



**a.r.u.** | London



# Welcome to ARU London

May Postgraduate  
2025/26



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# Introduction

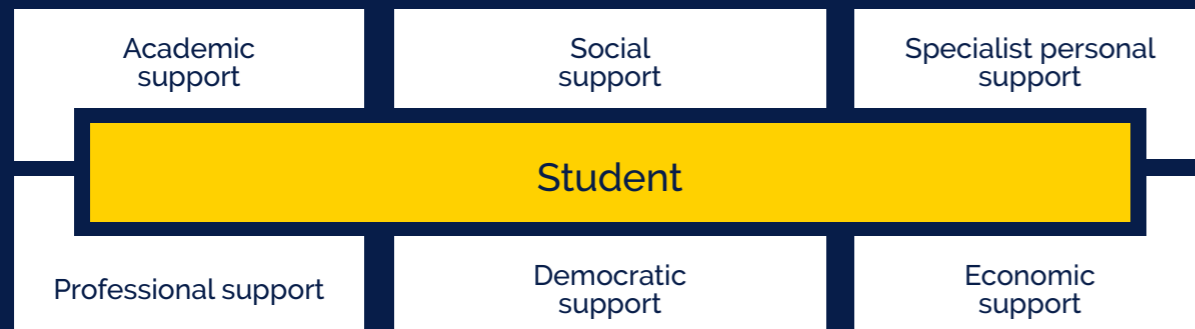
A very warm welcome to ARU London. Anglia Ruskin University has a rich heritage spanning 162 years, with an excellent reputation. In 2023, we achieved the prestigious award of University of the Year! Our vision is to transform lives through innovative, inclusive and entrepreneurial education and research.



Our fantastic Team around the ARUL Student and I look forward to welcoming and supporting you on your journey to achieve your aspirations and dreams, ensuring that your university experience is truly transformative.

*L Thomas*

**Professor Lorraine Thomas**  
Principal  
BA (Hons), PGCE, MA,  
FHEA, FTLA, PhD



# Student Charter



## Welcome to ARU London

**You are joining an inclusive and diverse student community, and your experience here is important to us. Your time here will contribute to your personal and professional growth and your future successes.**

All members of the university and the Students' Union will work in partnership with you to shape your student journey and enhance your education with co-curricular and extracurricular activities.

Our shared learning community works together in a trusting and supportive relationship, providing a platform to share knowledge, skills and expertise, but also a place to challenge ideas and learn from one another.

Our values of ambition, innovation, courage, community, integrity and responsibility are at the core of everything we do and the decisions we make. Our Student Charter embeds these values and lays out the mutual expectations and commitments between you and your university.

Our Student Charter is a reference point for all registered students of ARU London, from undergraduate to postgraduate, following taught or research programmes, on or off campus. We encourage you to read on to understand how students and staff collaborate to enjoy a successful student experience.

We wish you every success with us at ARU London.

## Ambition

We continually strive to enhance our university. We are ambitious and determined to help you to achieve your goals. We expect you to engage with your learning, attend and actively participate in classes, attend meetings with tutors, spend sufficient time in private study and submit assessed work by the set deadlines. We'll make sure you have access to the resources you need to succeed in your studies and be the best you can be.

## Courage

We want our students to be bold, to have the courage to speak their minds, and to try out new ways of doing things even when success is not guaranteed. We want you to develop your talents so that you leave ARU London feeling resilient and tenacious. We believe that a university education should challenge its students, their assumptions, and their ways of working. Likewise, we expect our changing student body to challenge our staff to adapt our approaches to teaching and research so that it is always inclusive, stimulating, and innovative.

## Community

As an ARU London community, we seek to work with you to develop and achieve your full potential. We encourage you to access a full range of co-curricular and extracurricular opportunities such as internships, events, and volunteering. We value working together and will offer you support and guidance. Our Employability Team, Student Welfare Services, your personal tutor or supervisor, and the Advice Services of the Students' Union are all here to help.

## Integrity

We promise to display academic fairness and transparency, and expect you to act respectfully and demonstrate honesty in your work and study. We're committed to making sure that every member of the welcoming and inclusive ARU London community can work as critical friends to challenge and learn from each other. We are all personally responsible for our behaviour.

## Responsibility

We are responsible for making sure that changes and developments are communicated to you and that we are transparent and approachable. We recognise that sometimes things can go wrong. We're committed to putting these things right and ask you to contact us as soon as you have a problem so that we can do our best to resolve it. Let us know about any issues you're having by contacting a member of staff.

If you have an issue you'd like to raise in a more formal way, you can speak to the Students' Union Advice Service, or use the [Student Complaints Procedure](#).

You can find our rules, regulations and procedures along with all our [key documents](#).

# Key Dates

## 2025-2026 Academic Year

We operate in trimesters – (1) September, (2) January, (3) May

- You are starting in trimester 3, which is **May to August 2026**
- Your next trimester is **September to December 2026**



### May Trimester

Welcome Week beginning Tuesday 5th May - Friday 8th May 2026

Trimester 3 Teaching

Saturday 9th May - Friday 7th August 2026

Trimester 3 Examinations

Saturday 8th August - Friday 14th August 2026



### September Trimester

Trimester 1 Teaching

Saturday 19th September - Friday 11th December 2026

Trimester 1 Examinations

Saturday 12th December - Friday 18th December 2026



### January Trimester

Trimester 2 Teaching

Saturday 16th January - Friday 23 April 2027

Trimester 2 Examinations

Saturday 24 April - Friday 30 April 2027



### Holiday dates

Spring Bank Holiday

Monday 25th May 2026

Summer Break

Saturday 8th August - Friday 18th September 2026

Summer Bank Holiday

Monday 31st August 2026

Christmas Day

Friday 25th December 2026

Boxing Day (substitute day)

Monday 28th December 2026

New Year's Day

Friday 1st January 2027

\*dates are subject to change.

# Accessing ARU London



ARU London is situated in the Docklands area of East London. The campus boasts a range of carefully curated amenities and superb transport links. The most convenient way to access our East India campus is via the London Underground (DLR line). East India DLR station is situated onsite, the walk from the platform to the classroom is only a minute.

From East India DLR – Canning Town in 2 minutes (Jubilee Line), Custom House in 5 minutes (Elizabeth Line), Canary Wharf in 10 minutes (Jubilee line and Elizabeth line), Stratford and Bank in 15 minutes (Central line, Jubilee line, Northern line, London Overground, TfL Rail and Greater Anglia rail services).

