you have either of these conditions. A pre-screening does not result in an officially recognised medical diagnosis but can help you decide whether you would like to have a full diagnostic assessment. We can provide advice on where to get a full diagnostic assessment.

- Need access to a Disability and Dyslexia Advisor' on their Summary of Reasonable Adjustments (SORA).

- Would like to explore screening and/or a referral for dyslexia and/or other specific learning difficulties.
- Would like to discuss disability support.
- Require help with navigating the Disabled Students Allowance application process.



Wellbeing Team

At UCLan 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. 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

wellbeing@london.uclan.ac.uk



Director of Studies Office (DoS)

The Director of Studies (DoS) Office is dedicated to supporting your academic journey and ensuring your success throughout your time at UCLan London. Our team oversees students' academic welfare and engagement, promoting a supportive and inclusive environment where you can thrive.

We play a key role in monitoring your academic progress, encouraging active engagement, and upholding academic integrity. If challenges in your personal life impact your studies, we're here to help. The DoS Office provides a range of support services, including:

- Guidance on mitigation application.
- Advice on interruption (intermission) of studies when needed.
- Support with progression, re-sits, and creating tailored study plans if assessments are missed or failed.

For assistance, reach out to us at DoS@london.uclan.ac.uk.

We're here to ensure you stay on track and achieve your academic goals.



Learning Resource Centre

The Learning Resource Centre (LRC) provides online and onsite support for students. The LRC support includes Zoom, Online Learning, The Bookshelf, VLE, Digital Library, Office 365 download, and other technical support.

The LRC Team are available online through Zoom live support.

The LRC can support you to develop your IT skills with Microsoft 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



Academic Support

The Academic Support Team provides a range of services and resources designed to help you succeed in your assessments and overall educational goals.

It aims to enhance students' learning, build essential academic skills, and address challenges you may face during your studies.

What the Academic Support team offers:

- One-on-one meetings to discuss academic progress, set goals, and receive guidance on study strategies.

For assistance, please email us at: Academicssupport@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 UCLan 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.

 @UCLanLondon

 @UCLanLondon



Key contacts



Your first point of contact

iCentre
iCentre@london.uclan.ac.uk

Professional support

Careers Service
Careers@london.uclan.ac.uk

Learning Resource Centre
Learningresources@london.uclan.ac.uk

Specialist personal support

Wellbeing, Disability & Inclusion team
Wellbeing@london.uclan.ac.uk
Disabilityandinclusion@london.uclan.ac.uk

Director Of Studies
DoS@london.uclan.ac.uk

Economic support

Finance Department
Finance@london.uclan.ac.uk

Personal Support

Academic Support Team
academicsupport@london.uclan.ac.uk



Numbers

Main Switch Board
0203 948 4440



Fire procedure

Actions on FireDiscovery:

Activate Fire Alarm

Operate the nearest fire alarm by pressing the red call point's centre until the alarm sounds.

Call Emergency Services

Dial 999 to report the fire. Provide the building's location and confirm witnessing the fire.

Fight Fire (if trained)

If trained and confident, use provided portable fire extinguishers without risking yourself or others. Always stay between the fire and the nearest escape route.

Evacuate Safely

Head to the nearest emergency exit via the quickest, safest route. Encourage others to follow, leaving belongings behind. Do not use mobile phones or carry drinks.

Assembly Point

Proceed to the assembly point at Saffron Avenue, located on the other side of the lake.

Remain there until further notice.

Actions upon Hearing the Fire Alarm - Floor Users:

Evacuate Promptly

Upon hearing the fire alarm, swiftly and safely move to the nearest sign-posted fire exit. Leave belongings behind, avoid mobile phone use, and do not carry drinks.

Know Escape Routes

Be familiar with exit signage from induction training. Be aware that the exit route may differ from everyday entrances/exits.

Use Primary Escape Routes

The primary means of escape is via the five internal stairways leading to open air on the ground floor.

Follow Fire Wardens

Identify Fire Wardens by their high-visibility vests. Follow their instructions, including checking toilets and unoccupied areas.

Confirmation of Evacuation

Fire Wardens will receive SMS requests for confirmation of a clear building. Confirm once your area is fully evacuated.

Assembly Point

Fire Wardens lead to the assembly point, ensuring everyone follows. Stay there until further notice.

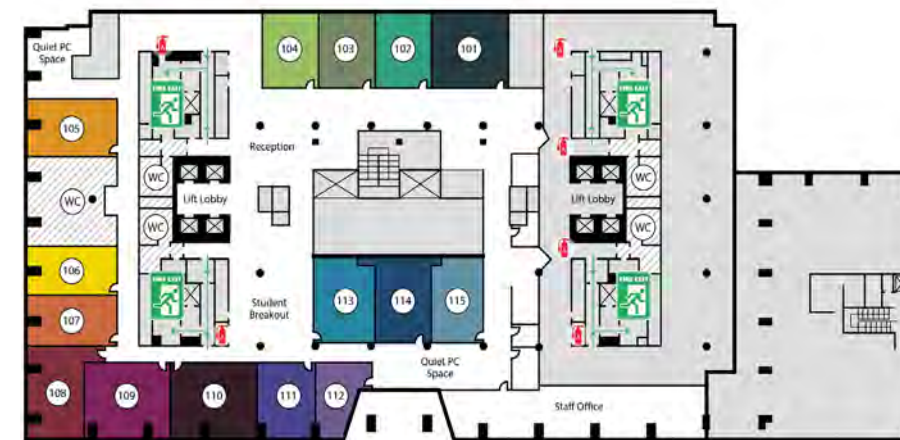
Returning to the Building

Pass information to the group at the UCLan London assembly point when it's safe to return.

Watch our fire procedure here



Import building 1st floor



Import building 5th floor



Import building 6th floor





UCLan London

UCLan 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.