

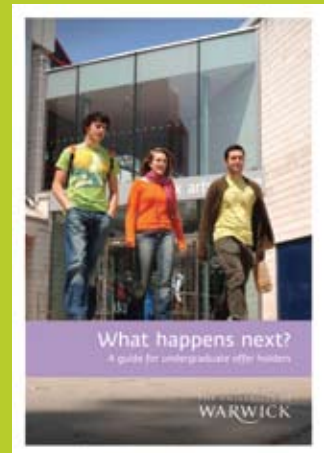
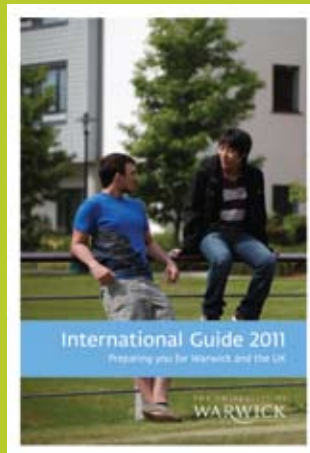
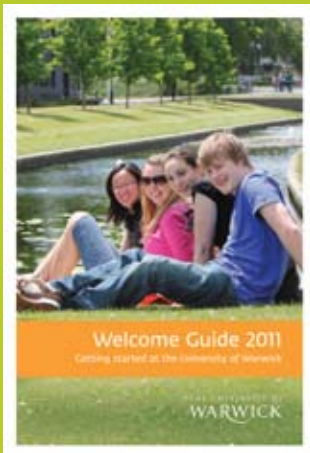


Student Handbook 2011

Student life at the University of Warwick

THE UNIVERSITY OF
WARWICK

Student Handbook 2011



This Handbook is part of a suite of publications for new students arriving at Warwick. While the *Welcome Guide* is designed to help you in the period before you arrive at Warwick and in your first few weeks here, this Handbook is designed to stay with you throughout the year as a handy reference guide. Have a read now as there is important and useful information here, but also keep it with you in case you need to refer back to anything as the academic year progresses.

The Handbook should also be read alongside information made available online, through your department and, if you are living on campus, through your residences.

This checklist is designed to help make sure that you have done everything that you might need to do when arriving at Warwick and during your first weeks.

- Move into your accommodation
- Collect your University card
- Register with the Health Centre
- Attend the Vice-Chancellor's welcome address
- Attend your Academic department induction sessions
- Work out your timetable for the first weeks
- Visit the Student Experience fair
- Visit the Students' Union fairs, events and activities

Welcome to the University of Warwick and to your Student Handbook



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For more information about coming to Warwick
visit our website: go.warwick.ac.uk/welcome

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Introducing your University

OUR HISTORY...

The University of Warwick's first small intake of 450 undergraduate students arrived on the main campus, then at the Gibbet Hill site, in 1964. Now, in 2011, you are part of a community of more than 22,000 students (full-time equivalent) and 5,000 members of staff. Over our relatively short history we have grown to include 28 academic departments, more than 50 research centres and a number of other sites including the University Hospital in Coventry and a site in Venice, Italy. We consistently rank comfortably in the top 10 for British universities in league tables. By our 50th anniversary in 2015 we aim to be one of the top 50 universities in the world.

Key moments contributing to our history, success and development include:

- receiving our Royal Charter in 1965
- opening the Warwick Arts Centre in 1974, with further developments in the 1980s
- merging with the Coventry College of Education in 1979 to create the Institute of Education
- establishing the Warwick Manufacturing Group (now WMG) in 1980
- opening the Science Park in 1984
- developing our purpose-built conference and teaching centres (Arden, Radcliffe and Scarman)
- opening the Warwick Medical School in 2000
- opening the £13m International Digital Laboratory in 2008
- establishing the School of Life Sciences in 2010

“There were 450 students at the University of Warwick in 1965. Now in 2011, you are part of a community of more than 22,000 students (full-time equivalent) and 5,000 members of staff.”





...AND OUR FUTURE

In 2015 the University will celebrate its 50th birthday. Vision 2015 is the University's strategy for becoming one of the world's top 50 universities by the time we reach that milestone. The strategy was developed in consultation with staff and students of the University. Students remain at the heart of that strategy as we move to the future.

You can continue to be an important contributor to Vision 2015 during your time at Warwick and after you have graduated. Simply by becoming a student at the University of Warwick you are contributing to our commitment to attract only the very highest quality students and staff.

Your ideas, suggestions, ongoing enthusiasm and commitment to the University of Warwick are essential and we hope that during your time here you will become involved in any way you can. From something as simple as using recycling facilities to helping our goals towards a more sustainable campus, through to representing the student body on development committees, you can help your University to become a universally acknowledged world centre for higher education.

To find out more about the University's history, management and vision for the future visit www.warwick.ac.uk/about



“We consistently rank comfortably in the top 10 for British universities in league tables. By our 50th anniversary in 2015 we aim to be one of the top 50 universities in the world.”

Student Handbook 2011

Academic matters

YOUR STUDENT RECORD

- 🌐 go.warwick.ac.uk/studentrecords
- 🌐 go.warwick.ac.uk/graduateschool

It is important that we have up to date records for every student at the University, including your home and term-time address and emergency contact information. Students are personally responsible for notifying the University of any changes to their personal details or enrolment status and can do this through my.warwick (see page 8). You can find further information on the Student Records and Graduate School websites.

LIBRARY AND STUDY SPACES

- 🌐 go.warwick.ac.uk/library
- 📧 library@warwick.ac.uk

The University has extensive study spaces around the campus for quiet reflective study and for group work. All facilities are accessed with your University card.

The Library

- 🌐 go.warwick.ac.uk/library
- Library Road, Central Campus

The University Library is right at the heart of campus and, whatever your subject, you'll find it invaluable. We provide access to expert staff and services in a recently refurbished, dynamic and creative learning space.

Our Get Started sessions at the beginning of the academic year give you the opportunity to become familiar with the Library facilities, meet staff and find out more about the key resources for your course. You can access some bite-sized Get Started sessions online. Just visit go.warwick.ac.uk/lib-getstarted

The librarians who specialise in your subject area will help you with your academic enquiries and offer training sessions to help you get the most out of the Library's resources. If you need extra support you can always book a consultation session for one-to-one help.

The Library has a vast collection with over one million books, 13.5 kilometres of archives, access to 35,000 e-journals, 13,500 e-books and over 7,000 digitised core text readings, all catalogued on a web-based system. This makes it simple to search by computer or by mobile phone applications and even easier to renew or reserve items. The growing quantity of electronic literature is available wherever, and whenever you are, meaning no queues, no book return and no reserve lists.

The Library is an excellent place to work and individual study facilities can be found throughout the building. The first two floors are designed to facilitate informal and collaborative working, with over 200 computers and other multimedia equipment, such as plasma screens and interactive Smart Boards. The extension building and upper floors retain a traditional style: discrete and quiet, ideal for research, revision and writing. The Library is open 08:30-00:00 seven days a week.



“Connecting you with information, support and your community.”

Wolfson Research Exchange

🌐 go.warwick.ac.uk/researchexchange
Third floor, Library

The Research Exchange is an imaginative and technology-rich facility where researchers and research students can carry out their studies and come into contact with colleagues from across campus to discuss and explore their research.

Modern Records Centre

🌐 go.warwick.ac.uk/modernrecordscentre
Ground floor, Library Extension

The Modern Records Centre has recently been redeveloped and now includes a dedicated teaching space, a refurbished researchers area and an improved exhibition area. The centre holds nationally important archives for the study of social, economic and political history with a wealth of material, including a series of easily accessible online resources which can be used for a wide range of undergraduate and postgraduate course modules.



The Teaching Grid

🌐 go.warwick.ac.uk/teachinggrid
Second floor, Library

The Teaching Grid provides accessible, collaborative support for teaching development in a flexible technology-rich environment.

The Learning Grid

🌐 go.warwick.ac.uk/learninggrid
Ground and first floor, University House

The Learning Grid provides you with an innovative and flexible space that helps you learn in new and changing ways. For instance, it supports individual study, group problem-solving activities, team working and presentation work. Learning Grid Advisors, who are students themselves, are available during staffed hours to help you deliver your presentations and support you in the use of digital multi-media for your assignments.

The Learning Grid is based in University House and is open 24 hours a day, only closing on Christmas day.

The BioMed Grid

🌐 go.warwick.ac.uk/biomedgrid
Gibbet Hill Campus

The BioMed Grid, like The Learning Grid, provides a study space for you to work individually or in groups. It has extensive multimedia facilities enabling interactive discussions and brainstorming. Student Learning Advisors are also on-hand during staffed times to provide help and advice.



IT SERVICES AND ONLINE RESOURCES

🌐 go.warwick.ac.uk/itservices

☎ 024 76573737

✉ helpdesk@warwick.ac.uk

Walk in and see us:

Help Desk Drop-In, first floor, Library

The University provides extensive IT facilities and online resources to students. Use of computing facilities and work areas is governed by University regulations and codes of conduct that all students agree to abide by when registering for an ITS account. See the IT Services website for further information.

my.warwick

🌐 go.warwick.ac.uk/mywarwick

my.warwick is your personal online portal. From here you can update your personal records, view examination timetables and access the eVision module registration system. Your University login code provides access to my.warwick. Please see the *Welcome Guide* for details of registering for your ITS account.