There is pay-and-display car park located underneath the building. The parking tariff starts from £3 an hour and all-day parking is £20. Please visit the ground floor reception in the Import building if you would like more information about the parking.

You can also plan your journey through the Transport for London [website](#) (TfL).

Please remember to bring your access card when accessing both the Import and Export buildings at our East India Campus.

Please read our [East India Access guide](#) for entrance use.

# Delivery Mode

## Standard Delivery

Two weekdays: Monday, Tuesday, Wednesday, Thursday or Friday (10:00 to 17:00)



Timetables will be available to you via the myARUL app or through the VLE.

As a university, our student's learning experience and education are at the top of our list of priorities. To deliver the best education to you, we firmly believe that this involves face-to-face teaching and interactions within a classroom.



# Timetable

## Weekday Postgraduate Timetable

Two weekdays: Monday, Tuesday, Wednesday, Thursday or Friday (10:00 to 17:00)

|  |                                     |  |
|--|-------------------------------------|--|
| <b>Morning Lecture (AM)</b><br>10:00 – 13:00 | <b>Lunch Break</b><br>13:00 – 14:00 | <b>Afternoon Lecture (PM)</b><br>14:00 – 17:00 |
|--|-------------------------------------|--|

## Evening and Weekend Postgraduate Timetable

Tuesday, Thursday & Saturday

|   |                                     |   |
|---|-------------------------------------|---|
| <b>Tuesday &amp; Thursday Evening Lecture (EV)</b><br>18:00 – 21:00 |                                     |   |
| <b>Saturday Morning Lecture (AM)</b><br>10:00 – 13:00               | <b>Lunch Break</b><br>13:00 – 14:00 | <b>Saturday Afternoon Lecture (PM)</b><br>14:00 – 17:00 |

# Attendance



## On-campus learning

Once you have completed your online registration task, you will be able to view your on-campus timetable and will be enrolled on the VLE's attendance system. You are expected to attend and be present on campus and in class for all lessons on your timetable. This will enable you to gain the best possible learning experience, as you will be able to develop ideas and skills with other students by being physically present in lectures and seminars.

You can now enter campus easily using a QR code available in the myARUL app under "Republic Access."

## How to mark attendance

Sign into the VLE from the ARU London website: [london.aru.ac.uk](https://london.aru.ac.uk)

You MUST connect to ARU London WI-FI to use this service. Please note your attendance will be updated ONLY if you click this link on the day of your lesson between the times shown below whilst physically attending the lesson in the classroom. If you join your class after 10:30/14:30 /18:30, you will be marked as late.

### Time to log your attendance:

AM Sessions: between 09:45-10:30

PM Sessions: between 13:45-14:30

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

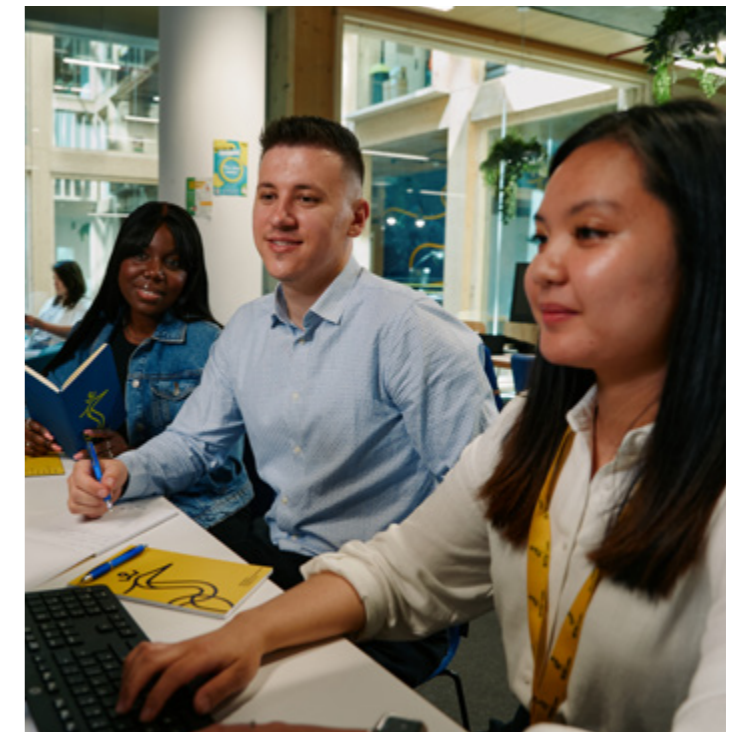
More info on on-campus attendance can be found in the Attendance Procedure and [FAQs](#) available on our [website](#).

### Lanyards must be worn on campus

As part of our ongoing commitment to maintaining a safe and secure environment for everyone, all students are required to wear their ARUL branded lanyards at all times while on campus.

As a student, you are responsible for making sure your attendance is up-to-date and accurate. If you believe you are having a technical issue with your attendance, you can enquire about your attendance record by making an attendance enquiry through the VLE. Simply login to the VLE, select 'My Forms' and then select 'Attendance Enquiry'.

Attendance enquiry details must include the date, session (AM, PM or EV) and any additional information you would like the attendance team to investigate. Once you have submitted your attendance enquiry, you will receive a response within ten working days. Guides on how to make an attendance enquiry can be found [here](#).



# Getting ARU London Ready

We have created this quick guide to help you with your digital learning. Ahead, you can find links and tips on how to access online resources and helpful information from your university.



## Student email

Your student e-mail can be accessed via our main website or through the [student portal](#). Your login details will be similar to those used for e:Vision. This will be our main method of communication with you, so it is essential that you check your emails frequently. For guidance on accessing your student email, please refer to the [student email guide](#).



## **e:Vision**


### e:Vision and Your Digital Library

All ARU London students will register and gain access to their [e:Vision learning platform](#).

Once you register through this platform, you will be able to see more details about your course and you will be able to update any necessary personal information. Most importantly, after an assessment period, your final results will be displayed on the 'Results' page on e:Vision. Once you have completed your degree, your final degree classification will also be displayed here.

**View the e-Vision guide on our [website](#).**

The Learning Resource Centre (LRC) provides support for students using the [ARU Digital Library](#). The ARU Digital Library houses a vast collection of online resources ranging from: online newspapers, online books, online academic journals and online journal articles.

