Your Welcome 2019/20
Congratulations on gaining your place with us, we’re really happy and excited to welcome you to the University of Derby community. We hope you have a fantastic time with us.

During your time with us if you have any questions (there’s no such thing as a silly question) and you’re not sure where to go for an answer please get in touch.

E: students@derby.ac.uk
Be sure to follow us on Social Media to keep updated with life at Derby. Everything from settling into University life, shouting about your successes, community messages and opportunities for you.

Twitter - @DerbyUniStudent
Facebook - @DerbyUniStudent
Instagram - @DerbyUniStudent
Congratulations on securing your place at the University of Derby. I am delighted you have chosen us to further your education and wish you a very warm welcome.

You are joining a university which works tirelessly to deliver an excellent learning experience and exciting opportunities. Our expert staff are committed to ensuring you get the most from your time with us.

This commitment is why we are rated Gold in the Teaching Excellence Framework, and have recently been named as one of the top 250 global ‘Young Universities’ by the Times Higher Education and one of the 30 best UK universities in the Guardian University Guide. We are very proud of these achievements and I hope you share this pride.

University life is exciting but I appreciate that starting a new chapter may also be daunting. With that in mind, we provide a wide range of support and resources available to you at the time of induction and beyond. Embrace these as much as you embrace the educational, cultural, sporting and social experiences on offer at Derby and you will thrive.

I wish you all the best at Derby and know that you will have an enjoyable and transformational experience if you seize the opportunities on offer. It is important that you fulfil your ambitions and go on to join our graduate ranks who are achieving amazing things regionally, nationally and across the globe.

Regards,

Kath
Professor Kathryn Mitchell
Vice-Chancellor

WELCOME TO THE UNIVERSITY FROM YOUR UNION PRESIDENT

My name is Daniella Quill, I’m the President of the Union of Students this academic year, and I am thrilled to welcome you to the University of Derby. Whether this is your first time at the University or you are a returning student, the Union of Students is here to support and represent you at all levels of study.

We can support you alongside your studies through our independent and confidential advice service, and also through our Programme Rep scheme. We also support you outside of the classroom. We have over 140 sports clubs and societies that you can get involved with for a chance to make new friends or just to try something new! And that is just a snippet about what we can offer, we really do have something for everyone!

You can meet us very soon at our Freshers’ Fair. Here you will have the opportunity to explore everything we offer as a Union and even walk away with a few freebies. This is a great opportunity to explore all that we can provide. We are an organisation passionate about students and their experience, inside and outside the classroom. So make sure you visit us, find out what we can offer, and harness every opportunity offered to you.

Once again, welcome to the University of Derby!

derbyunion.co.uk
Union of Students
Academic Representation
Representing your academic interests

The Union of Students are responsible for the academic representation structure at the University. Students just like you elect over 500 Programme Reps and Part Time Officers each year to represent you. Their job is to work closely with the Union’s Vice President (Education) to identify any student issues or needs and represent the student voice at the highest meetings within the University.

Representation makes the student voice extremely powerful and is a fantastic opportunity for you to develop new skills and deliver real, lasting changes across the University.

Your Officer Trustees this year are:
- Samira Mensah, Vice President (Welfare)
- Daniella Quill, Union President
- Mel Welaratne, Vice President (Education)
- Faye Davies, Vice President (Activities)

Hey, how’s it going?

We’re the Union of Students and we exist to represent you, provide you with lots of fun and exciting opportunities, and to make sure you have the best possible experience whilst studying here at University.

We’re run by students, for students, literally. Four students are elected to lead the whole organisation on behalf of the student population (that’s you), they’re supported by around 30 other student volunteers who are elected into place.

Our InfoPoint is located at the Kedleston Road site, in the Union Quarter, and is open throughout the week to help you with any questions or queries about anything from buying tickets to Union events to becoming a member of our sports teams or societies!

Your Union is also home to our popular coffee shop, Blends, perfect for that much-deserved caffeine fix. And also the Academy bar – your place on campus to eat, drink, and enjoy the good times.

For more info on Union events or how to sign up for sports teams, societies, or volunteering you can also check out our website at derbyunion.co.uk

STUDENT CHARTER

As a student at the University of Derby, you should have high expectations of our academic and pastoral provision while studying with us. This Charter is the result of a large student consultation, and aims to recognise the diversity of the student body. It explains, in plain detail, the University’s commitment to each and every one of you. It also outlines your commitments to yourselves and the other members of the University of Derby community. We believe that University should be a transformational experience and in order for you to become successful University graduates, working together as partners in a spirit of trust and mutual respect is essential.

AS A STUDENT STUDYING WITH THE UNIVERSITY OF DERBY YOU CAN EXPECT:
- a high quality and research informed curriculum
- clearly outlined and achievable criteria for each of your assessments
- a named personal tutor who will make themselves known and available to support you with your studies
- personalised, quality and timely feedback on all your assessments
- freedom of speech, as long as that speech does not promote hate or harm others
- to be respected by staff, and other students, as a part of the University of Derby community
- equal access to the University’s support and wellbeing services when you are in need

AS A STUDENT STUDYING WITH THE UNIVERSITY OF DERBY YOU ARE EXPECTED TO:
- attempt each of your assessments and submit them on or before the agreed deadline
- not knowingly commit, or help others to commit, an academic offence
- respect other students and staff as a part of the University of Derby community
- see the value in engaging with the University of Derby community and participate in the opportunities that are provided when possible
- be punctual, organised and get the most out of your time studying here
- engage with the development of your chosen course
- engage with the University’s support and wellbeing services when you are in need

PROFESSOR KATHRYN MITCHELL
University of Derby Vice Chancellor

MISS DANIELLA QUILL
Union President

Welcome Pack 2019/20
We’re committed to reducing our impact on the environment and our local community. We work hard to make travelling to University via public transport, cycling and walking as easy and as cheap as possible. All of our sites have FREE bicycle parking you can use.

Walking
Our Derby Campus sites and Halls of Residence are only a short distance from each other and are a perfect opportunity to explore on foot. A chance to be out in nature, get some exercise and save some pennies.