Email

🌐 go.warwick.ac.uk/email

All enrolled students are allocated a University email address. See the IT Services email website for further information.

Your University email address is the only email address through which you will receive official University communications. It is therefore imperative that you check this email account regularly. If you choose to forward email to another address, you should ensure spam filters will not prevent email from getting through.

Stay Safe – IT Services will never ask you for your username and password via email. For advice on 'phishing' emails, viruses and other threats please see go.warwick.ac.uk/infosecurity

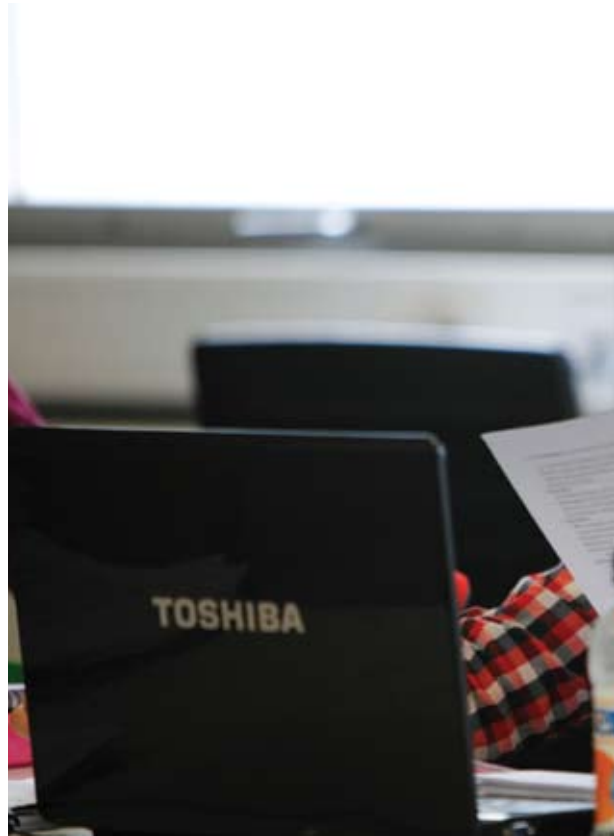
Residential campus network (ResNet)

🌐 go.warwick.ac.uk/resnet

☎ 024 7657 5000

All study bedrooms in halls of residence have a network port providing internet access. ResNet is governed by an Acceptable Use Policy which includes restrictions on peer to peer file sharing and illegally downloading copyrighted materials. Also included is a list of software that is NOT allowed on the ResNet network. For full details visit go.warwick.ac.uk/resnet/rules/aup

For further information on getting connected and troubleshooting, see the IT Services website.



Secure wireless hotspots

The Wireless network service enables laptop computers and handheld devices to connect to the University network and internet without needing a fixed wired connection.

For a full list of wireless locations, along with setup instructions, please visit go.warwick.ac.uk/wireless. To use this service you must have a valid university login and password.

Computing and printing facilities

A number of computing work areas are available around the campus providing open access computers and printing facilities. A list of work areas and their opening times can be found at go.warwick.ac.uk/workareas/locations.



“my.warwick is your personal online portal. From here you can update your personal records, view examination timetables and access the online module registration system.”

Networked printers are located in all the work areas. In order to print you must first add printer credits to your University account by visiting go.warwick.ac.uk/printercredits (you will need your debit/credit card details). If you do not have access to a debit/credit card you can visit the International Office where you can purchase printer credits for cash – please note that this method will take longer to be processed. For advice on printing or any IT related enquiries, visit the Help Desk Drop-In Centre on the first floor of the Library. A list of printer locations can be found at go.warwick.ac.uk/printing

Wireless printing is a new facility offering printing capability to any IT Services workarea print queue from personal laptops. Further information can be found at: <http://go.warwick.ac.uk/wirelessprint>

Netbook loan

IT Services have introduced a Netbook Loan Service that can be used within the Library building. It will provide benefit to University members, particularly during periods of high demand for IT Services workstations or when working from specific study locations within the Library. Further information can be found at: <http://go.warwick.ac.uk/netbookloan>

Please note that Netbooks cannot be taken off the Library premises and there is no charge for this service.

Warwick Blogs

📍 blogs.warwick.ac.uk

The University has its own blogging platform, Warwick Blogs, enabling students and staff to set up a blog. The University's Acceptable Use Policy also applies to blogs. You can set up your own blog by visiting Warwick Blogs and registering your University login details.

Student Handbook 2011

Support and welfare

A COMPREHENSIVE NETWORK OF SUPPORT AND PASTORAL CARE IS AVAILABLE TO STUDENTS TO HELP THEM IN TIMES OF DIFFICULTY. MORE THAN ONE SERVICE CAN OFTEN HELP AND SERVICES WORK TOGETHER TO ENSURE THAT ANY PROBLEMS ARE DEALT WITH SWIFTLY AND EFFECTIVELY.

The following section introduces you to some of these services. Further details can be found at go.warwick.ac.uk/supportservices

Director of Student Support and the University Senior Tutor

Director of Student Support

☎ 024 7657 5570

✉ studentsupport@warwick.ac.uk

Senior Tutor

☎ 024 7652 2761

✉ seniortutor@warwick.ac.uk

🌐 go.warwick.ac.uk/seniortutor

The Director of Student Support, the University Senior Tutor and colleagues in Student Support work closely together to help students in times of need. If a student needs help during their time at Warwick, it is likely that one of them will be able to assist.

The Director of Student Support provides support and pastoral care and helps foster a sense of community amongst students. Visit the Director of Student Support for help with serious non-academic issues.

The Senior Tutor is able to help with serious academic issues and is also responsible for developing the personal tutor system and for liaising where appropriate with other specialist colleagues in Student Support.

More information can be found at go.warwick.ac.uk/supportservices



“A comprehensive network of support is available to students to help them in times of difficulty.”

The University Counselling Service

☎ 024 7652 3761

✉ counselling@warwick.ac.uk

🌐 go.warwick.ac.uk/counselling

The University Counselling Service provides an opportunity for all students to access professional therapeutic counselling so that they may better develop and fulfill their personal, academic and professional potential. There are a wide variety of confidential services, including individual counselling, group therapy, workshops and email counselling. For details on all the services and how to register for an appointment, visit the website.

University Mental Health Team

☎ 024 7615 0226

✉ mentalhealth@warwick.ac.uk

🌐 go.warwick.ac.uk/mentalhealth

The University Mental Health Team are available to provide students experiencing mental health difficulties with advice, information and support as needed to facilitate academic work and participation in University life.



All communication is confidential and informal. Students are encouraged to disclose any mental health issues either at enrolment or at any time afterwards so that they can actively take part in how best to manage any difficulties that may arise.

Disability Services

- 📞 024 7615 0641
- ✉ disability@warwick.ac.uk
- 🌐 go.warwick.ac.uk/disability

Disability Services offer confidential advice, guidance and support to students with Specific Learning Differences/Dyslexia. They also support students with other sensory impairments, mental health difficulties, Aspergers, unseen disabilities or any other long term condition that can affect your studies.

They work with staff and students to create an inclusive environment that empowers students to fulfil their academic potential and make the most of student life. Students are encouraged to make contact to discuss their individual requirements in advance of making an appointment.

The Residential Life Team

- 📞 024 7657 5570
- ✉ studentsupport@warwick.ac.uk

All students living in campus accommodation have access to a network of support staff called the Residential Life Team. The Residential Life Team work and live alongside students within the halls of residence and are a key part of the University's pastoral and support network. They also have responsibility for enforcing discipline on the rare occasions it is required.

The Chaplaincy

- 📞 024 7652 3519
- ✉ chaplaincy@warwick.ac.uk
- 🌐 go.warwick.ac.uk/chaplaincy

At the heart of central campus, the Chaplaincy is a vibrant space providing pastoral and spiritual care to all members of the University community, those of all faiths and of no faith.

It provides a space for worship and quiet reflection, as well as study, discourse and hospitality. The Chaplaincy is home to the Christian (Catholic, Anglican and Free Church), Jewish and Muslim chaplains, who are always glad to meet students socially and pastorally.

The Health Centre

- 📞 024 7652 4888
- 🌐 www.uwhc.org.uk

Students resident on campus or in the off-campus catchment area should register with the University Health Centre. The Health Centre provides primary health care General Practitioner (GP) services to registered patients, two medical practices with both male and female doctors, nurse practitioners and practice nurses, sexual health clinics, travel clinics and immunisation facilities.

Students must be registered in order to use the Health Centre, although staff may be able to assist non-registered people in emergencies. A registration form is available in the *Welcome Guide*, on the Welcome website or from the Health Centre.

Students' Union Advice Centre

- ☎ 024 76572 824
 - ✉ advice@warwicksu.com
 - 🌐 www.warwicksu.com/advice
- Top floor of the SUHQ building above Xanana's Restaurant

The Students' Union Advice Centre is staffed by professional advisors who work closely with the Student Union Welfare and Education Officers. They offer confidential, free and impartial information, advice and representation on a wide range of practical student issues.