 To view our guide on how to use the [ARU London Digital Library](#).

 Alternatively, watch this video on how to access our [Digital Library](#).



## Virtual Learning Environment (VLE)

All students at ARU London have a Virtual Learning Environment (VLE). This is accessible through the main website via 'VLE', under the 'Student Portal' tab. Your VLE contains crucial academic information and resources you will need for your studies. You can view the [VLE guide](#) to find out more.

Under '**Services**', you can access helpful information such as Career Zone, My Attendance, My Forms and My Timetable to assist you during your time at the university.

Finally, in the '**My Forms**' section, you are able to make various requests listed below. Please note requests can take up to 3-5 working days to be processed. Timetable and course change requests can only be processed in the first 3 weeks of the trimester.

**[View the guides on our website:](#)**

**Letter Request**

**Timetable Change Request Form**

**Assessments Extension Form**

For an explanation of what the VLE is and what support is available within the VLE, please watch [this video](#).

### INTO ARUL

**INTO** is an online course on the VLE designed to help you adjust quickly and confidently to university life. You'll need to complete this module during your first trimester to ensure a smooth transition. The course is flexible—you can complete it at your own pace and pause your progress as needed. Key topics will be revisited during Welcome Week, so don't worry if you need more information along the way.



**myARUL App**

Our myARUL app will enhance your online learning and ensure all of your learning platforms are easily accessible to you.

The myARUL app can be downloaded from the App Store and Google Play Store. You will be able to access core university resources, personalised online learning resources and will receive notifications and updates about university events.

- **ID Card** – confirmation of student status for access to student related benefits
- **Student email** – check your student email account
- **Timetable** – displays your classes in a calendar
- **QR code access** - you can enter campus easily using a QR code under "Republic Access."
- **Online learning** – access to course material and live classes
- **Library** – access to online library search such as reading lists and online journals
- **e:Vision** – access to university e:Vision account, exam results and academic progress
- **News, Events and Guides** – information on academic events or to see what's going on at ARU London
- **Employability and Wellbeing** – information on current employment opportunities and wellbeing advice

Please read the [myARUL app guide](#).



**The Bookshelf**

At ARU London, we go further in regards to our students' education.

We understand that core textbooks can be expensive, so we offer free core textbooks in an electronic format in order for you to get the most out of your studies.

This allows you to read your text books whenever and wherever. The e-books are relevant to your specific modules and you have the facilities to edit and make notes to enhance your studies.

The Bookshelf can be accessed anywhere at anytime - you can access The Bookshelf directly through your VLE. [View our guide](#) on how to access your Bookshelf, or email [TheBookshelf@london.aru.ac.uk](mailto:TheBookshelf@london.aru.ac.uk)

**Timetable**

One of the many advantages of studying at ARU London is our unique two-day timetable.

All of our postgraduate students benefit from a standard delivery that spreads all of the modules over two days a week. This is beneficial to you, as it enables you to dedicate extra time to studies, undertake part-time work or other additional activities.

It is unlikely for your timetable to change, however, any change in the timetable will be communicated.

Students who fail modules which they are required to retake will have to attend on more than two days.

Watch [this video](#) on how to find and use your timetable.

# Student Platform Details



Use this section to note down all your login details for the following platforms below:

| Student email                          |                    |
|--|--------------------|
| e:Vision ID:                           | @student.aru.ac.uk |
| Password:<br><i>Received via email</i> |                    |

| e:Vision                               |                     |
|--|---------------------|
| e:Vision ID:                           | (Short e:Vision ID) |
| Password:<br><i>Received via email</i> |                     |

| VLE / myARUL App                       |              |
|--|--------------|
| Username:                              | (VLE number) |
| Password:<br><i>Your 6 Digit D.o.B</i> |              |

**Forgotten your login details? Contact the iCentre or Learning Resource Centre for further assistance:**

[icentre@london.aru.ac.uk](mailto:icentre@london.aru.ac.uk)

[learningresources@london.aru.ac.uk](mailto:learningresources@london.aru.ac.uk)



**May**  
*Trimester 3 starts*

1. First week of classes (Week 1)
2. Review your timetable for the upcoming Trimester
3. Download recommended apps and follow **ARU London's social media accounts**
4. Download e-books via **The Bookshelf**
5. Apply for student benefits
6. Complete the **INTO ARUL** module on the VLE

**June-July**

1. Publication of exam timetable (Week 7)
2. Participate in the Module Evaluation Survey
3. Prepare for assessments

**August**

1. Trimester 3 Examinations: **Saturday 8th August - Friday 14th August 2026**

**September**  
*Trimester 1 starts*

1. First week of classes (Week 1)
2. Find out about provisional results and feedback from the previous trimester on **e:Vision**
3. Download e-books via **The Bookshelf**

**October-November**

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

**December**

1. Trimester 1 Examinations: **Saturday 12th December - Friday 18th December 2026**

**January**  
*Trimester 2 starts*

1. First week of classes (Week 1)
2. Find out about provisional results and feedback from the previous trimester on e:Vision
3. Download e-books via The Bookshelf
4. Trimester 2 Examinations: **Saturday 24 April - Friday 30 April 2027**