Unibus
The Unibus service is free for all students and is run by Notts & Derby bus service. To access this free service you’ll need to present your Unicard to the driver. This service allows you to travel between the Derby Campus sites, including the University-owned Halls of Residence, Derby City Centre, Markeaton Park (Park and Ride) and the Derby Train Station. If you’d like to see the Unibus timetables or for more information about other public buses that run to the Uni visit derby.ac.uk/buses. You can also download the Rygo Bus tracker App.

Car Sharing
If you’re travelling by car you can significantly reduce your fuel impact on the environment and parking costs by car sharing. You don’t need to live in the same place as the person or people you share with, just on the same route. Details of car share schemes can be found at derby.ac.uk/find-us/car-share/

Cars on campus
Parking on-site is extremely limited, you’ll need to qualify for a permit in order to park here. Please note if you do park on-site our machines are cash only. There are plenty of alternative off-site parking options available to you around the city, for more information on parking and other alternatives go to derby.ac.uk/student-parking. Please ensure that at all times you are respectful of local residents, obeying all ‘residents parking’, ‘access only’ and ‘waiting’ restrictions (which are enforced with fines) as well as avoiding parking in busy streets where cars will displace parking for those who live there.

For more travel information view the Transport tile on UDo.
Making the Most Out of Your Derby Campus

All of our Derby sites are close together and within easy reach of each other and the city centre. So it doesn’t matter which site you’re mostly based at. Make sure you access facilities across the campus. We really encourage you to work at and experience our sites and campuses, it’s a great way to find a study space that suits you, find different opportunities and meet new people who’re studying other courses. We’ve put together a list of just some of the facilities you can access around the Derby Campus.

Britannia Mill site (BM)

Britannia Mill site (BM) close to Markeaton Street is Britannia Mill, a former textile mill. This is the base for our creative expressive therapies, fine art and visual communication students. Among the facilities you’ll find here are:

- Textile studios
- Fine art drawing studios
- Facilities for textiles production
- Printmaking, ceramics and installations
- Britannia Mill Library - well-stocked with art and design books, including artists’ and rare books
- Lecture (gassing) suites
- Union Shop
- Prayer room
- Print serviceable
- Computer labs
- Photography darkrooms
- Equipment Centre, where you can hire top-of-the-range photographic equipment
- Modern recording and post-production studios
- TV studio with Red Epic camera
- Architecture studio
- Engineering workshops
- Cafe and Union of Students shop
- Chandos Pole Street, a dedicated building for our fashion and textiles students
- Social and study areas on each floor
- Computer labs
- Print services
- Student Growing Space (Rooted)

Markeaton Street site (MS)

Purpose-built for arts, design and engineering courses, Markeaton Street is a 15-minute walk from Kedleston Road. This light and airy site features:

- New £12 million STEM Centre
- Photographic darkrooms
- Equipment Centre, where you can hire top-of-the-range photographic equipment
- Modern recording and post-production studios
- TV studio with Red Epic camera
- Architecture studio
- Engineering workshops
- Cafe and Union of Students shop
- Chandos Pole Street, a dedicated building for our fashion and textiles students
- Social and study areas on each floor
- Computer labs
- Print services
- Student Growing Space (Rooted)

Kedleston Road (KR)

- The Atrium, with various places to eat, drink, meet and study
- Kedleston Road Library, a range of innovative study resources, computers, laptop and iPad loans and zones for quiet and group working spaces, clearly marked and an outdoor study area
- Sports Centre with a gym, sports hall, climbing wall, 30 pitches, squash courts and indoor sprint track
- Blackwell’s shop where you can buy books and stationary
- The Careers and Employability Hub
- Union of Students Quarter (including Info Point)
- Union Shop and catering outlets (including the Academy Bar, Kedzillas shop and Blends Coffee Shop)
- Doctors Surgery and Wellbeing Centre
- Multi-Faith Centre/prayer room
- Social and study spaces
- Computer labs
- Cash machines
- Snack machines

Welcome Pack 2019/20

One Friar Gate Square

This distinctive building is home to Derby Law School. Within easy walking distance of Derby’s city centre, it’s where you’ll study law, criminology, policing, or social and political science courses. Facilities include:

- Blends (Union of Students coffee shop)
- Indoor cycle parking
- Social and study space
- Mock court room
- Digital learning area
- Crown Court
- Criminology labs
- Law clinic
- Interview rooms
- Mock custody suites
- There are FREE water fountains at all our sites – (bring a re-usable bottle, support #DerbyGoesGreen and fill up whilst on site!)

Derby Theatre

Come and visit Derby Theatre, where theatre students from across Theatre Arts, Technical Theatre and Costume and Set Design, study. Facilities include:

- Access to theatre
- Scenic workshop
- Rehearsal studios
- Dedicated student Production and Design suite
- Computer room with Print facilities
- Cafe

There are amazing professional and student productions for you to see, as well as theatre festivals and conferences to engage in. We’re one of the only universities in the country to run a professional producing theatre and you have the opportunity to see selected shows for a special rate of £5 per ticket.
Inclusion equality diversity wellbeing

derby.ac.uk

Student Services, Health and Wellbeing

We really want you to be successful and enjoy your time at Derby and work hard to support you with anything that may affect your wellbeing, your academic performance or your experience.

We’ve found that the successful students are those who use the support available to them. Our support can help you with a whole range of things from Dyslexia to exam anxiety, managing your health to juggling your life, meeting new friends to managing significant and serious problems.

Our friendly and approachable first point advisors will provide non-clinical advice and help coordinate the right support for you. If you’re experiencing any issues and are unsure, just contact us or look on our website where you can find lots more information.

W: derby.ac.uk/student-wellbeing
T: +44 (0)1332 593000
E: studentwellbeing@derby.ac.uk

Counselling and Mental Health Advice

It’s really important to look after your mental health. There may be times when it’s helpful to seek out advice. Talking through something with trained professionals can help. We have a team of advisors that can support you throughout your time with us. Short-term therapy/counselling is free for all students. Both male and female staff are available and we offer a range of services including, one-to-one appointments, and where appropriate telephone counselling. Advisors will provide you with a confidential space to explore issues and listen to you. We’ll make sure that we signpost you to alternative support if you need it. These may include:
• Referral to external agencies for specialist or longer-term counselling
• Signposting to other support services within the University
• Self-help information
• Referral to external groups
• Referral to the Health and Wellbeing Team

If you’ve been diagnosed with a mental health condition our team of trained professionals can help. We have a team of advisors that can support you with anything that may affect your wellbeing, your academic performance or your experience.