International Office

- ☎ 024 7652 3706
- ✉ int.office@warwick.ac.uk
- 🌐 go.warwick.ac.uk/international
- 🌐 go.warwick.ac.uk/studyabroad
- 🌐 go.warwick.ac.uk/immigration

The International Office offers support to all international students throughout their studies at Warwick. Our Student Experience team have qualified advisers ready to assist on all immigration and visa related matters. They also run a rich programme of UK trips and events for students to take part in. Our Recruitment and Programmes Teams are there if you would like to discuss your study options or find out about our Study Abroad programmes.

Student Funding Team

- ☎ 024 7615 0096
- ✉ studentfunding@warwick.ac.uk
- 🌐 go.warwick.ac.uk/studentfunding
- 🌐 go.warwick.ac.uk/ugfunding

The Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, as well as scholarships and bursaries provided directly by the University.

“The International Office has a team of qualified advisers to assist students on all immigration and related matters, including student visas, travel overseas and post-study work.”

Warwick Undergraduate Aid Programme

- 🌐 go.warwick.ac.uk/wuap

The Warwick Undergraduate Aid Programme is intended to provide additional financial support to UK (home) students coming from families whose annual income is less than £36,001. Warwick scholarships of up to £1,500 per year are available in addition to any other government support.

Financial Difficulties

- 🌐 go.warwick.ac.uk/hardshipfunds
- 🌐 go.warwick.ac.uk/moneydoctors

Visit the Money Doctors website for advice on managing your money. If you do find yourself in financial hardship or with particular financial concerns, then it is important that you speak to us and seek help. Hardship funds may be available to help UK students, and an emergency fund is also available for international students as a last resort. Visit the Hardship Funds website for further information.

Speak to the Student Funding team, Student Support Services or the Students' Union Advice Centre team if you need help with budgeting or have financial concerns.



SECURITY

☎ 024 7652 2083

🌐 go.warwick.ac.uk/security

The University Security Team is here to offer help and support 24 hours a day, 365 days a year. Our overall aim is to provide, as far as possible, a safe, secure and friendly environment for all students, staff and visitors, free from injury, personal threat, damage and theft.

INSURANCE

Theft of your belongings is unlikely on the University campus if you follow some simple security measures such as keeping your room and windows locked and not letting strangers into your block. However it is still important that your valuables are insured against such an unfortunate occurrence. Because we recognise that many students wish to insure the contents of their room, all campus accommodation (excluding staff and family accommodation) comes with personal possessions insurance provided by UK and Ireland Insurance Services.

You may wish to consider taking out additional insurance cover for items such as laptop computers taken outside of your room, mobile phones, bicycles and accidental damage. You can review the level of cover provided by the University through UK and Ireland Insurance Services and receive a quotation for additional cover online at <http://www.cover4students.com/> and www.warwick.ac.uk/accommodation

We recommend that international students purchase travel insurance to cover their journey to the UK. See the *International Guide* for more details.

LOOKING AFTER YOUR PROPERTY

We recommend that you don't leave valuables on show and always lock windows and doors whenever you leave your accommodation. You should not leave purses, bags, laptops and other belongings unattended. It is advisable to mark valuable items with a UV pen (available free from University House reception) detailing your name, address and student ID number. Finally, we strongly recommend buying a strong D lock for your bicycle, marking your bicycle with your home post code and registering it with the campus police officer.

TIPS ON LIVING WITH OTHERS

For some of you, coming to university might be the first time that you have lived with anyone other than your immediate family. Even for those who have lived with others before, moving into a new home with people that you do not know can still be daunting. Living in a hall of residence may be a new experience for you. Even if you are a postgraduate student who has experienced living in halls of residence, you are still likely to be living with an entirely new group of people. Your neighbours, however, are likely to become some of your closest friends during your time at university and understanding and respecting their needs and space is key to hassle-free living. Here are a few tips for living with others.

Get to know your neighbours

Getting to know your new neighbours quickly is a good way to establish a good living environment. You might even find yourselves setting some ground-rules. Perhaps you could bring with you some biscuits or chocolates to share with your new neighbours when you all move in. This can be a good way to break the ice, get everyone together, make new friends and show them what a generous person and great neighbour you are!

Respect and celebrate difference

Warwick is proud to be a multicultural community with students of different nationalities, religious and social beliefs, cultures and habits. Your time at university may open your eyes to new ways of life and to different ways of thinking, communicating and behaving. Respecting difference amongst your neighbours will allow you to learn about new cultures and lifestyles and introduce you to a more culturally diverse friendship group. Understanding and accepting difference will also help you to live together more easily.



Be considerate in your use of space

In any hall of residence or other shared living accommodation space is often limited. Communal spaces such as kitchens or shared bathrooms are there for everybody to use and, as such, it is important to make sure that space is divided equally amongst residents and not dominated by individuals. So, if your refrigerator has six shelves and there are 12 people sharing the kitchen, it is only fair to take half a shelf each. Likewise, don't leave pots and pans on the cooker or unwashed dishes piled up in the sink as you will be preventing others from using those spaces or appliances.

Keep shared spaces as you would expect to find them

You wouldn't expect to wash your dishes in a dirty sink, prepare food on a dirty work surface or shower in a dirty shower cubicle. Neither will your neighbours. Make sure that you clean up after yourself in communal spaces so that your friends and neighbours can use those spaces with the degree of cleanliness that you would expect to find. Be sure that used toilet paper is flushed away, sanitary products are disposed of hygienically in the bins provided, waste or aged food is thrown away, broken glass is disposed of carefully, and full bin-bags are removed and taken to the designated areas in your hall of residence.

Don't help yourself to others' belongings

How many times have you made a cup of tea only to find out that your milk has passed its use-by date or you have run out of tea bags? It's all too easy when living with others to help yourself to that drop of milk, or 'borrow' a tea bag but if you and 11 others are all doing the same thing, then that bottle of milk or box of tea bags is soon going to become empty. Be considerate of others' belongings and only help yourself if they have given you permission to do so.

Be reasonable with noise

We all enjoy listening to music or chatting with friends and noise is a fact of life in shared accommodation. However, when others might be studying or sleeping, it's wise to be considerate and avoid turning up the volume on your stereo or staying up late at night talking with friends. We ask that students keep noise to a reasonable level, particularly late at night and during examination periods. This also applies to walking around residences, perhaps on your way home after a late night out at the Students' Union – please be aware that others are likely to be asleep and keep noise to a minimum.

Don't let strangers wander freely in your hall

Living with others harmoniously is also about making sure that you and they live in a safe environment. Don't let strangers come into your hall of residence. If you are coming in through the main entrance and a stranger tries to follow you in, don't politely hold the door open for them. Instead, ask them who they are and who they are visiting. If you're not convinced by them, then don't let them in. Your neighbours will respect you for protecting their safety and security rather than chide you for questioning their friend or colleague.

Talk to your neighbours

If you have a problem with one of your neighbours, talk to them about it in a calm and polite manner. The chances are that they will not realise that they have been causing you a problem and will immediately and apologetically adapt their behaviour. If the problem really can't be resolved through talking directly to them, then speak to your Resident Tutor who will help resolve the situation.

Living off-campus

Not everyone will want to live on campus and some may prefer to live in one of the neighbouring areas of the University such as Coventry, Kenilworth or Leamington Spa. Many of these areas have vibrant student communities and direct public transport links to the main University campus. If you have decided to live off-campus, whether at home with your family or in shared student accommodation, we want to ensure that you still benefit from all that life on campus has to offer.

Make sure you participate in the induction events prepared for all students and you will soon feel as much a member of the University community as those living on campus.

The towns surrounding the University of Warwick are part of our community too. The University prides itself on being a good neighbour and an important part of the local community and region. As such we ask that you respect our neighbours and behave appropriately. This includes being considerate in terms of noise levels, disposal of waste, general tidiness of the property in which you are living and car parking.

It's always a good idea when moving into a property in a residential area to introduce yourself to your neighbours.

The Students' Union also provides further advice about living off-campus. See www.warwick.ac.uk/advic for more details.

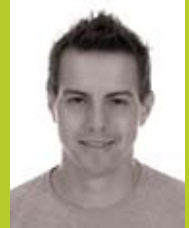
Student Handbook 2011

Welcome to the Students' Union

www.warwick.su.com
SU Guide available online

**“On behalf of everyone here at your Students' Union (SU),
welcome to Warwick!”**

At Warwick you'll make friends for life and be exposed to a whole new range of unanticipated and exciting experiences! Warwick SU is here to ensure you have the best University experience you could have and to support you along your University journey.



Warwick SU exists to help you get the most out of your time at Warwick and will be the focal point over the course of your degree – the first place to go to chill out and relax, for food and drink, entertainment and for independent and confidential advice and welfare services. Warwick SU is the heart and soul of campus; run by students for students; it's where the pulse and vibe of campus are found.

We'll be here to help you realise your potential and support your aspirations. If there's something you'd like to see happen on campus, we can help. If you need academic or welfare support, we're here for you. If you're looking for work experience to make some money or if you just want to boost your career prospects and gain key skills for employability, come into one of our two buildings and have a chat.

The evolving and flexible nature of the SU means that you can have your say and change the way things are done. It's up to you how you engage with us, but always know that there's something for everyone, whether you eat in one of our outlets like Curiositea or the Bread Oven, or whether you get involved in one of your 250 student led societies and 75 sports clubs, or even if you decide to get involved in campaigns like Go Green Week or the Warwick Student Arts Festival. Also remember that you can visit the Copper Rooms, where you can listen to your favourite DJs and bands and have a blast with your friends.

