



Undergraduate 2011

Brunel
UNIVERSITY
L O N D O N

www.brunel.ac.uk/induction

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Register as a Brunel student

Registration is the process of formally becoming a Brunel student, and it takes place in two parts.

Part one

The first part involves completing an online Registration task. You should do this at home through eVision (<https://evision.brunel.ac.uk>), Brunel's online student portal.

You will have received an email explaining how to complete the online task. Log in using your My Applications username and password, then you will need to:

- check that the personal details we hold about you are correct;
- provide information about how you intend to pay your fees;
- upload or post a passport-sized photograph of yourself for your student ID card – we need to receive your photo at least one week prior to your start date so that your ID card is ready for you, otherwise a photo will be taken and your card created when you arrive.

Once you have completed the task, you will be asked to print a Provisional Registration Document. You should bring this with you to the second part of Registration.

Don't panic if you don't have Internet access at home – you can complete the task when you arrive, but it will make part two of Registration much quicker if you can complete part one before arriving at Brunel.

Part two

The second part of Registration is completed in person during your first week on campus. It takes place in the Sports Centre, and you can register at any time from Sunday 18 September to Wednesday 21 September in between attending the induction events for your course (see page 7). Opening times can be found at www.brunel.ac.uk/induction.

You will need to bring your passport and any other relevant Registration documentation listed on page 4. We will complete all the required checks and issue you with your student ID card, and there will also be a further opportunity to arrange payment of your tuition fees.

Arrange your accommodation

Living on campus

On-campus accommodation is allocated once you have met all the conditions of your offer. If you have completed an online accommodation preference form, the Accommodation Office will contact you at this stage with details of your room on campus.

You will be sent a Tenancy Agreement which you should accept and return to the Accommodation Office along with your deposit to secure your room. You can do this online via www.brunel.ac.uk/accommodation. You must return the Tenancy Agreement and pay your deposit by the deadline stated in the Agreement, or your room allocation could be cancelled.

If you have not requested a room on campus and would now like to do so, contact the Accommodation Office as soon as possible:

Tel +44 (0)1895 267900

Email accom-uxb@brunel.ac.uk

Check the Dates to Remember calendar (www.brunel.ac.uk/life/accommodation/dates) for key dates in arranging your accommodation.

Living off campus

Either before or after your first year, you may decide to live off-campus. Whatever you're looking for, your first port of call should be the Housing Office, which is dedicated to students' needs and does not charge for its services. They run a number of schemes to help you find a great place to live.

Tel +44 (0)1895 266187

Web www.brunel.ac.uk/life/accommodation/offcampus



What to bring with you

Documents for Registration

- Passport (you cannot register without it, even if you have previously registered as a Brunel student – if you don't have one, see www.brunel.ac.uk/life/induction/passport-information)
- Brunel offer email or another document containing your seven-digit Student Number (usually starting 11)
- Provisional Registration Document (you can print this once you have completed the online Registration task – see page 2)
- Original academic certificates plus certified English translations, if applicable (you do not need to bring these if you are an A-level student who sat all your A-levels this summer and applied through UCAS, or if we have already seen them)
- English language certificates (bring these if you are an international student or if your offer was conditional on achieving an English language qualification – unless we have already seen them)
- Sponsorship letters (if you are receiving external sponsorship)
- Criminal Records Bureau (CRB) check documents (Physiotherapy, Occupational Therapy, Secondary Education and Physical Education, and Social Work students only – you will have been sent details of what to bring if the check is not yet complete)



General documents

- National Insurance number card (in case you want to get a job)
- NHS medical card (this contains your NHS number and your current GP's details, and will make it easier to register at the campus Medical Centre)
- Two recent passport-sized photos of yourself
- Driving licence (if you have one)
- Railcard and/or Oyster card

Documents to access your room on campus

- Key release form (you can print this after completing the Residences e-Induction – see page 8)
- Copy of your Tenancy Agreement
- Photo ID (to confirm your residency)
- One recent passport-sized photograph of yourself (to be kept on your records in your Hall)