College Student Centre

We offer a wide range of services that can help you through your time here. Your College Student Centre - is a dedicated service where you can get advice, support and guidance on many aspects of student life - personal or academic, such as Council tax exemption letters, assignment hand-ins, programme related queries, updating your details and much more. You can drop into your College Student Centre personally and speak to a College Adviser.

Inclusivity

We take PRIDE in all our students and staff and celebrate who YOU are.

We challenge PREJUDICE and seek to create an inclusive and safe space for you to learn and be the whole person you know you really are.

We do this through:
• Student societies that represent different identities, through our Union of Students
• Staffled diversity and inclusion groups that encourage input and involvement from students
• Events to mark regional, national and international days that celebrate and raise awareness of diversity

• Challenging barriers to inclusion and influencing change throughout all university environments and life
• Developing an Allies and Role Models programme to demonstrate supportive visibility to all students and staff however they identify

Find out more about Inclusivity at the University of Derby, visit derby.ac.uk/inclusion

Register with a doctor

You’re strongly advised to register with the doctors near to your residence as soon as possible. We have an onsite surgery at our Kedleston Road site which will probably be the most convenient to you. If you need emergency care you’ll be able to access the service quickly and easily.

The doctors’ surgery is Park Medical Practice, for more information visit parkmedical.org.uk

You can register during Welcome Weekend/Week and all throughout the year. If there’s an alternative surgery that you’d prefer please remember to register quickly.

Vaccinations (MMR and Meningitis ACWY)

Being a student is hectic enough so anything to help you stay healthy is a must! If you haven’t already make sure you book your vaccinations. MMR vaccination protects against measles and your MenACWY vaccine, protects against meningitis and septicaemia (blood poisoning). Check with your GP about your vaccination status. You can book in with the onsite Doctors at Kedleston Road site when you arrive if you need vaccinations.

Dentists

It’s important whilst studying at University to continue to have your regular dentist checkup. You can use the NHS Service Search to find a dentist in the area. If you need an emergency appointment contact NHS Dental Helpline on 111.

Childcare

There are various nurseries in Derby. Carlton Nursery is located on Maxwell Avenue, which is close to all University of Derby sites. They also offer two registration to University of Derby students which saves you £50. For more information visit: carlton-nursery.com/

If you’re currently pregnant and need help towards the cost of your baby, you may be entitled to the Sure Start Maternity Grant subject to criteria, which is a one off payment of £500 to help towards the costs of having a child.

Security

Our highest priority is your welfare and safety so we have an expert security team to offer a reassuring and positive presence. The team aim is to create and maintain a safe, secure, and pleasant environment in which to study and socialise. They provide a range of services to all sites, 24 hours a day, 7 days per week. They patrol all University sites regularly, as well as responding to emergencies or any issues. They ensure safety on premises and help prevent security breaches.

Please contact Security via security@derby.ac.uk or +44 (0)1332 591109. If you’re on site and need emergency assistance or first aid, always call +44 (0)1332 597777.
Our friendly Student Money Advice & Rights Team (SMART) can provide information on available sources of funding, as well as guidance and support to help you manage your finances.

+44 (0)1332 592000 (Monday to Friday, 10am-11am and 1pm-2pm) or email at smart@derby.ac.uk

Tuition fees
Once you’re here you have two main costs to consider – tuition fees and living costs.

Tuition fees pay for your teaching, mandatory study trips and access to core textbooks through our library. Tuition fees amount will depend on if you are an undergraduate, postgraduate, studying part time or full time or if you are a UK or EU student or international student.

For a detailed breakdown of what studying at Derby costs, please search our web pages for fees and finance.

Balancing your finances alongside completing a degree can be challenging. Whether you’re managing your own money for the first time or are returning to study from work, there’s plenty of support and advice available for you.

If you’ve applied for your maintenance student loan through gov.uk/studentfinance before the cut-off date, you’ll receive a text message once you enrol. The text message will explain that you’ll get your first quarterly instalment in 3–5 working days. You may receive your student loan on a different date to your friends, but don’t worry if you haven’t received your student loan following the 3.5 working day period or you have concerns about your account, please contact Student Finance directly.

Postgraduate loans
You may be eligible to apply for a postgraduate master’s loan from the government – find out more at gov.uk/postgraduateloan.

Bursaries
We have a number of different bursaries you can apply for. The Derbyshire bursary, University bursary, Buxton and Leek College Bursary and scholarships for international students. To find out more visit derby.ac.uk/undergraduate/fees-and-finance/scholarships-and-bursaries

Withdrawal / Interruption of Studies
If at any point you feel unsure about continuing with your studies, before making your decision, please talk to your College Adviser, they’ll be able to support you to explore your options. If you decide to interrupt or withdraw from studies you may be liable to pay a proportion of your tuition and accommodation fees.

For more information check out the Money tile on UDo
UNIVERSITY OF
YOU’VE GOT THIS

There’s lots to plan to ensure you’re prepared. Our checklist will help.

Finance

☐ Apply for student finance (if eligible)
☐ Open a student bank account
☐ Obtain sponsor evidence (if eligible)

It may be beneficial to apply for a student bank account. These are more catered to a student lifestyle and can offer benefits that you wouldn’t get with a normal bank account, such as no overdraft charges.

Your bank may need proof of your student status in order to change your account. You can use your official offer letter or confirmation from UCAS.

If you’ve not applied for student finance and are paying for your own fees (either in full or in instalments), please arrange payment in accordance with the Regulations for Payment of University fees.

If a sponsor (employer, company, school or research council) has agreed to pay your fees please obtain written confirmation. You’ll need to bring this to enrolment or you can email sponsors@derby.ac.uk.

Got a question about finance? We’re available to answer your questions Monday to Thursday 9am-5pm, Friday 9am-4.30pm.