Above all, Warwick SU is here to represent you and to be what you want it to be. We are your voice to the University, locally, and nationally. The Students' Union is run entirely for you. So if you see me wandering around campus and have any questions or need help with anything, make sure to grab me and ask!

Get ready to have the time of your life!”

Leo Bøe, Warwick SU President, 2011-12

This Union is directed by its members and aims to enhance the experience of students while at the University of Warwick.

Warwick SU Mission Statement

THE STUDENTS' UNION

While an integral part of campus life, the Students' Union is independent of the University and directed by students for students. Part of the National Union of Students (NUS), the Students' Union is here to ensure that students at Warwick get the most out of their time at University. It provides services such as entertainment, advice and welfare, opportunities for social interaction and involvement through clubs, societies and committees. In addition it promotes the viewpoints of the student body to the University.

REPRESENTING STUDENTS

The Students' Union is directed by a team of students elected to spend a sabbatical year working for the Students' Union. The 'Sabbs', as they are often known, take a year out from their studies and work full time in a variety of roles ranging from sports to communications. They are elected in the second term in officer elections from a pool of candidates who post manifestos detailing where they think the Union should be heading. Every student at the University has a chance to decide who they want to direct the activities of their Union for the next year. The Sabbs are supported by a team of permanent members of staff and by 31 part-time officers who are also current students of the University.

The Sabbs are directed by Union policy as well as their own ideas and input into Union services. They represent their members at every level within the University, throughout the local area and even up to No. 10 Downing Street.

The seven Sabbatical Officers for 2011-12 are:

President – Leo Bøe
Education Officer – Sean Ruston
Democracy Officer – Chris Luck
Union Development Officer – George Whitworth
Welfare Officer – Izzy John
Sports Officer – Chris Sury
Societies Officer – Matt Rogers

STAFF-STUDENT LIAISON COMMITTEES (SSLC)

Staff-Student Liaison Committees (SSLCs) are the primary means for students to shape and interact with their academic departments and provide the best teaching, learning and research experience to all. The Students' Union plays a key role in the management of the SSLC system, providing a voice for students on academic matters. This is coordinated by the Education Officer. For nearly every course in the University there is a specific SSLC.



Students from a wide variety of degree streams and year groups sit on these committees. As well as student representatives there are also academic staff representatives from departments. Within these meetings, which happen at regular intervals throughout the year, a wide variety of topics is discussed ranging from specific course-related issues and the structure of lectures and seminar groups to results from the latest National Student Survey.

These committees allow academic staff to understand what students want and implement new processes and initiatives. They also enable students to appreciate the reasons behind some of the decisions made by departments and their academics. For more information on individual SSLCs and the system itself visit go.warwick.ac.uk/sslc

UNION COUNCIL, GENERAL MEETINGS AND REFERENDA

Taking place at various points throughout the year, these bodies help to set what is known as 'Union Policy'. A policy is a document stating what the Union thinks about an issue and, more importantly, what it is going to do about it. A policy may state that the Union will always provide drinking water free of charge at events, or that the Union will campaign against increasing bus fares. For more information, visit the 'Have Your Say' section of the SU website.



DEVELOPING STUDENTS

In an increasingly competitive job market, 'developing students' has become one of the key roles of the Union. We therefore enable members to become involved in any of our 300+ sports clubs or societies, or events such as One World Week. Gaining new skills is by no means the only reason to get involved, with the majority of students joining up simply to make new friends, try new things and enjoy themselves. For further information on events see page 24 of this handbook.

SPORTS CLUBS AND SOCIETIES

The Students' Union is responsible for over 300 clubs and societies through the Societies Federation and Warwick Sport. Biology or basketball? Socialism or snooker? It's all here at Warwick waiting for you to get involved. Clubs and societies bring together students who are interested in or care about a certain sport, activity or issue. The Union supports these societies by providing funding, training and facilities. If there isn't a society that interests you, you're more than welcome to get a few people together and start one up.

There are also loads of opportunities to run societies, which will get you dealing with budgets, organising trips and picking up a range of skills that you won't get from just doing your degree.

You can find out more about societies at www.warwicksu.com/societies. There's so much to get involved with, so have a great year!

ENTERTAINING STUDENTS

The Union provides services for students, including entertainment and food outlets. All the money the Union generates through these services is invested straight back in student activities – the Union is a not-for-profit organisation.

The entertainments programme runs seven nights a week. Every taste is catered for, with music ranging from chart hits to drum and bass, all the way to electro and alternative with plenty in between. Visit www.warwicksu.com/events for a full programme for the year ahead and to book tickets online.

STUDENTS' UNION ADVICE CENTRE

The Students' Union offers its own independent Advice Centre to all members of the Students' Union (please see page 12 for further details).

BECOMING A MEMBER AND OPTING OUT

When you enrol as a student at the University of Warwick you will automatically become a member of the Students' Union. This entitles you to vote in Student Union elections, to benefit from the many services that the Students' Union offers and to receive discounts in shops and outlets around the UK offered to NUS members. Your University card is also your NUS card.

Under The Education Act, 1994, Part II: Students' Unions, students have the right not to be a member of the Students' Union if they so wish. You can opt-out of Students' Union membership when you complete your online enrolment. Opting out of Students' Union membership will prevent you from joining any of the Union's clubs and societies or participating in any elections.

The University is required to inform students how it will abide by the terms of the Act through a specific Code of Practice. The Act also states that the political activities of the Union are restricted by the law relating to charities and by the freedom of speech clauses in Section 43 of the Education (No 2) Act 1986. The Code of Practice and the way in which the University ensures freedom of speech within the law are set out in the University Calendar.

Student Handbook 2011

The year ahead: be part of it

VACATIONS

The University of Warwick works around three 10-week terms for undergraduate students, with many postgraduate courses continuing over the summer months. Full term-dates for the next three years can be found in the *Welcome Guide*.

Students living in 30-week let accommodation must vacate and clear their rooms by 10:00 on the Saturday morning at the beginning of each vacation. Students in 37-week let accommodation must vacate their rooms over the Christmas vacation from 17 December until 31 December, but can stay in their rooms for the rest of the Christmas vacation. Students in 39-week or 50-week let accommodation remain in residence throughout the Christmas and Easter vacations, with those in 50-week let accommodation also staying in residence through the summer months. Consult your residence handbooks upon arrival for information about storage facilities available to you during vacations or ask your Resident Tutor.

EXAMINATIONS

Although some departments will run exams throughout the year, the majority of exams for undergraduate students take place during weeks five to nine of the summer term. Exams for all students are staggered throughout that period so even if yours finish early we ask that you remain considerate towards other students who may still be sitting their exams. Details about times and venues for your exams will be made available later in the year. Some examinations will also take place on Saturdays.

Students studying for a taught postgraduate degree may have exams at different times throughout the year. Your department will advise you of your examinations.

STUDYING, SKILLS AND PERSONAL DEVELOPMENT

🌐 go.warwick.ac.uk/skills

Warwick offers an extensive study support programme, helping you to enhance your studies and extend your own personal development and skills outside of your academic programme. Visit the website for information on the initiatives and programmes available to you.

WARWICK ADVANTAGE –

Make the most of your time at Warwick

🌐 go.warwick.ac.uk/advantage

Warwick Advantage is a website providing access to over 200 extra-curricular opportunities and activities available to Warwick students. In addition, resources and analysis tools will help you make the most of the experiences you have and clearly identify, translate and articulate your skills, motivations and experiences.

Involvement in Warwick Advantage demonstrates to prospective employers that you have spent your time here productively and have gained confidence in facing new challenges. Through the website you can explore who you are, what's important to you and identify your unique skills, values and attributes. You can also decide which activities might help you to further develop skills in order to enhance your graduate employability.



“Studying at Warwick has been a life-changing and humbling experience. The cosmopolitan atmosphere empowers you to believe that you can make a difference and have a good time while you are at it.”

Divesh, 2011 WA Global Gold Award winner

**WARWICK ADVANTAGE AWARDS –
Recognition for making a difference**

🌐 go.warwick.ac.uk/services/advantage/award/

The Warwick Original Advantage and Warwick Global Advantage Awards are a unique collaboration between the Students' Union and Student Careers and Skills. Through this collaboration, you can apply to receive formal University recognition for developing your skills or intercultural capabilities through the extra-curricular activities you are involved in whilst at Warwick. Award winners are invited to attend an annual Award Ceremony. Graduate recruiters tell us they value highly the skills students develop and the commitment and passion students demonstrate through their extracurricular activities. The Awards are a great way to enhance your graduate employability.



**LEARNING A LANGUAGE
Language Centre**

🌐 go.warwick.ac.uk/language

✉ language.enquiries@warwick.ac.uk
Ground Floor, Humanities Building

Whether you are learning a language as part of your formal programme of study or learning and developing your language skills for personal interest, the Language Centre offers an extensive range of language modules and provides the facilities, resources and programmes to support you.

Further information, including all lists of courses available and levels of study can be found on the Language Centre's website.