Items for your Halls of Residence

- Kitchen – crockery, cutlery, pans, utensils, corkscrew/bottle opener, food for the first few days, washing up liquid and scourers, tea towel
- Bathroom – towels, toiletries, toilet roll
- Washing powder
- Stationery
- Laptop/PC (if you have one)
- Money (there's a bank and a cash machine on campus but it is useful to have some cash to start off)

If you are in Halls on campus, your room will contain a bed, wardrobe, bedside table, desk, chair, bedlinen and duvet, bin, notice board and mirror.

Your shared kitchen will contain a cooker, fridge, freezer, sink, kettle, bin, iron and ironing board, dustpan and brush, mop and bucket, and kitchen table and chairs.

Please note that you will need to buy a TV license if you watch or record programmes via any medium as they are shown on TV. You can do this on the TV Licensing website (www.tvlicensing.co.uk).

Get a headstart on your studies

Studying at university brings a new set of challenges, but if you are well prepared, enthusiastic and hardworking there is no reason why you won't succeed at Brunel.

The Brunel Headstart Programme (www.brunel.ac.uk/services/headstart) has been created to help prepare you for university study, by showing you what you can expect, what will be expected of you, and how to develop your existing study techniques to meet these expectations.

The Headstart Programme was created by Brunel's ASK Academic Skills service who are

here to support your learning throughout your course.

The Programme covers issues including:

- How is university study different?
- What does it mean to learn independently?
- How can I learn more effectively?
- How can I develop beyond my first year?
- Who can support my learning and development?

The Headstart web pages will be useful for all new students at Brunel, regardless of your educational background.



Arriving at Brunel

Your first day can be a nerve-wracking experience, but we are here to help you at every step.

For a map of Brunel, details of how to reach the campus, and the location of your Hall of Residence and the University reception, see www.brunel.ac.uk/about/campus/directions.

When to arrive

If you have been allocated a room in a Hall of Residence, you should arrive at University on Sunday 18 September 2011 during your pre-booked arrival slot. Pages 8-9 explain how to book your slot, get your room key and access your accommodation when you arrive on campus.

If you have chosen to live off campus, make sure you come to the University in time for the first event listed in your induction timetable.

Induction timetables

If you have not already done so, you should download your induction timetable from www.brunel.ac.uk/induction.

Your induction timetable will detail all the events you should attend in your first week at Brunel. It is important that you attend all of these. Please make a note of when you will have an opportunity to come and complete your Registration, and remember to bring with you all of the Registration documents listed on page 4.



Moving into your accommodation

To find out more about any aspect of your room allocation, see the Accommodation web pages (www.brunel.ac.uk/life/accommodation).

If you have been allocated a room in a Hall of Residence, you should arrive at University on Sunday 18 September 2011 during your pre-booked arrival slot (some time between 10am and 7pm). To book your slot, complete the Residences e-Induction at <https://brunel.induction.org.uk>.

You can bring a car onto campus to unload your

belongings but consider arriving early to avoid queuing.

Collecting your room key

Room keys will be available from the Residences Office for your Hall (see the table below). See page 5 for a list of the documents you will need to bring to release your key and gain access to your room.

For full contact details for your Residences Office, see the Residences web page at www.brunel.ac.uk/life/accommodation/residences.

Halls of Residence	Key collection point
Mill Hall	Mill Hall Reception, Entrance 1
Fleming Hall	Fleming Hall Reception
Galbraith Hall	Galbraith Hall Reception
Chepstow, Clifton, Faraday and Saltash Halls	Faraday Hall Reception, Staircase 5
Bishop Complex and Lancaster Complex (all Halls)	Bishop Hall Reception
Isambard Complex (all Halls)	Isambard Residences Office Reception



If you have been notified of your room details, you will also have received a copy of the Residences Regulations and Information Handbook, which explains payments, facilities in your room and Hall, and much more. Alternatively, you can read the Handbook online at www.brunel.ac.uk/life/accommodation/publications.