T: +44 (0)1332 591063

Accommodation

☐ Be sure to have your accommodation sorted

If you’re moving into University managed halls of residence, make sure that you’ve accepted your offer and visited derby.ac.uk/life/accommodation/moving-in booking an arrival slot, what to bring and where to park.

Health

☐ Check with your Doctor about MMR and Meningitis ACWY vaccines
☐ Register at a GP surgery and/or dentist, if you’ve moved away from home.
☐ If you have a disclosed disability please inform the Student Wellbeing team
☐ UK full-time students can fill in an HC1 form for assessment for free or reduced health costs (such as NHS Prescriptions, NHS dental treatment and sight tests).

Make sure that you have had the MMR and MenACWY vaccines if you haven’t already. A booster is advised before attending university. The MenACWY vaccine helps protect you against meningitis and septicaemia. You can have these vaccines when you arrive but it may be easier to have them done beforehand.

We have a doctors’ surgery based at our Kedleston Road site. You can register yourself as a patient by calling +44 (0)1332 668003.

The HC1 form can help with NHS costs if you have a low income and depending on your circumstances you could have full support. Search HC1 for full details, eligibility criteria and to apply online.

Course induction info

☐ Download your course induction from derby.ac.uk/welcome

If you’re a Joint Honours student your course information for both of your subjects will be at: derby.ac.uk/jhwelcome

Keep informed

☐ Follow us on social media

Be sure to follow us on Social Media to keep updated with life at Derby Uni. Everything from settling into Uni life, shouting about your successes, community messages and opportunities for you.

Twitter - @DerbyUniStudent
Facebook - @DerbyUniStudent
Instagram - @DerbyUniStudent
WELCOME TO TEAM DERBY SPORT

Team Derby represents all sport, health and physical activity at the University.

Stay fit in our gym, get active with our classes, play your favourite sport for pleasure or compete in top-level inter-university competition – our aim is simple... to enable you to enjoy sport and be active at whatever level you desire.

We’re proud to boast state of the art facilities. We offer over 40 sports clubs, support talented sportspersons and women through our sports scholarship and performance sport programmes. We have a range of recreational sporting opportunities from jogging groups to 6-a-side football leagues.

Our Team Derby workforce programme offers various placement, internship, paid and volunteering opportunities, providing students with rewarding work-based learning experiences through sport.

We’re in the top 40 of BUCS (British Universities and Colleges Sport) competing in league and championship competitions with over 150 HE institutions.

Our sports facilities are located at the Kedleston Road site and include:

- Multi-purpose sports hall (accommodating badminton, basketball, netball, futsal, volleyball, 5-a-side football, cricket, archery and handball)
- Fully equipped modern gym
- Indoor climbing wall
- Squash courts
- Outdoor tennis courts
- Outdoor 3G pitches

If you’re a talented sportsperson or woman (and compete at high county/regional to senior international level) we’d love to hear from you. Our Sports Scholarship programme can help you realise your sporting potential and will support your through your academic studies. Contact Donna Kellogg, Performance Sports Officer - E: sportsscholars@derby.ac.uk

Visit: derby.ac.uk/sport for more information on what we offer and how to get involved!

As a University we’re very aware of our impact on the local, national and global environment. We’re particularly conscious of our collective responsibilities to help protect it.

For more information about our environmental blogs, initiatives, activities you can get involved in, and to share ideas on a more eco-friendly future, connect with us @derbyunistudent via #DerbyGoesGreen and visit derby.ac.uk/environment.

Reduce, reuse and recycle

Help us to reduce our waste by avoiding using or purchasing single use items such as bottles of water and takeaway coffee cups etc. We’d recommend purchasing a good quality re-useable water bottle and keep cup. You can then take this with you wherever you go. We have plenty of FREE water fountains across our Derby Campus. You can use these to refill and you can get a discount at our on-site outlets and many other cafes outside of the University when you take a (clean) re-usable cup.

You can reduce the amount of energy and water by

- Switching equipment and plugs off when not using them
- Shut windows when the heating is on
- Don’t leave your taps running
- Take shorter showers instead of baths

We have labelled collection bins across all sites for rubbish. Please make sure you dispose of any waste appropriately, recycling where you can. When at home, what you can recycle may differ dependent on where you live. Your local council will have a list of dos and don’ts for rubbish on their websites so it’s well worth doing a bit of research whether you’ve moved away from home or not.

We have a Part Time Officer for Ethics and Environment. Introducing Angharad Evans; she can be contacted throughout the academic year by emailing ethics.environment@derbyunion.co.uk. Angharad is the volunteer student representative. If you want something done differently at the University or Union of Students, they’re the person to speak to. If you have ideas for how things can be made more ethical or environmentally friendly or if you just want to get involved in making your University a more ethical and greener place contact Angharad!

Green Campus and beyond

To reduce our carbon footprint, we encourage you to walk, cycle or take the Unibus where you can.

We have a variety of outdoor seating at some of our Derby sites, including an outdoor study space at our Kedleston Road Library and we’ve recently established a #NoMowZone near the tennis courts at Kedleston Road site to help encourage fauna and wildlife.

Beyond the University, we have ample green spaces for you to explore such as Markeaton Park, Darley Park, Carsington Water and the Peak District National Park etc. Derbyshire is a beautiful county to live, work and study in, we hope that you will enjoy the nature and wildlife with us at Derby.
Feeling hungry?

No worries, your Union has your back

Union shops

We’ve got them at Kedleston Road, Markeaton Street and Britannia Mill.

As well as a whole store full of convenience food and snacks, you can have a hearty lunch at a low cost with our Meal Deals. As well as a whole store full of convenience food and snacks, we’ve got them at Kedleston Road, Markeaton Street and Britannia Mill.

We have a Blends Coffee Shop at Kedleston Road and one at One Friar Gate Square. Serving tea, coffee, and hot chocolate as well as a variety of snacks and food.

Monday: 8.00am–5.00pm*
Tuesday: 8.00am–5.00pm*
Wednesday: 8.00am–5.00pm*
Thursday: 8.00am–5.00pm*
Friday: 8.00am–4.30pm*

*Sundays and Bank Holidays: 11.00am–3.30pm

Blends coffee

Caffeine, cakes, and Colombian coffee

We have a Blends Coffee Shop at Kedleston Road and one at One Friar Gate Square. Serving tea, coffee, and hot chocolate as well as a variety of snacks and food.