Enrolment for academic modules will take place on:

Wednesday 5 October and Thursday 6 October
between 09:00 and 16:00 (for level allocation and module registration)

Enrolment for Lifelong Language Learning courses (and meeting tutors to discuss language levels) will take place on:

Monday 3 October
14:00 – 20:00 for Chinese, French and German,
17:00 – 20:00 for Turkish

Tuesday 4 October
14:00 – 20:00 for Italian, Japanese and Spanish

Wednesday 5 October
17:00 – 20:00 for Arabic, Greek, Russian and Portuguese



LEARNING ENGLISH

🌐 go.warwick.ac.uk/cal
**Centre for Applied Linguistics,
Social Sciences Building**

The English Language Teaching team is part of the Centre for Applied Linguistics. Our teachers work with students whose first language is not English, to help them develop their skills in English for academic purposes.

Students enrolled on a degree course at the University may follow any of the in-session classes which are free to all Warwick students – visit the Centre for Applied Linguistics website at go.warwick.ac.uk/cal/learning_english for further details. Individual specialist writing support is also available by email and through workshops.

Students who wish to improve their English before beginning their degree course may apply for the Pre-Sessional course in the summer before joining the University, or join the full-time Pre-Requisite English Programme (PREP) for one, two or three terms of the academic year before they enter the University. Further information may be found in the *International Guide*.

MUSIC CENTRE

🌐 go.warwick.ac.uk/music
✉ music.centre@warwick.ac.uk

Warwick doesn't offer a music degree, but we have a very active Music Centre offering facilities for all students to use and for everyone to get involved regardless of their programme of study.

There are many music societies at Warwick catering for a variety of musical tastes, for example the Musical Theatre Warwick Society and the Symphony Orchestra Society. Further details can be found on our website and through the Students' Union web pages.

The Music Centre also offers a programme of bursaries and scholarships to students. Vocal and instrumental tuition is available to students from a team of professional visiting tutors. Vocal tuition is arranged during the first week of term via audition (no preparation necessary) and instrumental tuition is arranged directly through the relevant tutors.

Our facilities include a suite of practice rooms all containing pianos, percussion and instrument stores and a dedicated Ensemble Room. Additional rehearsal and performance space is also available on campus (Butterworth Hall, Helen Martin Studio and the Theatre in the Warwick Arts Centre), and at locations around the UK and overseas.

If you would like to get involved with activities through the Music Centre at Warwick, please visit the Music Centre website to find out when the rehearsals will take place. You can also register your interest using the registration form at go.warwick.ac.uk/musiccentre/freshers/

“Our teachers work with students whose first language is not English, to help them develop their skills in English for academic purposes.”



WORKING, VOLUNTEERING AND PROJECTS

Many students will want to take on additional activities during their time at Warwick. Whether this is paid or voluntary work, individual projects, enterprising activities or even conducting research, there are a number of services and opportunities available to help you get started or get involved. Make sure you balance your time effectively - additional activities should enhance or support your study and personal development experience at Warwick, not detract from it.

Please note that if you require a visa to study in the UK, you will probably have restrictions on the hours and type of paid work you can undertake. Check with the International Office if you are unsure about whether you can undertake paid work during your studies.

Unitemps

🌐 www.unitemps.co.uk

✉ unitemps@warwick.ac.uk

First floor, Students Union building

Unitemps is the University's own temporary staff agency offering a variety of short and long-term work assignments within the administrative, academic and commercial departments of the University and with local employers. Opportunities for paid work placements include clerical work, web design, data entry, events and hospitality work, market research and translation work. You can register with Unitemps online to see all of the available opportunities.

Working for the Students' Union

🌐 www.warwicksu.com/jobs/browse

The Students' Union employs student staff in its bars and restaurants, as security staff and as part of its marketing and promotional activities. All jobs are advertised on the website and are a fun way to earn some extra cash and support your Union.

Student Calling Team

🌐 go.warwick.ac.uk/callerrecruitment

✉ telephonecampaign@warwick.ac.uk

If you are looking for part-time work on campus and love to meet new people, being a Student Caller might be the job for you! The 80 strong student team telephones Warwick graduates across the world to keep in touch and to fundraise for the University.

Money raised by the team goes towards projects such as scholarships, research and supporting the wider community. Donations make a real difference and the calls help bring the University community closer together. Being a Student Caller is challenging but extremely rewarding. Full, paid training is provided and you will be supported by an enthusiastic and dedicated supervision team.

This is a fantastic CV boosting opportunity and a chance to develop valuable skills. Callers are matched with those who share similar interests; you may even end up speaking to someone who already has your dream job. Recruitment for the 2011-12 team will begin in September. Visit the caller recruitment pages to find out more about this exciting opportunity: www.warwick.ac.uk/go/callerrecruitment



Warwick Volunteers

🌐 go.warwick.ac.uk/volunteers

✉ volunteers@warwick.ac.uk

Level One, Students' Union

Volunteering is an excellent way of gaining new skills and experience, enhancing your personal development, making new friends and meeting new people whilst also contributing to the community in which you live.

Warwick Volunteers offers members of the University the opportunity to set up and lead community projects, as well as opportunities to get involved with a wide range of volunteering activities. Opportunities include providing classroom support or fun extra-curricular activities for local school children, helping older people to stay active and live independent lives, and practical projects such as conservation work or painting murals in local community centres. Projects are varied in terms of activities, skills and time commitments, with everything from one off events to year-long projects to choose from. Getting involved with volunteering projects can also count towards accreditation on the Warwick Advantage Award.

Visit the Warwick Volunteers website to find out more, or come to our Volunteering Fair on Friday 7th October in the Panorama Suite, Rootes Social Building where you can talk directly to people involved in our wide range of opportunities.

Institute for Advanced Teaching and Learning

🌐 www.warwick.ac.uk/go/iatl/funding

Here at the Institute for Advanced Teaching and Learning (IATL) we actively encourage all students to experience different ways of learning and developing, through the opportunity to produce their own creative work. Whatever department you're in, you can research, perform, create, and travel – devise your own projects!

As part of our commitment to helping students to make the most of their time at Warwick we offer funding for:

- collaborative projects bringing together students and staff across departments and faculties
- student-led research projects in any subject for undergraduates and taught postgraduates
- curriculum-related performance projects, including a student ensemble, for undergraduates and postgraduates
- the opportunity to publish your work in *Reinvention: a Journal of Undergraduate Research*



In the last academic year IATL distributed over £8000 in grants to 21 students from ten departments. We'd love to hear about your ideas for 2011/12. Visit our website for further details about criteria for funding, application procedures, deadlines, etc.

Lord Rootes Memorial Fund

🌐 go.warwick.ac.uk/lordrootes

The Lord Rootes Memorial Fund provides grants of between £100 and £3,000 for students to undertake projects outside their formal programme of study. Most projects take place during the summer vacation and many involve travel abroad. The fund is intended to encourage personal development and objectives by supporting challenging projects. These may involve intelligent use of observation, skills, knowledge and experience in any context that demonstrates creativity of thought and the pursuit of an original and personal idea or objective.



“Volunteering is an excellent way of gaining new skills and experience, enhancing your personal development, making new friends and meeting new people whilst also contributing to the community in which you live.”

Warwick Entrepreneurs

www.warwickentrepreneurs.com

Warwick Entrepreneurs is a society run by young entrepreneurs at Warwick to support, develop and encourage enterprise. A programme of events, resources and advice (provided by professionals and Britain’s brightest young entrepreneurs) can help you develop your ideas and create your own unique opportunities.

Currently there are many Warwick students who are starting-up and running their own business as an alternative career option after their studies. By doing so during your studies you can develop your own entrepreneurial skills and gain some valuable experience that employers value highly.

Warwick Entrepreneurs can help you to transform your ideas into viable realities by providing inspiration, advice, skills development, business trips, funding and networking opportunities.

Visit the website for more information and a programme of events and activities running throughout the year.

ACTIVITY WEEKS AND SPECIAL EVENTS

One World Week

One World Week (OWW) at the University of Warwick is the world’s largest student-run international event and one of the most exciting weeks on campus. Taking place every January, OWW is a celebration of the cultures and diversity represented at Warwick and features a huge range of events, including an international music concert, fashion show, outdoor carnival, inter-University dance competition, market stalls, interactive workshops, international DJs and night time entertainment. OWW also celebrates Sport, attracting all levels of ability and providing an opportunity to try something new. The One World Forum boasts intellectual talks with high-profile speakers focussing on the most pressing issues that face our diverse world. One World Week 2012 will take place from the 20th until the 28th of January 2012.

Log on to **www.oneworldweek.net** for more information on how to get involved in what will be an amazing OWW 2012!

Global Entrepreneurship Week

Warwick has a reputation for being an entrepreneurial University. Warwick Entrepreneurs lead activities during Global Entrepreneurship Week (which usually takes place in the autumn term), involving countries across 6 continents. We aim to connect young people everywhere through local, national and global activities, encouraging them to explore their potential and inspiring the next generation of entrepreneurs. Warwick Entrepreneurs will also hold a series of events throughout the year for budding entrepreneurs. See www.warwickentrepreneurs.com for further information and updates.

Warwick International Development Summit

One of the largest of its kind, Warwick International Development Summit is a student-run event which attracts over a thousand Warwick students as well as students from other universities worldwide.