# Get ARU London Ready Checklist

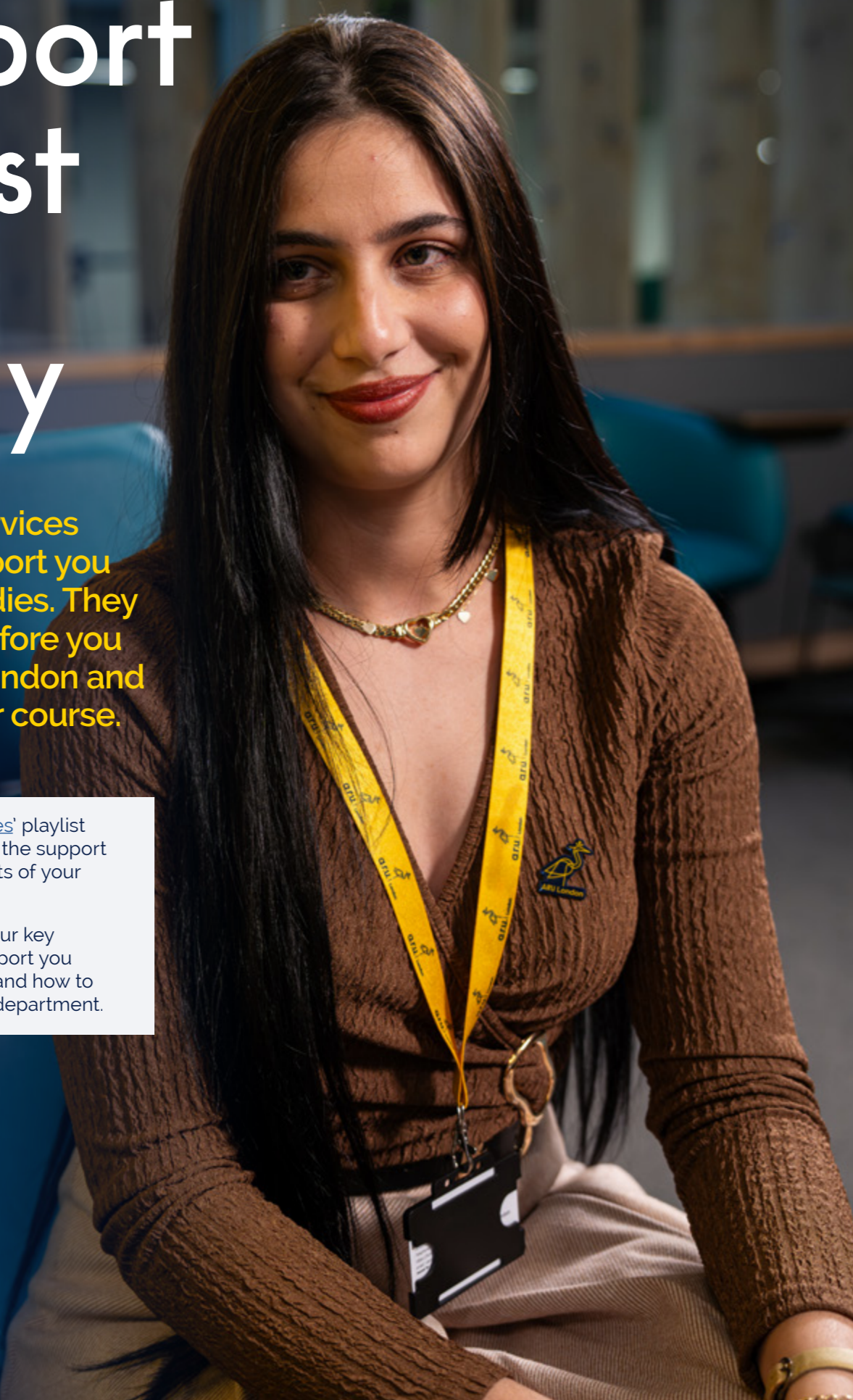
- Complete your e:Vision registration
- Take a note of all your login details for Student Email, VLE, Digital Library & e:Vision
- Check your personal timetable
- Download myARUL app
- Apply for your Oyster card/railcard
- Apply for your student benefits
- Review the academic calendar
- Find your textbooks on The Bookshelf
- Complete the INTO ARUL module on the VLE

# Support Whilst You Study

Our Student Services are here to support you during your studies. They can help you before you arrive at ARU London and throughout your course.

Go to our 'student services' playlist on YouTube for details of the support available within all aspects of your university life.

These videos will detail our key departments here to support you throughout your studies and how to get in contact with each department.



## Employability Service

### The Employability Service

At ARU London we are committed to empowering our students to achieve their career aspirations. Our dedicated team of professionals is here to support you every step of the way, providing you with the tools, expertise and guidance needed to navigate your career journey with confidence.

### Unlock Your Potential

We offer personalised advice to help you find the right career, course, or training route that aligns with your ambitions. We will help you to understand the skills, values, and experiences you already possess, and identify any gaps that need to be filled to achieve your ambitions.

### Build Your Future

We will equip you with essential confidence-building skills to expand your professional networks, develop your online presence and make the most of the career opportunities that you identify. Whether you need help with writing an impactful CV, honing your interview techniques or professional branding, our team of experts are available in-person and online to provide practical support.

### Gain Industry Exposure

Real world experience is essential to career success. We will help you gain valuable insights and experiences through our range of employer and business connections. From internships and job shadowing to networking events and mentorship programs, we connect you with industry professionals and alumni who can offer inspiration and guidance.

### Careers Advice and Support

Coaching can be a highly effective way of developing awareness of skills, confidence and experience for your ideal career goals. We offer careers support with experienced professionals to help our students plan and develop their careers, identify gaps and the necessary steps for further development.

### Online Career Resources

Our virtual Career Zone is full of great employability resources, including videos, an interview simulator and CV builder, industry reports which you can access through your VLE 24/7 throughout your studies.



### Career Zone

Free careers support and advice is available throughout your studies and beyond. Our services include:

- **Exploring your career options:** find the right path for you
- **Planning your next steps:** map out your journey to success
- **Gaining industry exposure:** connections to industry professionals and alumni
- **Job searching and application process:** standout in the job market
- **Tailored CV writing and enhancement:** create a winning CV
- **Interview preparation:** build confidence and excel
- **CV review and enhancement:** create a winning CV

Speak to the Employability Service in person at: the Employability desk, 4th Floor, Import Building or email [employability@london.aru.ac.uk](mailto:employability@london.aru.ac.uk) or join [Handshake](#) to book an appointment.

### Enterprise Support

If you have entrepreneurial ambitions, we provide the tools to help you explore, develop and grow your business ideas. Join our Enterprise Community, connect with like-minded individuals, access networking opportunities and coaching support to help you thrive in the business world. For enterprise support, you can send an email to [enterprise@london.aru.ac.uk](mailto:enterprise@london.aru.ac.uk) or join [Handshake](#) to book an appointment.

**Start building your future today with the Employability Service.**

### Personal Development Tutor

At ARU London, your Personal Development Tutor (PDT) will be allocated to you at the very start of your degree. Make note of your PDT's name and contact information below, so you can reach out to them in the future.

Your PDT can provide you with advice on your academic progress and give you guidance on how to maximise your opportunities at ARU London. Your PDT will also help you ease into university life and will make it as comfortable for you as possible, so that you adapt better to your new surroundings and get the relevant help when needed.

If you require help with other queries that your PDT wouldn't necessarily be able deal with, you will be directed to the relevant department. Your PDT can be reached via email.

Name of your Personal Development Tutor (PDT):

Contact E-mail:

# UNION

### ARU Students' Union

At ARU London, we care about our students, making sure their voices are heard.