Monday: 8.00am–5.00pm*
Tuesday: 8.00am–5.00pm*
Wednesday: 8.00am–5.00pm*
Thursday: 8.00am–5.00pm*
Friday: 8.00am–4.30pm*

*Sundays and Bank Holidays: 11.00am–3.30pm

Academy bar

Gastro grub to get you through

We have a great food menu available at the Union’s bar. From breakfasts to burgers and just like our shops, we even have a range of vegan and gluten free options that you can choose from.

Monday: 10.00am–5.00pm*
Tuesday: 10.00am–5.00pm*
Wednesday: 10.00am–5.00pm*
Thursday: 10.00am–5.00pm*
Friday: 10.00am–4.30pm

*The kitchen will close at 4.30pm and cannot take orders after this time

STREET FOOD

Watch out for our street food vans which are popping up around Campus throughout the year. Our vans will be serving popular street food dishes inspired by the latest trends from across the globe.

Located at the Britannia Mill site is a café offering grab and go salads and sandwiches as well as a range of hot classic dishes prepared daily for our customers. We are looking to develop this range further in the coming months, so keep your eyes peeled for further details!

Opening Hours:
Monday – Thursday: 08:00 – 17:00
Friday: 08:00 – 16:00

Located in the central hub of the Kedleston Road site, the Eat Central restaurant is the main location to visit for food and drink and is open to all students, staff and visitors from breakfast until lunch, tea and dinner. We serve an array of freshly prepared, on trend, authentic food concepts that pull on influences from across the globe, as well as popular classic dishes, all of which are rotated each day so that there is plenty of variety and choice each week. There is also a range of grab and go items and a fully stocked salad bar for you to choose from.

Opening Hours: Monday – Friday 08:00 – 16:00

Located next to Eat Central within the Kedleston Road site, you will find delicious, freshly prepared to order pizzas which are available to order from lunch until dinner. The pizzas are available as takeaway products as well as to eat in.

Opening Hours: Monday – Thursday 11:30 – 18:00
Friday 11:30 – 17:30

Our dietitians, innovators, brand managers and food development teams have spent a great deal of time developing a food and beverage service for the University of Derby that reflects global and local food trends on the high street and delivers value for our customers every day.

The food offer is built upon market insights. It has been designed to be flexible and allow our customers to personalise their meals to suit their lifestyles and preferences, so if you are vegan, vegetarian or on a paleo diet for instance, we will have meal options for you. Speak to a member of our friendly catering team for more information.

New food concepts will be delivered each semester to keep up with high street trends. Our supply chain is focused on ensuring the range is ethical and will meet the needs of our customers who have allergies and intolerances. Please remember if you have any allergies and intolerances, ASK a member of our catering team if you are unsure about any product in the range before making a purchase.

Our chefs have a great deal of time developing a food and beverage service for the University of Derby that reflects market insights. It has been designed to be flexible and allow our customers to personalise their meals to suit their lifestyles and preferences, so if you are vegan, vegetarian or on a paleo diet for instance, we will have meal options for you. Speak to a member of our friendly catering team for more information.

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Our dietitians, innovators, brand managers and food development teams have spent a great deal of time developing a food and beverage service for the University of Derby that reflects global and local food trends on the high street and delivers value for our customers every day.

The food offer is built upon market insights. It has been designed to be flexible and allow our customers to personalise their meals to suit their lifestyles and preferences, so if you are vegan, vegetarian or on a paleo diet for instance, we will have meal options for you. Speak to a member of our friendly catering team for more information.

New food concepts will be delivered each semester to keep up with high street trends. Our supply chain is focused on ensuring the range is ethical and will meet the needs of our customers who have allergies and intolerances. Please remember if you have any allergies and intolerances, ASK a member of our catering team if you are unsure about any product in the range before making a purchase.
Be A Good Neighbour

A great way to get to know Derby and feel secure in your surroundings is to get involved with the local community. Students make up a large proportion of residents and it’s great when you can feel at home, whether you’re new to Derby or if you already live locally. There are various ways you can contribute to your community and #BeAGoodNeighbour.

Respecting the local community and neighbours

Derby is a popular city for families and many of them live alongside you in the community. Remember when coming in from nights out to keep the noise level down and be mindful that many of them are working or have children. If a neighbour makes a request, take it on board. It will be much more difficult for you to deal with if you ignore it and they escalate the complaint to the University. And you never know who might be on the interview panel for your dream job.

Responsible behaviour

Being a good neighbour involves taking responsibility for your house and ensuring you keep your property tidy and clean. Make sure you bring bins in (remember to recycle if possible), don’t leave litter lying around and make arrangements for larger bags of waste to be taken away if necessary as it’s easy to ask the council to do this. You can find out details about waste management by visiting Derby Streetpride’s website: derby.gov.uk/streetpride

Parking

If you have a car, please note onsite parking is for blue badge holders only (or permit holders for Kedleston Road site – holding a permit does not guarantee a space). If you’re parking around the University, please be considerate and try to avoid taking up your neighbours’ spaces. Obstructions on the pavement by badly parked cars can create difficulty for elderly people and young children using pathways around the University. It can also prevent locals using the space outside their homes.

Please be mindful that cars obstructing the entrances and pavements of Brook Medical Centre and Jonty Farmer prevents access for pedestrians and deliveries. The car parks are for visitors so please find alternative places to park and be considerate of your local community.

Get involved

Whether it’s by joining the local community Facebook page, or getting involved in a neighbourhood watch scheme, there are many great ways to represent the student community positively and learn more about the people you live amongst. You can use the Register to Vote tile on UDo to ensure you have your say.

You can also register by visiting gov.uk/register-to-vote
We also have an annual volunteering fair where you can meet local charities and find out how you can get further involved in your community.

Security in the city

In every city you need to take precautions to feel safe, from feeling secure in your home to feeling secure when you’re out and about. Although Derby is a friendly city, we want you to stay safe. Follow our social media accounts and follow the hashtag #StaySafe to find top tips about how you can stay safe in a city. Our helpful and friendly security team will be more than happy to advise on staying safe and give you a safety alarm to borrow that can be collected from any of our reception desks.