For further information visit www.wids.org.uk

Warwick Student Arts Festival

The Warwick Student Arts Festival (WSAF) is held towards the end of the summer term. WSAF brings together the very best in arts that Warwick and the surrounding community have to offer, with events taking place around campus. Events include music performances, dance, cinema, exhibitions, theatre and much more. Further information about WSAF can be found at www.wsaf.co.uk

Varsity, Sports Ball and Summer of Sports

Sport plays a significant role in the student experience at Warwick. Our motto is 'Sport for All', and there are exceptional facilities and opportunities available to you whether you're an absolute beginner, looking to keep fit with friends, keen to try a new challenge, want to join a club (of which there are over 70) or ready to compete at an elite level in your chosen discipline.

By joining Warwick Sport for a small annual fee, you will have numerous chances to get involved, as well as admission to all the sports facilities (excluding the premium rate facilities). An additional fee applies for the Running Bear Fitness Suite, the Indoor Climbing Centre and the Indoor Tennis Centre. For joining fees, membership information and to register with Warwick Sport visit go.warwick.ac.uk/warwick sport

Every year Warwick Sport and the Students Union put on a number of Sporting Events for all to get involved with. Throughout the Easter Term, the Varsity Series takes place against Coventry University with a number of showcase fixtures which all are invited to watch. This year Ice Hockey, Netball and Basketball form part of the Series. At the end of the Easter Term, additional contests take place across 15 sports, culminating with the Men's 1st XI Football Match with over 1000 spectators.

During the final weeks of the summer term the 'Summer of Sports' takes place with tournaments, demonstrations, taster sessions and campus-wide events. The aim of the 'Summer of Sports' is to promote an active and healthy lifestyle by getting everyone involved in sport and physical activity. The summer atmosphere provides the perfect relaxed setting and is a fantastic way to finish a long hard year.

Finally at the end of the summer term is the sporting social highlight, the Sports Ball, which gives clubs and individuals the chance to celebrate awards and achievements – the perfect way to end the sporting season.

Go Green Week

Go Green Week usually takes place in February and forms the cornerstone of People and Planet's national environmental campaign. With a variety of activities occurring across the country, it is the biggest student-led environment week in the UK. Warwick's People and Planet group organise a week of diverse events celebrating environmentalism across campus and beyond, ensuring there is something for everyone to get involved in. The week's activities complement the ongoing environmental improvements works across the campus which you will be able to partake of – mixed recycling, energy conservation, green transport and wildlife conservation. For further details, see go.warwick.ac.uk/environment

LIFE AFTER WARWICK

🌐 go.warwick.ac.uk/careers

☎ 024 7652 4748

✉ careers@warwick.ac.uk

**Student Careers & Skills:
Ground floor, University House**

The University's Centre for Student Careers & Skills provides you with support and resources throughout your time at Warwick, helping you plan your career and develop the necessary skills that will make you more attractive to employers.

A dedicated team of Careers Consultants offers specialist advice and support to individuals according to their department or their chosen area of work. A team of job search advisers are also on hand to offer advice on job hunting, applications and interviews. The Centre is located in University House and provides a wide range of resources to help you research career choices and opportunities. Their help desk, located in the Learning Grid, is staffed between 10:00 – 18:00 weekdays during term time, or you can contact the team by phone or email. For further information regarding services on offer visit the Careers website.

WARWICK ALUMNI ASSOCIATION AND GIVING TO WARWICK

- 🌐 go.warwick.ac.uk/alumni
- 🌐 go.warwick.ac.uk/giving
- 🌐 go.warwick.ac.uk/warwickconnective
- 🌐 go.warwick.ac.uk/callerrecruitment

Graduation probably seems like some time in the future. However, it'll be here sooner than you realise. Why not join the Warwick Connective and start preparing for the future today?



Warwick Connective is a student-run branch of the alumni association that builds relationships between students, alumni and the University. It focuses on engaging students in activities that maintain their connection with the University after graduation.

Once you've graduated you become part of a global community of 165,000 alumni. The alumni association will provide you with services that help you to make the most of life after graduation and stay in touch with the University and your fellow graduates. These opportunities are free; all you need to do is register.

Many of our graduates choose to give back to Warwick by making a donation. Donations ensure that we continue to provide more scholarships and bursaries, undertake vital research, reward excellence, provide worthwhile opportunities and develop the very best facilities. This has a huge impact on the student experience and also the difference that Warwick can make regarding the most pressing issues facing the world today.



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The campus and beyond

WARWICK ARTS CENTRE

🌐 www.warwickartscentre.co.uk

One of the delights of our campus is that it is home to one of the largest arts centres in the country. Warwick Arts Centre features a year-round programme of music, film, theatre, dance performances, live comedy and talks by internationally acclaimed writers. The Mead Gallery, based within Warwick Arts Centre, hosts a wide range of art exhibitions throughout the year and entry is FREE. Warwick Arts Centre is also home to the University Bookshop, bars, a café and a restaurant.

Warwick students are able to receive £5 tickets to a variety of events and cinema tickets are only £3. To find out more, visit the student section of their website at www.warwickartscentre.co.uk/students

Join our facebook group: www.facebook.com/warwickartscentreuowstudents

PLACES TO EAT AND DRINK

www.warwickretail.com

The campus offers a great range of places to eat and drink, from early morning breakfasts to late night munchies. Whether it's a grab 'n' go lunch you are after or a place to meet with friends, you will find it all.

New for 2011 is the welcome addition of Warwick's signature restaurant, Gusto Oven and Bar, located in the contemporary Arts Centre. This modern dining experience is ideal for special occasions and is a great meeting place.

The Arts Centre is also home to the continental Café Bar, where you can enjoy a range of speciality coffees and iced drinks. In addition to our selection of deli sandwiches, jacket potatoes, chunky soup and wide range of hot, cold and alcoholic drinks you must try one of the café's great tasting cakes – you will not be disappointed!

For those seeking a value for money lunch or dinner, Bar Fusion is a relaxed casual dining experience offering a range of dishes from around the globe. From burgers to Thai green curry there is always something to suit your taste and prices start from £3.95. Bar Fusion, tucked away on the first floor in Rootes building, is definitely worth seeking out!

Costa Coffee is also located in Rootes building overlooking the piazza. This international coffee chain serves a range of freshly prepared coffee, sandwiches, snacks and cakes.

The academic buildings house several cafés including Café Library, Café Social, Café Humanities, Café Gibbet Hill, Café Westwood and the café in University House. The larger outlets offer a range of cooked breakfasts and tasty lunches, whilst the smaller cafés serve freshly ground coffees, sandwiches, soup and other snacks. Make sure you pick up your loyalty card which entitles you to a free coffee. For more information please refer to the website.



SHOPPING AROUND CAMPUS

🌐 www.warwickretail.com

The campus offers a range of convenient shops and essential services. Costcutter is located right next to the SU and stocks everything from store cupboard items to fresh fruit and vegetables. Why not take advantage of its special offers and deals, which you can find on the offers section of our website? Inside Costcutter you will find the Bake n Bite bakery where you can get fresh bread, delicious cakes, hot snacks and freshly made pizzas. A Post Office branch is also located in Costcutter.

The Bookshop, located within the Arts Centre, maintains a full stock of all key textbooks. It also offers the BuyBack scheme, making it the most cost effective way for you to buy your books. This scheme allows you to sell your books back to the shop at the end of the academic year. The Bookshop also sells official Warwick Gifts such as hoodies and souvenirs and a wide range of greetings cards.

Other shops and services on your doorstep include a hairdresser, a chemist, the STA travel agent and branches of Barclays, Natwest and Santander banks. Further details about these and all the other services we provide can be found on our website.

“If you are looking for breakfast, lunch or a snack between lectures, then food outlets in academic buildings also offer a great variety.”



EATING AT WARWICK CARD

🌐 www.warwickretail.com/eatingatwarwick

If you would like to take advantage of a 10% discount off food and drinks across campus, then make sure you sign up for an Eating at Warwick card. You can top up the card on line and use it at all cafés, bars, restaurants and shops across campus*. Parents and guardians can also top up the card for you.

You can sign up for an Eating at Warwick card before you arrive, which means your card will be ready for you upon arrival and you can start making savings straight away! Refer to the website for sign up details.

**the 10% discount does not apply in Costcutter and The Bookshop*





GETTING AROUND

🌐 go.warwick.ac.uk/transport

One of the key attractions of the University of Warwick is the ease with which you can move around our main campus. Everywhere from Gibbet Hill to Westwood is in easy walking distance, and the roads and pathways also make it a pleasant campus for cycling. Shuttle buses also exist for getting around campus safely, and for students needing to travel to the Wellesbourne campus.

Campus Shuttle Bus

🌐 go.warwick.ac.uk/shuttlebus

☎ 024 7652 2083

For your safety and convenience, a free-of-charge shuttle bus service operates around the University campus every evening. The route and departure times can be found on the Shuttle Bus website.

Wellesbourne Campus Bus Service

Some students may need to travel to the Wellesbourne campus for some of their study. A dedicated bus service, number W2, operates between central campus and Wellesbourne for this purpose. The timetable and fares for the W2 bus service can be found at go.warwick.ac.uk/environment/transport/publictrans

PARKING ON CAMPUS

🌐 go.warwick.ac.uk/parking

✉ carparking@warwick.ac.uk

There are severe pressures on car parking on the University campus with parking restriction schemes in place in the surrounding residential and commercial areas. There is a charge for parking in the car parks on campus and the campus Security team strictly enforces the University's parking rules and regulations. Illegal parking or parking without the correct permission frequently results in the use of wheel clamps or fines being issued.