Early arrivals

To find out if your room will be available before 18 September 2011, please fill in an Early Arrivals Request Form at www.brunel.ac.uk/life/accommodation/application/earlyarrival.

Where early arrival is possible, room fees will apply.

If you need to collect your keys outside normal office hours (Mon-Fri, 8.30am-5pm, and Sunday 18 September, 10am-7pm), please contact your Residences Office during normal office hours to arrange this.

Late arrivals

If you are going to arrive after 18 September 2011, please inform the Accommodation Office in writing. Any room found to be unoccupied seven days after the start of the Tenancy Agreement will be reallocated and the deposit retained by the University. Please note that special arrival arrangements can be made for students arriving from overseas. Contact your Residences Office to discuss your needs.

Residences Student Mentors

Each Hall has a team of Residences student mentors – students who are employed by the University to help support and guide you during your stay. You will have the opportunity to meet them when you arrive.



What is UBS?

The Union of Brunel Students is a student led organisation with the purpose of making your life at Brunel as enjoyable as possible. We run everything from the Advice and Representation Centre, to sports and societies and the Academy nightclub. We also organise Student Reps and provide opportunities to gain valuable experience within Student Media.

Keep up to date

brunelstudents.com

facebook.com/brunelstudents

twitter.com/brunelstudents



Your Officers

Student Activities

University is more than just an education, it's also about the student experience! Get more from your time here - come and join one of our many clubs and societies!

brunelstudents.com/activities

Student Media

Are you a budding journalist or radio star? We've got literally loads of ways for you to get the experience you need to get a head start in the media world.

brunelstudents.com/media

Student Reps

Student Reps are elected to represent your views to your School and the University, and can help you with any academic issues you have.

brunelstudents.com/ reps

The ARC

The ARC offers professional, confidential, free advice on all aspects of student life to all Brunel Students.

brunelstudents.com/arc



Enjoy Freshers' Week!

Beginning on Sunday 18 September 2011 for most undergraduates, Freshers' Week will include important School and course induction activities and events run by the Students' Union to welcome you to student life.

To find out more, check the UBS website at www.brunelstudents.com, and join the official Freshers' Facebook group at www.facebook.com/OfficialBrunelFreshersWeek2011.

Meeting your Contacts

Waiting to help you move in and find your way around Brunel are your Students' Union Contacts, who will help you get used to your surroundings and

take advantage of everything that the University has to offer. They will organise activities designed to help you make new friends, try activities, and stay safe and comfortable.

Contacts are divided into teams for each Hall together with specific teams to support off-campus and international students, but they are more than happy to help anyone, so don't be afraid to ask.

Welcome events

UBS will welcome you to Brunel with free-entry welcome events on Sunday evening, kick-starting a week of daytime and evening activities. On your arrival, your Contacts will provide you with a Freshers' week Mini-Guide and other vital information to get you through the week.

Tickets for all events based in the Academy (the UBS nightclub) during Freshers' Week can be bought online via the UBS website (www.brunelstudents.com). They sell fast so get yours as soon as you can!





The Freshers' Fayre

With over 180 stalls and an average attendance of about 5,000, the Freshers' Fayre is the highlight of Freshers' Week and one of the most important events in the Students' Union calendar. This year it will be held on Tuesday 20 September.

The Fayre is the place to find out about the huge array of clubs and societies available to all Brunel students. There will be opportunities to get involved

in the Union and other campus activities, as well as external companies providing information about the local area (and freebies!)

There's something for everyone, and if not, you could always set up your own club or society.

Most clubs and societies charge an annual fee so take some cash with you.

Get your NUS Extra card!

For only £11, your NUS Extra card gives you discounts at Amazon, McDonalds, Ticketmaster, Odeon, Megabus, Accessorize and many more local and national companies. Pick up a card from the Hamilton Centre in your first week, or get one online on the NUS Extra website from August onwards (www.nus.org.uk/en/NUS-extra).