All of our students automatically become members of the Students' Union when they enrol with us. Your Students' Union exists to represent and empower you to raise feedback and find solutions. They also provide a free, confidential and impartial Advice Service, for when you face difficulties and don't know where to go.

To ensure your thoughts are heard, every year our students elect Class Reps and Course Champions, who volunteer to be your voice. The SU also employs two Vice Presidents who are elected in March. They work part-time, hosting events, listening to your feedback and campaigning for a better student experience.

Find out more about the Students' Union: [angliastudent.com/london](http://angliastudent.com/london)

Connect directly with the SU: [londonsu@angliastudent.com](mailto:londonsu@angliastudent.com)

Facebook: [@arulondonsu](https://www.facebook.com/arulondonsu)

Instagram: [@arunionlondon](https://www.instagram.com/arunionlondon)

### Representation:

Led by students, for students, the SU is here to represent you! We take your concerns and suggestions to the university and make sure action is taken. Want to be a part of change? Get involved by becoming a Class Rep, Course Champion, or one of our Vice Presidents!



### Advice:

Our advice service is free and open to all students. We can help you with a range of issues, from academic support to personal hardships. In-person appointments can be booked all-year round.



### Student Projects:

Do you have an amazing idea for a campaign? Maybe you want to set up a society? We will support you with funding and planning for your projects, campaigns and events. So if you want to bring something new to the university, let us know!





## iCentre

The iCentre is here to provide essential information on student life, and helpfully point you in the right direction to other support services, should you need this. Please [click here](#) to see a video detailing the services available to you within the iCentre.

The iCentre can assist you with student discounts, official student letters, attendance cards, submission support and technical challenges. You can now access the iCentre webpage through your VLE in your 'My Modules' section.

You can contact the iCentre via email at [iCentre@london.aru.ac.uk](mailto:iCentre@london.aru.ac.uk) or via telephone at **0207 4006 789**. You can also use our live chat feature through our [website](#) where you can speak directly with a member of the team.

## Director of Studies Office (DoS)

The **Director of Studies** Office plays a unique role in monitoring and supporting students' academic progress at every stage. With responsibility to oversee the academic welfare of students, we are here to support students and ensure they are as successful as they can be in their academic journey. Sometimes, there will be difficult periods in your life that may affect the engagement with your studies. In these instances, you can seek support from the DoS team. This support includes providing you with guidance on extensions on your deadlines, exceptional circumstances (ECs) to mitigate an assessment and intermission if you need a break from your studies. If you have not taken or passed an assessment for any reason, our team can provide guidance on your progression, resits, retakes and general study plan options.

Please contact our team for support at [DoS@london.aru.ac.uk](mailto:DoS@london.aru.ac.uk). You can visit us through our live zoom drop-in, available 09.30 - 17.00 every weekday and 12.00-13.00 every Saturday.

## Academic Engagement

The Academic Engagement Team provides a comprehensive range of services designed to support and enhance your academic experience. Our aim is to foster a positive learning environment, promote active engagement, and help you achieve academic success. Part of our role is to track and ensure student engagement throughout your degree. We offer guidance on e-Vision registration and attendance procedures, support with understanding the impacts and solutions related to low or non-attendance, late or non-submission of assessments, and navigating intermission processes. We can also help you recover your academic position if you have been withdrawn. Together, these services create a holistic approach to academic engagement, ensuring you have the support and resources needed to excel and make the most of your university journey. Should you wish to contact us or book an appointment, the team are available **Monday to Friday from 09:00 to 17:30**:

**Face-to-face:** East India, Export Building, 5th floor; Import Building, 1st floor

**By Zoom:** <https://zoom.us/j/7601865829>  
(scheduled appointments only)

**By email:** [ae@london.aru.ac.uk](mailto:ae@london.aru.ac.uk)


## Academic Support

The Academic Support team is here to help students who might be at risk of falling behind or struggling with their studies. We provide guidance to help you understand assignment briefs, break down learning outcomes, plan your work, and manage your time effectively. Our team also promotes good academic practice, ensures you understand any prior assessment issues, and provides constructive feedback on short pieces of written work (up to one page/three paragraphs) or practice presentations. A large part of Academic Support is helping you maintain academic integrity, which is about honesty, respecting intellectual property, fairness, and responsibility in all your work. We can help you understand what counts as academic misconduct, how to avoid it, the consequences of violations, how to use Turnitin similarity reports to improve your work, proper citation and referencing (including for AI-generated content), and how to use AI tools responsibly and ethically. If you want to book an appointment to speak to one of our dedicated Academic Support Tutors, please email [academicsupport@london.aru.ac.uk](mailto:academicsupport@london.aru.ac.uk), and one of our tutors will get back to you.



## Finance

At ARU London, we have a dedicated Finance Team who are here to help to resolve all of your finance-related queries. The Finance Team can help assist with queries related to loans, grants, Disabled Student Allowance and much more. They can be contacted via email. [Watch](#) the Finance Team video guide to find out more.

 You can contact the finance department via email at [finance@london.aru.ac.uk](mailto:finance@london.aru.ac.uk)



## Student Finance Confirmation

All eligible students can receive a Postgraduate Masters Loan to help cover tuition fees and finances over the duration of their studies. It can take up to six weeks to process an application, depending on how quickly the correct information required is submitted.

Once your application has been approved and you have completed your registration, the university will send Student Finance a registration confirmation and an attendance confirmation. Once confirmation has been sent to Student Finance, you should receive your payment within 3 – 5 working days.

To ensure you have completed all the necessary steps for Student Finance Confirmation please ensure you have completed the following;

- Registered on VLE
- Registered on e:Vision
- Provided an up to date copy of your Passport with your application
- Attended Welcome Week
- Completed the INTO Module on the VLE



### Right to Study (Identification Check)

To enrol in an undergraduate or postgraduate course at ARU London, you must demonstrate your Right to Study (RTS). You will need to present identification online for verification and to confirm your Student Finance. The following documents can be accepted to meet ARUL's Right to Study requirements:

- Passport,
- or
- Birth Certificate or Driving Licence (if UK national), or
- EU Residence Card/EEA National ID Card (if EU/EEA/Swiss national); and
- Share code (eVisa/digital status); or
- Visa (if you have not created your UKVI account to access your eVisa)

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

You will need to complete the Right to Study check on e:Vision via the 'Right to Study Check' section of the registration task.