We also fully endorse the HOLLIEGUARD personal safety app. This is available to download free of charge. Over 25,000 people have downloaded it, including Alex Lovell. The app is widely used by numerous other universities and NHS trusts as well as promoted by Derbyshire Police.

If you do feel unsafe at any time, please call 101 for non-emergencies and 999 for emergencies.

Lanyards / Security gates

To help reduce the vulnerability of our sites and ensure safety we have some safety reminders:

- All staff and students are required to wear their University ID card, preferably on a lanyard. You will be given one during Welcome week.
- Keep your bags and belongings with you at all times, leaving them unattended could result in disruption to services if they are considered suspicious.
- Always report suspicious people, activity and unattended belongings to Security (security@derby.ac.uk or +44 (0)1332 591109)

Firearms and weapons attacks are thankfully extremely rare, but we must always know to stay safe. National Police Chiefs’ Council NPCC have created a Run, Hide, Tell video, that we recommend watching.

If you need emergency assistance or first aid, always call +44 (0)1332 597777.
Chaplaincy in the Multi-Faith Centre

Derby is a multicultural city with people of many different nationalities and religions living here.

We celebrate and welcome different faiths and traditions. The Multi-Faith Centre is open to everyone, whatever your background. Our unique space offers places in which to pray or find somewhere quiet to sit as well as somewhere to relax and socialise. The team of Chaplains and Faith Consultants are on hand to offer pastoral support, and can advise on matters around faith and belief. There’s also a Muslim Prayer Room, open Monday – Friday 9am – 7pm with washing facilities available. The Friday Midday Prayer is led by our Muslim Chaplain, Ali Akbar.

There’s a full programme of events and activities, including a weekly Fairtrade Lunch, Mindfulness Meditation Interfaith Bubbles and the University Choir. We are here to offer hospitality, friendship, community and a listening ear.

Come and see us, we’ll be very pleased to meet you.

For any enquiries, please visit: chaplaincy@derby.ac.uk

UDo: YOUR ONLINE SPACE

UDo is your student portal with a range of information, advice and services to support your journey and keep you up to date with what’s happening.

UDo is available via the DerbyUni app, which you can download on any smart phone or tablet via your App store. You can also access UDo on your desktop using the UDo link at derby.ac.uk or direct at udo.derby.ac.uk.

There’s lots of functionality and information, including:

- Your Timetable
- Access to Course Resources and course-learning updates
- Access to your Unimail account
- Office 365
- Access to your library account and quick links to library resources
- The latest news and events
- Plus loads more. You can even arrange your tiles to customise your homepage!

You’ll have tiles that are only relevant to you, as well as some that all students use. For example if you’re a Joint Honours or Apprentice student you’ll have a tile that will provide information tailored specifically to support your experience.

Particular tiles that we recommend exploring and returning to frequently are:

- News – this tile changes monthly with important updates. Be sure to read the monthly articles to support your student journey.
- My Experience – this contains all of the opportunities you can get involved in whilst you’re here, including our famous International Travel Awards. #DerbyUniPassport
- Student Wellbeing – lots of helpful information about the support services available to you.
- Events – everything that’s happening for you across your Uni.
- Student Centre – Lots of advice and guidance about university life

More sure you explore and familiarise yourself with the portal. If you’re not sure where something is on UDo, you can use the search tool (magnifying glass icon).
UNIVERSITY OF KNOWLEDGE AND INNOVATION

Thank you for choosing to study at University of Derby. There are many ways that we can support you to develop your digital capabilities and encourage you to use new and exciting digital technologies.

Want to develop your digital capabilities but don’t know where to start?

The Digital Discovery Tool helps you to reflect on your digital expertise and confidence. Find out how to make digital technologies work for you - and get noticed for the skills you have already.

By filling in a short profile you will receive:
- A summary of your digital profile
- Personalised feedback
- Suggested actions for improving your digital capability
- Links to resources to support your development
- Using social media for your job search

Access the tool by visiting jisc.potential.ly and select University of Derby as your institution.

The IT Services Online Knowledge Base is where you can find useful information, and search for support and advice.

- OneDrive, Word, Excel, PowerPoint, and so much more. All of which, you can download the desktop versions of for free on up to five different devices. You can also use the online versions to access your documents anywhere, anytime, on any device.
- Access to Office 365, log in to Office.com using your university username and password.

With OneDrive, you've granted 1 TB of free online storage. All you need is an internet connection, a device (mobile phone, tablet, iPad, laptop, etc.) and your University login credentials, and you're good to go!

Specialist lab rooms

During your degree you may require more specialist software. We have a tool that allows you to find and use the labs you need. More information can be found in the IT Services Online Knowledge Base. You’ll be required to login to the Knowledge Base using your university name and password.

Manage passwords sections

Becoming able to manage your password allows you to be in control of your IT account. If you’ve forgotten your password, you can change it at passwordreset.derby.ac.uk. This can only be used if you’ve set up your registration details for more information about managing your password, you can go to the IT Services Online Knowledge Base at itservicecentre.derby.ac.uk and searching the topic you require with help.

Free software

You can take advantage of any of the following offers while you study here:

- From free software packages such as:
  - Microsoft Student Advantage (Office 365)
  - Antivirus (Trend Micro Security Suite)
  - Free specialist software for home use that may be relevant to your degree, such as SPSS and Nvivo.

To discover free software, please go to coursesources.derby.ac.uk and click on ‘Resources’. There’s discounts on laptops, desktops, storage devices, and accessories.

You’ll have access to Office 365 and the full suite of Office 2016 for free. This includes OneDrive, Word, Excel, PowerPoint, and so much more.

- Access universities building, tip into your lectures and access the library
- Borrow books, resources and equipment from the library (via the P number above the barcode of your Unicard) and the equipment centre
- Use onsite printers
- Get discounts at various shops, cinemas and restaurants*
- Catch the free Unibus

*please note that your Unicard is not an accepted form of identification for proof of age

Connecting to Wifi

Eduroam (education roaming) is the secure, worldwide roaming service. To connect, you need to log in to the Wi-Fi at your location using your university name and password.