Make sure you have computer access

There are three main services to which you will automatically gain access as a Brunel student.

eVision

eVision is the online student portal. You will have used it to complete part one of Registration and you can also use it to pay fees, update personal details, find information on your timetable, modules and results, and enrol for subsequent years of your course.

Check your portal at <https://evision.brunel.ac.uk>.

Brunel Network account

Shortly after you have completed the online Registration task, your Network account details will appear in your eVision portal. These give you access to a variety of services and applications including email, printing and the intranet, so keep your password secure, and don't forget it!

The University and your course tutors will often communicate with you via



email, so check your messages regularly – you can access your emails from anywhere in the world via webmail.

You can use your Network account details in a number of work areas around campus, many of which are open around the clock and provide self-service print, photocopy and scan-to-email services. You have allocated space in which to save your work (your filestore) – always save to this drive and to backup removable media.

If you have any queries, contact Computing Support on +44 (0)1895 265888 or by email at computing-support@brunel.ac.uk.

u-Link (web-based learning)

u-Link is Brunel's virtual learning environment, through which your teaching team and School communicate with you,

organise activities and make available online module and course-related materials.

Most course modules have a presence on u-Link, and you will gain access to module information once you have registered on your course. This may take a while during the beginning of the year, especially if you change courses and/or modules.

You can log in via the u-Link portal (www.brunel.ac.uk/intranets/u-link) within 24 hours of obtaining your Brunel Network account details. The site provides help and support information, also available in person from the Student Centre (see page 17).

Connect Services (ResNet and WiFi@Brunel)

Once you have your Network Account details, you can register with the Connect Service to access the Internet on campus – register through the Connect Portal (<https://connect.brunel.ac.uk>). If you live in Halls of Residence, you can connect your computer to the ResNet network. The WiFi network, WiFi@Brunel, is also available in many areas. Internet access through both of these services is available 24 hours a day, subject to some usage restrictions.



Fees and funding

Full fees and funding information can be found online at www.brunel.ac.uk/courses/ug/fees.

These pages also contain information about extra-curricular Brunel scholarships and other financial help that you may be able to access once you arrive at University, including:

- **Music Awards**, which help fund music tuition for students who are not taking music performance as part of their academic course – you will need to apply by the end of Freshers' Week (www.brunel.ac.uk/about/pubfacartscentre/awards)
- **Sports Scholarships**, which are designed to help fund elite performance athletes by supporting their academic and sporting needs simultaneously – see www.brunel.ac.uk/life/sport/scholarships to find out when you can next apply
- **Disabled Students Allowance (DSA)**, which helps disabled university students to cover any extra costs that are a direct result of their disability, such as computer equipment, support workers, books, printing and travel. Any disabled student can apply, including students with mental health conditions and other non-visible disabilities such as dyslexia, epilepsy, diabetes, arthritis and repetitive strain injury. For help in applying or more information, see www.brunel.ac.uk/life/welfare/dis
- **Childcare Grant and Parent's Learning Allowance**, which help students with children to cover term-time childcare costs and course costs, and the **Adult Dependents' Grant**, which is designed to support students on whom an adult depends financially. You can apply to these schemes either before or during your course – see www.direct.gov.uk/studentfinance to find out more.

The Student Centre

The Student Centre, located in the Bannerman Centre, provides many of the central student support services and should be your first port of call for any administrative enquiries, including:

- Student Records and general administration, including enrolment, name and address changes, and travel discounts
- Finance enquiries including tuition fee and accommodation payments and invoices, student loans support, scholarships and bursaries
- The Access to Learning Fund and emergency loan information
- Accommodation enquiries, including information relating to payments, vacating procedures, deposits and refunds
- Student Annual Vehicle Permits to park on campus, including support with permit applications, lost/damaged permits and change of vehicle registration (in the first instance, you

should apply online via <https://evision.brunel.ac.uk>)