We've been working alongside Yoti (a Digital Identity Service) to help provide an online process, using biometrics and cross-referencing official IDs to verify student's identities.



How to complete your Right to Study check on e:Vision



### Learning Resource Centre

The Learning Resource Centre (LRC) provides online and onsite support for students. The LRC support includes VLE, The Bookshelf, Digital Library, Zoom, Office 365, and other technical support. The LRC Team are available onsite at both Charterhouse and East India buildings, and also online through Zoom live support. The LRC also run IT workshops on Microsoft Word, Excel, and PowerPoint.



### Wellbeing, Disability and Inclusion Team

The Wellbeing, Disability and Inclusion Team offers information, advice and practical guidance during your studies. Support is available for students who have mental health difficulties, ongoing medical conditions and/or specific learning difficulties.

In accordance with our duties under the Equality Act (2010), we provide reasonable adjustments that meet the needs of disabled students; remove or minimise disadvantages otherwise resulting from the disability; and encourage students to participate in University life and succeed in their studies. We may be able to assist you with special arrangements for your lectures and for your examinations. The Disability and Inclusion Team can also support you with the Disabled Students' Allowance (DSA) eligibility information and application.

### Disability and Dyslexia Advisory Service

The Dyslexia and Disability Advisor can do the ADHD and dyslexia pre-screenings. The pre-screening is not a diagnostic assessment, but can help you decide whether you would like to have a full diagnostic assessment. We can provide advice on where to get a full diagnostic assessment.

The Disability and Dyslexia Advisory Service is available to students who:

- Have access to a Disability and Dyslexia Advisor on their Summary of Reasonable Adjustments (SORA)
- Would like to explore screening and/or a referral for dyslexia and/or other specific learning difficulties.



All services offered within the Wellbeing and Inclusion Department are based on a confidential "need to know" basis. 'Need to know' is the sharing of sufficient information with key selected people involved in your support. In exceptional circumstances, your personal information may have to be shared without your consent, only if it is urgent or you are unable to give consent. Your information will be kept confidential in paper and electronic records in accordance with The Data Protection Act (2018) and General Data Protection Regulation (2018).



Find out more about the Wellbeing, Disability and Inclusion Service



### Wellbeing Advisory Service

Our wellbeing student advisors are here to support you through any emotional and/or wellbeing difficulties that you may have during your time at ARU London.

Wellbeing student advisors will listen to your needs and will work with you to devise a plan of support to support you during your difficulties. This may include liaising with and referring you to relevant internal and external services.



### Counselling Service

Counselling is a therapeutic process which provides you with a safe space to talk through any emotional difficulties or life challenges you may be experiencing.

Some of these difficulties of life challenges may include:

- Low mood and anxiety
- Bereavement
- Low self-esteem
- Family / Relationship Difficulties

Our counselling team are all professionally qualified and adheres to the British Association of Counselling and Psychotherapy's (BACP) ethical framework.

Students will initially be assessed by a wellbeing advisor to determine whether counselling is a suitable option.



### 24/7 Wellbeing Support – Life & Progress

The Student Support & Wellbeing Service provides confidential support whenever you need it. The service is free to use, available 24/7 by phone and online, and offers practical advice, resources, and counselling to help you balance your studies, work, and personal life.

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#### How to Access Support

Call the freephone number: **0330 128 9365** any time, day or night.

Visit [www.ssws-assist.co.uk](http://www.ssws-assist.co.uk) and log in with:

Username: **angliarlondon**

Password: **studentsupport**

Should you wish to access any of our support services, or if you just want to find out more about how we can support you, please complete the self-referral form in the Wellbeing section on the VLE or email us at [studentwellbeing@london.aru.ac.uk](mailto:studentwellbeing@london.aru.ac.uk)



### How to access the service

You can self-refer to the wellbeing and inclusion service by:

- Emailing [disabilityandinclusion@london.aru.ac.uk](mailto:disabilityandinclusion@london.aru.ac.uk) or [studentwellbeing@london.aru.ac.uk](mailto:studentwellbeing@london.aru.ac.uk)
- Filling in the electronic Self-Referral form (available under the Student Wellbeing tile)
- Filling in the paper Self-Referral form available next to our office.

**Wellbeing Office Location:** Export Building, 5th floor – Room 04.

Drop-in Hours: Monday to Friday (excluding bank holidays)

- **Morning:** 9:30 a.m. to 10:30 a.m.
- **Afternoon:** 12:30 p.m. to 2:30 p.m.

**Please note you can find our Self-Referral Form on the VLE under the Wellbeing tile.**

All services offered within the Wellbeing and Inclusion Department are based on a confidential "need to know" basis. 'Need to know' is the sharing of sufficient information with key selected people involved in your support. In exceptional circumstances, your personal information may have to be shared without your consent, only if it is urgent or you are unable to give consent. Your information will be kept confidential in paper and electronic records in accordance with The Data Protection Act (2018) and General Data Protection Regulation (2018).



# Student Benefits

Once you become a student, you are entitled to numerous benefits to support your student life. One of these includes student discounts, which are available through the student discounts section on our [website](#).

Being a student in London also gives you access to various travel discounts, including Student Oyster Cards and Railcards. Please refer to the [travel benefits video guide](#) for more information.

If you choose to apply for a Student Oyster Card, you may be entitled to 30% off travel costs, subject to eligibility requirements. Oyster Card applications can be completed online via the official [Transport for London website](#), and a [guide on how to complete the 18+ Oyster application](#) is also available online.

With a Student Railcard, you can receive up to one-third off travel costs. Applications for students under 25 can be made online through the [Railcard website](#). Mature students will need to request a "To Whom It May Concern" letter through the VLE and submit this with their application. [Guidance on completing the Railcard application](#) is also available online.

**As a student, you are also eligible for discounts with:**

[UNiDAYS](#)

[TOTUM](#)

[Student Beans](#)

[Council Tax Exemption](#)

[SCONUL – British Library](#)

[Amazon Prime](#)

[Spotify](#)

[EE Mobile](#)

[Vodafone Mobile](#)

[International Student Identity Card](#)

[Save the Student](#)

[Free Microsoft Office](#)

For more information on the benefits of being a student, please refer to the Student Benefits guides available on our [website](#).



# Discover London

## Top tips to make the most of London

Head in the right direction using [Citymapper](#). Your atlas, your tour guide, your London bible. Download this app and never let it go.