- You'll need your University to:
  - Access university buildings, tip into your lectures and access the library
  - Borrow books, resources and equipment from the library (via the P number above the barcode of your Unicard) and the equipment centre
  - Use onsite printers
  - Get discounts at various shops, cinemas and restaurants*
  - Catch the free Unibus

How to check and add credit

Print credit can be added to your account using your Debit or Credit card using the Online Print Portal.

- Log into UDo
- Click on the ‘Money’ tile
- Click on ‘Add Print credits’
- Click to add Print Credits

You can also pop into the library and ask one of the friendly team for help.

How to print using your credit

Log in to your University email account.

1. Use your University email account to email the file you wish to print to papercut@derby.ac.uk
2. You will be sent an email notification once the file has been successfully sent to the printing line up.
3. Use any Kyocera printer by scanning your ID card to login and selecting the file you wish to print.
4. The following file types (attachments) are supported:
   - Microsoft Excel
   - Microsoft PowerPoint
   - Microsoft Word
   - PDF
   - Picture Files

Timetables

You can access your personalised timetable by logging into UDo and clicking on the ‘My Timetable’ tile.

This will show you all of the timetabled classes that are taking place. Please ensure that you view before teaching has started this will show as blank.

You can also use the ‘Timetable search’ on UDo to view timetable details for all courses, modules and subject areas, across all years of study.

You can also view your timetable on your mobile device through UDo on the University of Derby App. Please note your timetable is subject to change so we recommend that you check it on a regular basis.

Unimail

Unimail is your university email account and is activated when you enrol. Simply log into UDo and click on the Unimail tile. Your Unimail will be the email address we contact you on so be sure to check it regularly so you don’t miss out on any important information from us or your lecturers and tutors. Emails from personal email addresses may be blocked or treated as spam.

You can access your full Unimail account through the office 365 file.
Whenever we ask our students and graduates for advice to pass on to new students, getting involved with university life is always high up the list. At the University of Derby, we have a huge range of opportunities to suit your interests and the time you have available. Whether you’re interested in building on a current interest, trying something new, or giving back through community or academic engagement, we’re confident there’ll be something you can do to develop yourself and meet new people. We’ve put all of this information in one place for you, so that you can have a look through in your own time – just check out the My Experience tile on UDo.

You can also visit the Union of Students’ website by visiting derbyunion.co.uk for more opportunities to get involved.
There are two University libraries based within the Derby Campus for you, the Kedleston Road site and the Britannia Mill site. You can visit either of these libraries to access a wide range of resources.

• Study Skills Service
• Flexible Learning Zone
• Parent and Child Study Room
• Seasonal 24/7 opening hours
• Outside balcony study area
• Loanable laptops and Pods
• Touch Screen Kiosks
• Large planning desks, perfect for group work
• Reference collection
• Catalogue searching and IT support

Britannia Mill
• Bookable study spaces
• Rare books collection
• Loanable laptops
• Reference collection
• Click and collect lockers

There’s also a 24/7 study space located at 67 Bridge Street, a short walk from both Britannia Mill and One Friar Gate Square. Which ever site you’re based at you should take advantage of your fab library facilities. Hop on the Unibus or enjoy a walk to make sure you utilise everything on offer across the Derby campus.

There are a variety of academic librarians based at Kedleston Road and Britannia Mill. They are specialists in library resources for a particular discipline and can provide you with a range of support in accessing and using library resources. If you go to derby.ac.uk and search for ‘subject librarian’ you’ll be able to find yours.

Our staff are highly trained, knowledgeable and very friendly. They’ll be able to show you how to make the most of your library services. Through your online Library account you can reserve books and arrange for books from our other Libraries to be sent to the nearest one to you.

Follow @DerbyUniLibrary on social media to keep updated with all things Library.

Careers and Employment Service

Work placements, a sparkling CV, interview tips and much more. Our goal is to help you realise your full potential. Whether you’ve got a career in mind or you’re unsure about what you might do when you finish your studies the Careers and Employment Service can support you at every stage of your university journey.

Get help and advice by talking to our expert Advisors at drop-in and guidance appointments. Don’t delay utilising, we can help you from day one by developing your experience and building your confidence through:
• Part-time jobs
• Volunteering opportunities
• Mentoring
• Futures Award
• Internships

And when you’re ready, we can support you in finding your first graduate level position or in starting your own business and becoming your own boss.

You can use us as much as you want (we recommend you do!) throughout your studies and for up to three years after you’ve graduated.

Pop in and see us in the Careers and Employment Hub in the Atrium at Kedleston Road, weekdays 10am - 4pm, or Room M3011 at Markeaton Street - come and see how we can help you (check out derby.ac.uk/careers-advice for updated drop-in and appointment times).

Welcome Pack 2019

Employment and Volunteering Opportunities

If you’re interested in earning some extra money whilst studying by getting a part time job or temporary work, contact the Student Employment Agency. We have a whole host of vacancies, part time and casual in the local area. You can also register for work experience or volunteering opportunities, including Duke of Edinburgh awards.

Futures Award

The Futures Award allows you to engage with the world around you so you receive recognition for any extracurricular activity you do. Any student on any course can get involved in the Futures Award while studying. Once you have your student ID, you can log into the careers website and find out all about this award.

Internships

We can help you get crucial experience through a paid DRIVEN internship. Our DRIVEN internships are with local employers and last for 80 hours, paid at the National Living Wage or above. As well as paid industry experience, a DRIVEN internship can be a great foot in the door and help you to build networks whilst you gain experience.

Graduates

We’ve committed to staying with you for three years after you graduate – it’s known as our three year promise. As part of our promises, you get loads of support and guidance. We also want to make sure we know what you’re up to so we can shout about your successes. We do this via surveys and events so make sure to keep connected to your University.