- Student ID cards, including replacement cards and access enquiries
- eVision and U-Link, including logging in, password resets and task activity support
- Student letters and visa extensions, including bank, council tax and student status letters (many of these can also be requested via <https://evision.brunel.ac.uk>)

Contact the Student Centre

Location Ground floor
Bannerman Centre,
open Mon, Tues, Thurs
10am-4pm and Weds,
Fri 9am-1pm

Web <http://intranet.brunel.ac.uk/studentcentre>

Tel +44 (0)1895 268268,
lines open Mon-Fri 10am-4pm

Email student.centre@brunel.ac.uk

Twitter @Brunel_Uni_SC

Sport and fitness

Brunel's sport and fitness facilities are second to none and new students can take advantage of a special offer on gym membership.

The More Energy gym, located in the Sports Centre, offers over 79 cardiovascular and resistance stations, a 'free weight' strength training room, and a series of fitness classes. Staff can offer assistance with any aspect of your training, including full inductions and tours, personal programmes, general training advice, weight management workshops, fitness testing and blood glucose testing. Find out more at www.more-energy.co.uk.



Find out more about sport at Brunel:

- Indoor and outdoor sports facilities
www.brunel.ac.uk/life/sport
- Joining sports clubs
www.brunelstudents.com/sports

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**£20
OFF**
your membership

£20 off your membership if you join before 30 September 2011

Please see a member of the Fitness Team in the Sports Centre or call +44 (0)1895 853753 for more information.

Limited spaces so hurry to avoid disappointment

Brunel
UNIVERSITY
SPORT

me+
more energy



University Services

You will also want to sign up for a number of other services and facilities – have a look at the following links to find out more about life at Brunel.

Library

www.brunel.ac.uk/life/study/library

Jobs and volunteering

www.brunel.ac.uk/pcc
<http://brunelvolunteers.com>

Medical Centre

www.brunel.ac.uk/life/welfare

Disability and Dyslexia Service

www.brunel.ac.uk/life/welfare/dis

Counselling

www.brunel.ac.uk/counselling

Arts Centre

www.brunel.ac.uk/artscentre

Faith and religion

www.brunel.ac.uk/life/lifestyle/faith-and-religion

International Pathways and Language Centre (IPLC)

www.brunel.ac.uk/international/iplc

Advice and support

www.brunelstudents.com/arc

Academic Skills Service (ASK)

www.brunel.ac.uk/services/library/ask

Every effort has been made to ensure the accuracy of the information in this brochure and the University will take all reasonable action to deliver these services in accordance with the descriptions set out in it. However, the University reserves the right to vary these services, using all reasonable efforts to offer a suitable alternative. All costs, rates and prices stated in this brochure are subject to amendment and should be taken as a guide only. Students are encouraged to familiarise themselves with the University's summary of terms which is published on the web at www.brunel.ac.uk/about/administration before accepting a place.

Dates to remember

Freshers' Week 18 – 23 September 2011

Autumn Term 26 – 16 December 2011

Spring Term 09 January 2012 – 30 March 2012

Summer Term 23 April 2012 until close of exam period (usually end of May)

Home/EU student payment dates

Payment	Date payable
Tuition fees (1st instalment)	At Registration
Accommodation	26 October 2011
Tuition fees (2nd instalment)	09 November 2011
Tuition fees (3rd instalment)	07 December 2011
Accommodation	11 January 2012
Tuition fees (4th instalment)	18 January 2012
Tuition fees (5th instalment)	8 February 2012
Tuition fees (6th instalment)	7 March 2012
Accommodation	23 April 2012

International student payment dates

Please note that international students will be required to pay 60% of the course fee at Registration and the remaining 40% at the start of the Spring Term. If fully self-funding students wish to pay for the course in full on or before Registration they will receive a 2% discount.

Payment	Date payable
Tuition fees (60%)	At Registration
Accommodation	26 October 2011
Accommodation	11 January 2012
Tuition fees (40%)	18 January 2012
Accommodation	23 April 2012