Resident students – thinking of bringing your car onto campus?

Students are strongly advised not to bring cars to University with them. Only in exceptional circumstances will resident students be allowed to apply for permission to park on campus, for example if they have a disability. For full details of the application process visit the car parking website. Please note, there are very good public transport links serving the campus and surrounding areas.

Student Car Share

🌐 go.warwick.ac.uk/takeamate

In January 2010 the University launched a formal car share scheme dedicated to Warwick students called 'Take a Mate'. The scheme facilitates students finding fellow students who wish to car share, which not only helps the environment, but can save you money too! If you are interested in car sharing, you can find more information by visiting the 'Take a Mate' website.



“The main campus of the University is situated on the boundary of Coventry and Warwickshire.”

GETTING OFF CAMPUS AND EXPLORING THE LOCAL AREA

Train timetables and booking

🌐 www.thetrainline.com

The University of Warwick is located approximately four miles from Coventry train station. Coventry train station is a regular stop on many major rail services linking London, the North of England and Scotland. The number 12 and W1 bus services link Coventry train station with the University of Warwick campus.

Bus services

🌐 www.travelcoventry.co.uk

🌐 www.stagecoachbus.com

🌐 www.decourceytravel.com

The University is served by three major bus operators in the region: Travel Coventry, Stagecoach and Travel De Courcey. Bus routes regularly running through central campus connect the University directly with Coventry (including the train station), Kenilworth, Leamington Spa, Warwick and Stratford-upon-Avon.

Bus stops can be found at various points on the University campus, with the main stop located opposite the Arts Centre and next to the Students' Union main building.

Bus services to Coventry (including Coventry train station)

The number 12 and 12A Travel Coventry (Travel West Midlands) and W1 De Courcey Travel bus services connect the campus with Coventry city centre and main station. During term-time weekdays buses depart the campus approximately every 10-15 minutes throughout the day. During the evenings buses depart campus for Coventry approximately every 30 minutes.

Bus services to Kenilworth and Leamington Spa

Some of the Travel Coventry number 12 buses coming from Coventry pass through the campus en-route to Kenilworth and Leamington Spa. During term-time weekdays these buses depart campus approximately every 30 minutes throughout the day.

Stagecoach operates a regular bus service from Leamington Spa to the University campus called the 'Unibus'.

A new bus service operated by Travel De Courcey called the L1 is being introduced from 26th September 2011 and will offer a limited service between 09:15 and 12:50 hours in the morning, and between 18:00 and 18:45 hours during the evening from Monday to Friday.

Buses to Warwick and Stratford-Upon-Avon

The number 16 Stagecoach bus passes through the University campus approximately every 60 minutes during term-time taking passengers to Warwick and Stratford-upon-Avon. The journey to Stratford-upon-Avon by bus takes approximately one hour.

Coaches

🌐 www.gobycoach.com

🌐 www.megabus.com

Coventry is well served by national coach services such as National Express and Megabus.

National Express operates several routes collecting passengers at the Pool Meadow Bus Station (the main bus station in Coventry City Centre, served by the bus links from the University campus).

Megabus operates a number of services collecting passengers from Cannon Park Shopping centre adjacent to the University campus (5-10 minute walk from central campus).

Taxis

A taxi rank is located outside the Rootes Building. Licensed taxis wait there throughout the day and often into the evening.

Student Handbook 2011

Policy and regulations

go.warwick.ac.uk/governance

UNIVERSITY REGULATIONS

🔗 go.warwick.ac.uk/calendar

By enrolling as a student of the University of Warwick you agree to abide by the University's regulations as set out in the University Calendar. The University Calendar contains the University's Charter, Statutes, Ordinances and Regulations.

Included in the Calendar are regulations that cover

- admission to the University
- examinations
- attendance and progress
- leave of absence and withdrawal
- cheating and plagiarism
- student behaviour
- library use
- use of University computing facilities
- residential accommodation
- safety
- parking and campus traffic
- payment of tuition, residential and other fees

Details of those regulations you need to be aware of as a Warwick student are available at go.warwick.ac.uk/calendar

HANDBOOKS

A variety of handbooks are produced to provide guidelines for students. These will vary according to your department or programme of study and where you live. However, they might include a departmental or course handbook and residential handbooks. These should be read in conjunction with this Handbook for guidelines, regulations and advice.

EQUALITY AND DIVERSITY

🔗 go.warwick.ac.uk/equalops

The University of Warwick is committed to equality of opportunity for all. As such, a number of equal opportunities policies and guidelines have been produced, all of which are available to view along with further information on the equality and diversity web pages.

GOVERNANCE

🔗 go.warwick.ac.uk/governance

Governance at the University of Warwick is the responsibility of the Deputy Registrar's Office. Through the Governance web pages you can learn more about the University's governance and decision-making systems as well as key information such as data-protection and freedom of information.

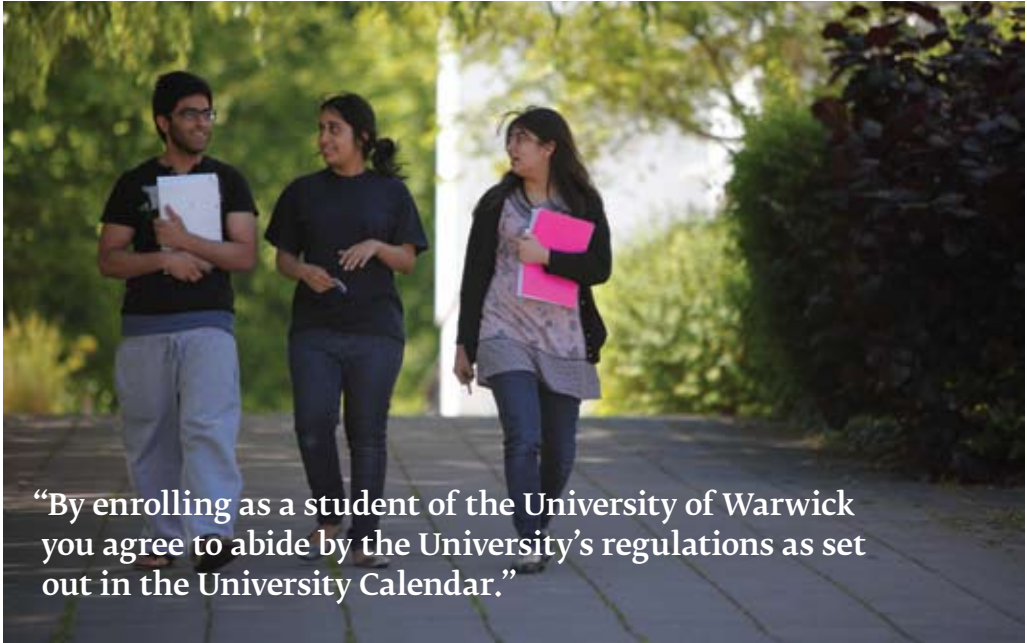
DIGNITY AT WORK AND STUDY

🔗 go.warwick.ac.uk/dignity

The University is committed to creating an environment in which all University members (staff and students) are treated fairly and with dignity and respect. The University and the Students' Union regard all forms of harassment as unacceptable and are prepared to take disciplinary action against offenders. Sexual, racial and personal harassment can seriously affect conditions for staff and students at the University and may also, in certain cases, be unlawful. The University's 'Dignity at Work and Study Policy' and full contact details for advice and guidance are available on the website.

GUIDELINES FOR THE USE OF ONLINE SOCIAL NETWORKING SITES

The use of online social networking sites such as Facebook, MySpace and Bebo has become a very significant part of the lives of many people. They allow students to keep in touch with others locally and internationally, to share common interests and to exchange ideas, thoughts, content and comment on academic matters.



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While we encourage students to make use of such services, there have been some incidents where these services have been used for less positive reasons and it is because of this we offer these words of guidance:

- ensure that you avoid using language which would be deemed to be offensive to others in a face-to-face setting as the impact on individuals may be just the same
- avoid allowing the formation of an online group to isolate or victimise your fellow students or academic colleagues
- avoid using such services in classes unless your tutor has given express permission to do so
- ensure that you never use such sites for accessing or sharing illegal content

Students should be aware that the University will take seriously any occasions where the services are used inappropriately. If instances of what might be interpreted to be online bullying or harassment are reported they will be dealt with in the same way as if they took place in a face-to-face setting.

COMPLAINTS AND FEEDBACK PROCEDURE

🌐 www2.warwick.ac.uk/services/aro/academiccomplaints

🌐 go.warwick.ac.uk/complaintsprocedureuni

There are both informal and formal channels for making a complaint or providing feedback about a department or service at Warwick. The University encourages informal resolution of issues where appropriate and also has a formal Academic Complaints Procedure. Full details of the various channels available are detailed on the website, along with information about the Office of the Independent Adjudicator and support open to students across the University.