Alumni

When you graduate from the University of Derby, you become a member of our global Alumni community. This means that as well as having a qualification to take you to the next level in your life path, you’ll have access to a fantastic range of benefits, support and opportunities, including exclusive discounts. It might seem a long way off but it will soon come around!
Checklist for Success

Our students and graduates have put together a checklist to set yourself up for success. Make your way through the list below and let us know how you get on using #DerbyWelcome

- Familiarise yourself with UDo, your online portal that contains all of the information you need to support you whilst you’re a University of Derby student. We also recommend downloading the app if you’ve got a smartphone.
- Visit the Union of Students, either in person or via their website
- Sign up to our @derbyunistudent social media channels on Twitter, Facebook, and Instagram
- Find out where your College Student Centre is
- Visit the My Experience tile to find out about the opportunities you can participate in whilst you are a student with us
- Register for a doctors (GP) surgery, if you’ve moved away from home
- Make a list of your goals for university – get your mind focused on what you want to achieve in your first semester and first year and put plans in place to achieve those goals
- Check out the location of the water fountains so you always know where you can fill up

Across the University there are five colleges and the Centre for Excellence for Contemporary Hospitality and Tourism. Joint Honours programmes are included within each of the Colleges.

College of Arts, Humanities and Education
Pro-Vice Chancellor Dean
Professor Keith McClay
k.mcclay@derby.ac.uk
College Student Centre: E2 – Kedleston Road Site and MSD03 – Markeaton Street Site
Email: AHE@derby.ac.uk
Telephone +44 (0)1332 591066 and press 1

College of Business, Law and Social Sciences
Pro-Vice Chancellor Dean
Professor Kamil Omoteso
k.omoteso@derby.ac.uk
College Student Centre: E4 – Kedleston Road Site and Student Hub – One Friar Gate Square
Email: BLSS@derby.ac.uk
Telephone +44 (0)1332 591066 and press 2

College of Engineering and Technology
Pro-Vice Chancellor Dean
Warren Manning
W.Manning@derby.ac.uk
College Student Centre: MSD03 – Markeaton Street Site
Email: EandT@derby.ac.uk
Telephone +44 (0)1332 591066 and press 3

College of Health and Social Care
Pro-Vice Chancellor Dean
Dr Paula Holt
p.holt@derby.ac.uk
College Student Centre: N1 – Kedleston Road Site
Email: HSC@derby.ac.uk
Telephone +44 (0)1332 591066 and press 4

College of Life and Natural Sciences
Pro-Vice Chancellor Dean
Dr Chris Bussell
C.Bussell@derby.ac.uk
College Student Centre: N6 – Kedleston Road Site
Email: CLANS@derby.ac.uk
Telephone +44 (0)1332 591066 and press 5

Centre for Contemporary Hospitality and Tourism
Head of Centre
S.Rawlinson@derby.ac.uk
College Student Centre: DQ1179 Buxton Campus Site
Email: studentcentrebuxton@derby.ac.uk
Telephone +44 (0)1332 591066 and press 8

Joint Honours
College Student Centre You may be studying subjects from two different Colleges so you can go to either College Student Centre for further information please email JHS@derby.ac.uk.
Telephone +44 (0)1332 591066 and press 6

College INFORMATION
We hope you’ve found this welcome guide useful and that you’re more excited than ever to start your university journey with us. We’ve got a list of useful contacts below for if you need any further information or need to contact specific departments when you’re here. Please make sure you look up your induction schedule on our welcome pages and if you’ve got any questions about your schedule contact your College Student Centre. If you have any other general queries pre-arrival, you can always contact us on social media @derbyunistudent, or email us at students@derby.ac.uk

Useful Links and Contacts
There are a range of services available, covering many aspects of student life. Here are a few useful contacts and links

**Incident Responders, Security Emergencies & First Aid**
T: +44 (0)1332 597777

**Security (Car parking, lost property, Unicard issues)**
T: +44 (0)1332 591109
E: security@derby.ac.uk
E: studentparking@derby.ac.uk

**Doctors Surgery – Park Medical Practice**
W: parkmedical.org.uk
T: +44 (0)1332 668003

**Find NHS Services (GP and dentist)**
W: nhs.uk/service-search/

**Student Wellbeing**
W: derby.ac.uk/student-wellbeing
T: +44 (0)1332 593000

**Term Time Helpline**
+44 (0)1332 592000 (available Mon-Fri)
Finance queries: 10-11am and 1-2pm (Non Term Time: 1-2pm)
Disability: 3-4pm (Non Term Time: 3-4pm)

**Union of Students**
W: derbyunion.co.uk
T: +44 (0)1332 591507

**Chaplaincy and Faith**
W: derby.ac.uk/chaplaincy
E: chaplaincy@derby.ac.uk

**Student Housing Centre**
W: derby.ac.uk/halls
E: studentliving-housingteam@derby.ac.uk
T: +44 (0)1332 594111

**International Student Centre**
W: derby.ac.uk/services/international-student-centre
E: internationalstudentcentre@derby.ac.uk
T: +44 (0)1332 591616

**ERASMUS (Student Exchange Opportunities)**
W: derby.ac.uk/study/study-abroad
E: erasmus@derby.ac.uk
T: +44 (0)1332 591616

**Libraries and Skills Teams**
W: derby.ac.uk/library
E: library@derby.ac.uk
T: +44 (0)1332 591569
Book skills appointments and workshop places here:
W: derby.ac.uk/eyl

**IT Service Centre**
E: itservicecentre@derby.ac.uk
T: +44 (0)1332 591234 (24/7)
W: itservicecentre.derby.ac.uk

**Estates Service Centre**
E: estatesservicecentre@derby.ac.uk
T: +44 (0)1332 591111

**Careers and Employment Service**
W: derby.ac.uk/cas
E: careers@derby.ac.uk
T: +44 (0)1332 591516

**Student Employment Agency (For part time work whilst studying)**
E: sea@derby.ac.uk
T: +44 (0)1332 591830

**Sports Centre**
W: derby.ac.uk/study/facilities/sports-centre/
E: sportscentre@derby.ac.uk
T: +44 (0)1332 591790

**Feedback**
( Give us your feedback about your experience anytime)
W: derby.ac.uk/feedback
E: students@derby.ac.uk
Twitter: @derbyunistudent

**Information about Derby**
W: visitderby.co.uk/whats-on/

**Register to vote**
Make sure you register to vote at both your home and term-time addresses.
W: gov.uk/register-to-vote
Twitter: @derbyunistudent
Facebook: /derbyunistudent
Instagram: @derbyunistudent
To find your induction schedule please go to derby.ac.uk/welcome and enter your course.