## Travel around the city for a discounted price

In order to explore all the amazing things this city has to offer (while completing your degree of course) you're going to have to do a lot of travelling. There are various ways of getting your hands on some discounted travel – whether you choose to buy an 18+ Student Oyster Photocard, a 16-25 or 25-30 Railcard, or both. Individually, the two cards get you at least 30% off travel.



Please see below our guides for [18+ Student Oyster](#) and [16-25 Railcard](#).

## See the city...for free!

People may tell you living in London is expensive, but what they don't tell you is that no other city in the world has more or better free things to do than London.

200 Fantastic Free things to do in [London](#).



## Live life outside of the city

London has too much of a hold over us to leave for long, but these cracking day trips from London will give you a quick escape and refresh your love for this city – it's also a great way to see the UK if you've come from abroad!



# Useful Information

## Social Media

At ARU London, we like to stay connected with all of our students and alumni. Whether it be events taking place in and around the university, or general useful information, we want to make sure that the information is accessible to all.

ARU London holds accounts on various social media platforms (handles below). In addition to these main accounts, the Employability Service also utilise LinkedIn to advertise relevant events and update you on important news and crucial information.

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



LondonARU



arulondon



schowol/arulondon



Anglia Ruskin University London



angliaruskinuniversitylondon

# Glossary

## A

**Academic Offence** – Action taken by a student in an assessed piece of work that directly violates ARU London's Academic Regulations.

**Alumnus / Alumni** – Former student/s who have completed their degree programme.

**Awards Board** – Panel by which your marks are moderated and processed by the main ARU campus.

## B

**The Bookshelf** – Digitised copies of your core text books; this software allows you to personalise your e-textbooks by making notes, highlighting important areas and saving useful pages.

## C

**Cannot Proceed / CNP** – The status of a student who has not passed enough credits to progress onto the level of study; they will need to complete these credits before they are able to begin any new learning.

**Citation** – The quotation or reference of a piece of scholarly work within a written assessment.

**Classification** – The grading structure for your degree programme.

**Compensated Pass** – Within certain circumstances, the Awards Board may award students a pass on a module even if they do not attain the 40% usually necessary to pass; students must show academic strength elsewhere at the same level of study for this to be awarded.

**Credits** – Unit of measure for the amount of learning for a module. Students must pass 120 credits of level 5 and 6 to graduate.

## D

**Digital Library** – ARU London's online library space that is available for use by all students; it contains extra reading materials to support academic study including journal and newspaper subscriptions.

**Disability and Inclusion** – A team dedicated to providing support to students if they need someone to talk to about any personal circumstances affecting their studies.

**Discontinued** – When a student fails a module too many times, they may be removed from their course; any students struggling with their academic studies should seek advice from the iCentre.

**DoS Office** - Director of Studies Office

## Glossary continued

### E

**Exceptional circumstances** - These are circumstances which have occurred during or any day leading up to the examination or submission deadline and have affected on your performance or even prevented you from completing your assessment(s).

**e:Vision** – Online space where students can access their results and update their student details.

**Element** – An individual assessment piece in a module; this will account for a certain percentage of your overall grade for this module.

**Employability Service** – the service that supports career planning, professional skills development and networking with employers.

**Enterprise Support** - supporting anyone who wants to start or grow a business.

**Extension** – An application to extend the deadline of an assignment; applications can only be made in certain circumstances.

### F

**Faculty** – Refers to the different departments in university, where each department specialises in a field. The Faculty Office also ensures results are accurately documented onto individual student records.

**First-Sit** – A student's first attempt at a module, or assessment piece.

### H

**Harvard Referencing** – This is the citation style adopted by ARU London.

**Handshake** - An app for students to book appointments with the Employability Service and explore graduate job opportunities.

### I

**iCentre** – Student help desk or Information Centre; your first point of call for any queries about life at ARU London.

**Intermission** – Allows students to delay their studies for up to a year for either personal or financial reasons.

### L

**Late Submission** – Assessments that are submitted up to five days after the deadline which are capped at 40%.

**Learning Resource Centre** – Also known as the Library; this space functions as a silent study area based at the campus where students can work on their assignments.

### M

**Mitigation** – Within certain extenuating circumstances, students may file for mitigation which will allow them to re-sit certain elements of a module without having their marks capped at 40. Their application is then reviewed by a panel at ARU.

**Moderation** – A process by which assessments pieces are marked by another internal Academic, and then again by an external Academic to ensure all marking is fair and standardised across ARU London.

**Module** – A class that is taught about a specific subject for one trimester.

## Glossary continued

**Module Evaluation Survey (MES)** – A survey carried out by students to give feedback on individual modules to ensure that ARU London maintains the highest academic standards.

### O

**Orientation** – This is a period before the start of an academic year where sessions are held to welcome new students.

### P

**Personal Development Tutor** – A member of the academic staff who is assigned to a student throughout their studies.

**Plagiarism** – When a student wrongfully uses an author's ideas or words in their academic writing without providing a citation.

### R

**Resit** – A second attempt at an assessment piece; these assessments are limited to a score of 40%.

**Retake** – A second attempt at a module; this module will be limited to a score of 40%.

**Right to Study** – The 'Right to Study' means you have the permission to remain and study in the United Kingdom.

### S

**SCONUL** – A nationwide library scheme that allows students access to different university libraries across the country.

**SoRA** – A 'Summary of Reasonable Adjustments' details the adjustments made to the assessments for students with a disability, or other ongoing medical conditions so they are not disadvantaged.

**Students' Union** – An independent charity that supports students at ARU London through Advice and Representation.

### V

**VLE** – ARU London's Virtual Learning Environment; a space full of learning materials to support you throughout your studies.

### W

**Withdrawal** – Formally leaving academic study before completing your degree programme.



These guides are available online on ARU London website, please click [here](#).

visit [london.aru.ac.uk/about-us/why-aru-london](https://london.aru.ac.uk/about-us/why-aru-london) to find some useful videos to familiarise yourself with the services which ARU London can offer you.



# Guides



The guides listed below are available online on the ARU London [website](#).