DISCIPLINARY PROCEDURES

🌐 go.warwick.ac.uk/disciplinary

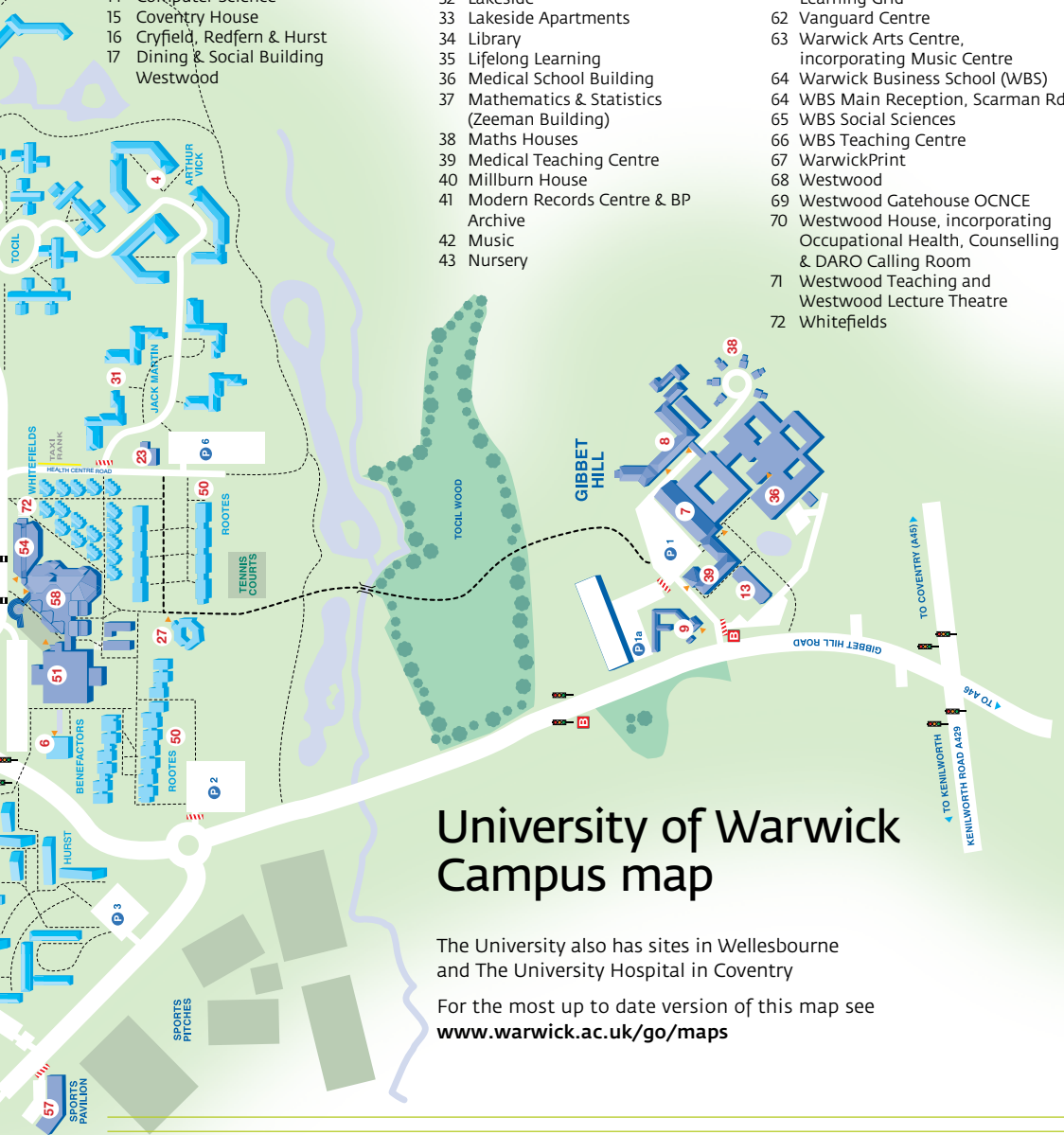
On the rare occasions when it is necessary to take disciplinary action against a student, there are formal procedures for doing so, as set out in the 'Disciplinary Regulations'. These procedures are designed to be fair and reasonable, and there is an appeals process in place if a student feels that they have been dealt with inappropriately. More details on the procedures can be found on the 'Disciplinary Regulations' website.



Campus map key

- 1 International Automotive Research Centre (IARC)
- 2 Arden
- 3 Argent Court, incorporating Estates, AdsFab & Jobs.ac.uk
- 4 Arthur Vick
- 5 Avon Building, incorporating Drama Studio
- 6 Benefactors
- 7 Life Sciences
- 8 Biomedical Research
- 9 Gibbet Hill Farmhouse
- 10 Chaplaincy
- 11 Chemistry
- 12 Claycroft
- 13 Clinical Trials Unit
- 14 Computer Science
- 15 Coventry House
- 16 Cryfield, Redfern & Hurst
- 17 Dining & Social Building Westwood

- 18 Education, Institute of, incorporating Multimedia CeNTRE & TDA Skills Test Centre
- 19 Engineering
- 20 Engineering Management Building
- 21 Games Hall
- 22 Gatehouse
- 23 Health Centre
- 24 Heronbank
- 25 Humanities Building
- 26 International Digital Laboratory (IDL)
- 27 International House
- 28 International Manufacturing Centre
- 29 IT Services Elab level 4
- 30 IT Services levels 1-3
- 31 Jack Martin
- 32 Lakeside
- 33 Lakeside Apartments
- 34 Library
- 35 Lifelong Learning
- 36 Medical School Building
- 37 Mathematics & Statistics (Zeeman Building)
- 38 Maths Houses
- 39 Medical Teaching Centre
- 40 Millburn House
- 41 Modern Records Centre & BP Archive
- 42 Music
- 43 Nursery
- 44 Physical Sciences
- 45 Physics
- 46 Porters & Postroom
- 47 Psychology
- 48 Radcliffe
- 49 Ramphal Building
- 50 Rootes
- 51 Rootes Building
- 52 Scarman
- 53 Science Education
- 54 Shops
- 55 Social Sciences
- 56 Sports Centre
- 57 Sports Pavilion
- 58 Students' Union
- 59 Tennis Centre
- 60 Tocil
- 61 University House, incorporating Learning Grid
- 62 Vanguard Centre
- 63 Warwick Arts Centre, incorporating Music Centre
- 64 Warwick Business School (WBS)
- 64 WBS Main Reception, Scarman Rd
- 65 WBS Social Sciences
- 66 WBS Teaching Centre
- 67 WarwickPrint
- 68 Westwood
- 69 Westwood Gatehouse OCNCE
- 70 Westwood House, incorporating Occupational Health, Counselling & DARO Calling Room
- 71 Westwood Teaching and Westwood Lecture Theatre
- 72 Whitefields



University of Warwick Campus map

The University also has sites in Wellesbourne and The University Hospital in Coventry

For the most up to date version of this map see www.warwick.ac.uk/go/maps

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Contacts

STUDENT RECEPTION

🌐 go.warwick.ac.uk/studentreception
Ground floor, University House

The Student Reception is a one-stop shop for all undergraduate and postgraduate students (home and overseas), providing access to many of the University's support services for students. Staff at the Student Reception will be able to deal with any enquiries relating to Student Support Services, Student Development Services (including Student Careers & Skills) and the Academic Office (including Student Finance, Student Records and Examinations). The Student Reception can be easily found on the ground floor of University House, next to The Learning Grid.

Opening Hours

Monday – Thurs: 09:00 – 17:00

Friday: 09:00 – 16:00

More information on the service provided by the Student Reception can be found by visiting its dedicated website at go.warwick.ac.uk/studentreception

USING UNIVERSITY TELEPHONE NUMBERS

The University's internal telephone system allows users to dial from any University phone to another free of charge using a five-digit extension. For any University telephone number that you see written in full, simply use the final five digits to dial from an internal telephone (not payphones) around the campus. For example, the telephone number for the Gate House (Security) in non-emergencies is **024 7652 2083**. So, if dialling on an internal phone you would simply dial **22083**. In an emergency, dialling **999** from any internal University phone will automatically connect you with Security.

QUICK CONTACTS

🌐 go.warwick.ac.uk/contact

- 📞 Phoning from an internal phone
- 📞 Phoning from a mobile or external phone

University Address:
University of Warwick
Coventry CV4 7AL OR CV4 7ES

Switchboard: **024 7652 3523**

Security (Gatehouse)

- 📞 **999** for emergencies
- 📞 **22083** for non-emergencies
- 📞 **024 7652 2083**

Warwick Accommodation

- 📞 **23772**
- 📞 **024 7652 3772**
- ✉ accommodation@warwick.ac.uk

Rootes Reception

- 📞 **22280**
- 📞 **024 7652 2280**
- ✉ rootesreception@warwick.ac.uk

International Office

- 📞 **23706**
- 📞 **024 7652 3706**
- ✉ intoffice@warwick.ac.uk

Student Support Services

- 📞 **75570**
- 📞 **024 7657 5570**
- ✉ studentsupport@warwick.ac.uk

Students' Union Advice Centre

- 📞 **72824**
- 📞 **024 7657 2824**
- ✉ advice@warwicksu.com

Health Centre

- 📞 **24888**
- 📞 **024 7652 4888**

NHS Direct

- 📞 **0845 4647**

The University of Warwick
Coventry CV4 8UW
United Kingdom

 go.warwick.ac.uk/welcome



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this brochure please recycle it

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THE UNIVERSITY OF
WARWICK