## Learning Platform Guides

- ARU London Registration Guide
- Attendance Enquiry Guide
- Attendance Procedure FAQs
- Disability Benefits Guide
- Extension FAQs
- Downloading ARUL app
- Digital Library Guide
- Online Learning Guide
- e:Vision Guide
- Interim Transcript Guide
- The Bookshelf Guide
- Zoom FAQs
- Student Email Guide
- ARU London Bank Detail Guide
- Downloading Outlook app
- Downloading LinkedIn Learning Certificates
- LinkedIn Learning Activation Guide
- Virtual Learning Environment (VLE) Guide

## Student Benefit Guides

- 16-25 Railcard Guide
- Accommodation Guide
- Applying for your Oyster Card
- Applying for your TOTUM Card
- Free Subscription to Financial Times Guide
- Letter Request Guide
- Microsoft Office Guide
- Printing, Photocopying and Scanning Guide

## Submission Guides

- Harvard Referencing Guide
- Late Submission Guide
- VLE Submission Guide



### Key Contact Numbers

Main Switch Board | 0207 4006 789



### The team around the ARU London student

#### Academic Support :

Director of Studies Office  
[DoS@london.aru.ac.uk](mailto:DoS@london.aru.ac.uk)

Academic Support  
[academicsupport@london.aru.ac.uk](mailto:academicsupport@london.aru.ac.uk)

The Bookshelf  
[TheBookshelf@london.aru.ac.uk](mailto:TheBookshelf@london.aru.ac.uk)

#### Professional support:

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

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

Technical Support Team  
[learningresources@london.aru.ac.uk](mailto:learningresources@london.aru.ac.uk)

International Hub  
[internationalhub@london.aru.ac.uk](mailto:internationalhub@london.aru.ac.uk)

#### Specialist personal support:

Wellbeing, Disability & Inclusion team  
[studentwellbeing@london.aru.ac.uk](mailto:studentwellbeing@london.aru.ac.uk)

Academic Engagement  
[ae@london.aru.ac.uk](mailto:ae@london.aru.ac.uk)

#### Social Support:

Union's Advice Service  
[londonsu@angliastudent.com](mailto:londonsu@angliastudent.com)

#### Economic support:

Finance Department:  
[finance@london.aru.ac.uk](mailto:finance@london.aru.ac.uk)

# Fire procedures



Please note a weekly fire system test occurs on Thursdays from 8.15 am to 8.45 am.

## Actions on Fire Discovery:

- **Activate Fire Alarm:** Operate the nearest fire alarm by pressing the red call point's centre until the alarm sounds.
- **Call Emergency Services:** Dial 999 to report the fire. Provide the building's location and confirm witnessing the fire.
- **Fight Fire (if trained):** If trained and confident, use provided portable fire extinguishers without risking yourself or others. Always stay between the fire and the nearest escape route.
- **Evacuate Safely:** Head to the nearest emergency exit via the quickest, safest route. Encourage others to follow, leaving belongings behind. Do not use mobile phones or carry drinks.
- **Assembly Point:** Proceed to the assembly point at Royal Captain Court near Blackwall DLR station. Stay there until further notice.

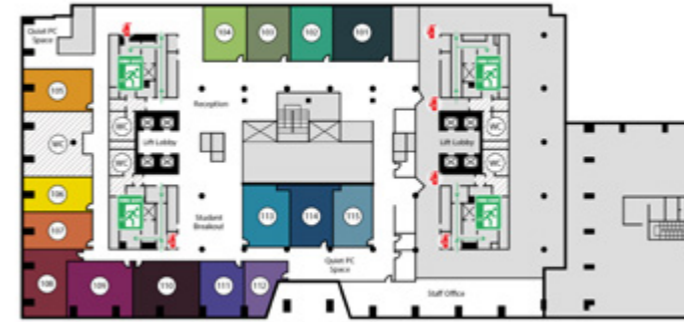


## Actions upon Hearing the Fire Alarm – Floor Users:

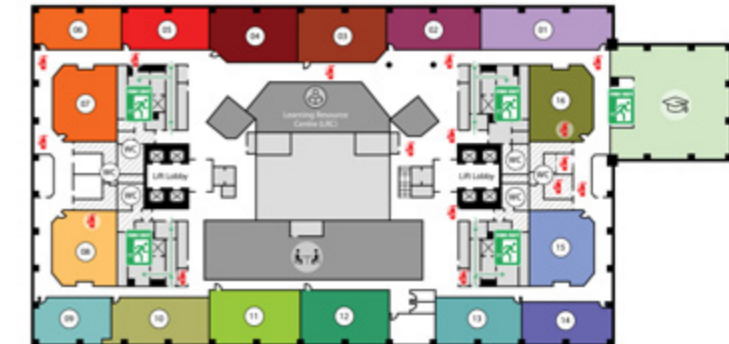
- **Evacuate Promptly:** Upon hearing the fire alarm, swiftly and safely move to the nearest sign-posted fire exit. Leave belongings behind, avoid mobile phone use, and do not carry drinks.
- **Know Escape Routes:** Be familiar with exit signage from induction training. Be aware that the exit route may differ from everyday entrances/exits.
- **Use Primary Escape Routes:** The primary means of escape is via the five internal stairways leading to open air on the ground floor.
- **Follow Fire Wardens:** Identify Fire Wardens by their high-visibility vests. Follow their instructions, including checking toilets and unoccupied areas.
- **Confirmation of Evacuation:** Fire Wardens will receive SMS requests for confirmation of a clear building. Confirm once your area is fully evacuated.
- **Assembly Point:** Fire Wardens lead to the assembly point, ensuring everyone follows. Stay there until further notice.
- **Returning to the Building:** Pass information to the group at the ARUL assembly point when it's safe to return.



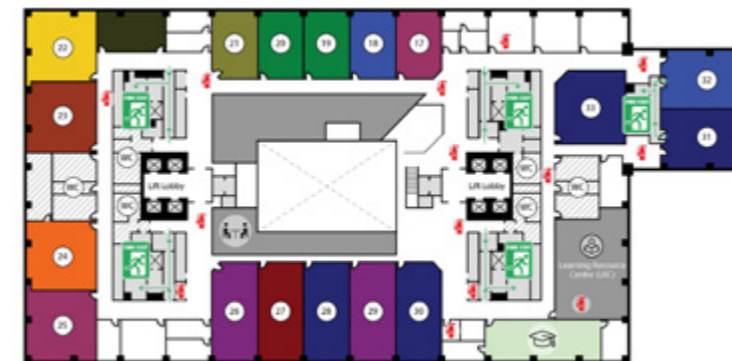
Import Building 1st floor



Import Building 3rd floor



Import Building 4th floor



Import Building 5th floor



Export Building 5th floor



