

September 2020

a.r.u. | London

Returning to *ARUL*





Welcome Back!

All of us at *Anglia Ruskin University London* are looking forward to welcoming you back to study in September, whether that be in person or online. This document includes some useful information on the upcoming trimester, and the steps we have taken to make sure all of our buildings are COVID-19 secure.



Key Academic Dates 2020/2021

Start of Academic Year	Week beginning Monday 14 th September 2020
Trimester 1 Teaching	Saturday 19 th September - Friday 11 th December 2020
Trimester 1 Examinations	Monday 14 th December - Friday 18 th December 2020
Trimester 1 (Re)sit Examinations	Monday 26 th April - Friday 7 th May 2021 LLB students only: Tuesday 4 th May - Wednesday 12 th May 2021
Trimester 2 Teaching	Saturday 16 th January - Friday 23 rd April 2021
Trimester 2 Examinations	Monday 26 th April - Friday 7 th May 2021
Trimester 2 (Re)sit Examinations	Monday 2 nd August - Friday 6 th August 2021 LLB students only: Monday 26 th July - Friday 6 th August 2021
Trimester 3 Teaching	Saturday 8 th May - Friday 30 th July 2021
Trimester 3 Examinations	Monday 2 nd August - Friday 6 th August 2021
Trimester 3 (Re)sit Examinations	Monday 13 th December - Friday 17 th December 2021
Christmas Vacation	Saturday 19 th December - Friday 1 st January 2021 (inclusive)
Easter Vacation	Saturday 27 th March - Friday 9 th April 2021 (inclusive)



HM Government



CORONAVIRUS: PUBLIC INFORMATION

The Government and NHS are well prepared to deal with this virus.

You can help too.

The best way to protect yourself and others is:



Wash your hands with soap and water, or use a sanitiser gel, regularly throughout the day.



Catch your cough or sneeze in a tissue, bin it, and wash your hands.

If you have recently arrived back from specified areas follow the returning traveller advice.

Check the list of areas and find out more at nhs.uk/coronavirus



If NHS Track and Trace have asked you to self-isolate, please contact health@london.aru.ac.uk as soon as possible.

Being COVID-19 Secure ARUL Buildings



We want all our staff and students to feel comfortable returning to the building, so we have put various measures in place to ensure everyone's safety. This includes:



Mandatory wearing of face coverings throughout the building.

Implementation of one-way system to reduce congestion.



Temperature checks for all persons on-site.

Hand sanitisation stations around the building.



Perspex screen protection between staff and students.

Social distancing of 2m where possible throughout the building.



We will need your co-operation in abiding by our new '**Safe Building Usage Policy**' so that we can ensure we are COVID-19 Secure.

If you would like to view ARUL's full Risk Assessment, please click [here](#).



Travelling Safely



ARUL understands that most students will need to use public transport to reach our buildings for some of their classes. We have therefore adjusted class times to ensure students are travelling as little as possible in peak times. Please ensure you familiarise yourself with these new timings before the start of the trimester.

TOP TIPS:

- Wherever possible students should cycle or walk to university. If you are unsure where the nearest place to park your bicycle is, please visit: tfl.gov.uk
- Students should wash their hands before and after public transport to limit transmission.
- Invest in a bottle of hand sanitiser to use when you cannot wash your hands on the go.
- Students should wear a face covering across the public transport network for the safety of themselves and others.
- *Do not Forget:* If you display any COVID-19 related symptoms then you must not come to any of the ARUL buildings, and should take an NHS approved test immediately. You must then email health@london.aru.ac.uk to notify the university.

Symptoms of COVID-19 (novel coronavirus)



Fever



New cough



New shortness
of breath



Loss of taste
or smell



Returning from Abroad

Students returning from overseas may need to quarantine once they return to the UK. Please ensure you are checking www.gov.uk before you travel. Any students who have visited any of the listed countries must only attend classes online. Your attendance will not be affected.



Good Hygiene



To limit the spread of COVID-19 and control the infection, we encourage students to maintain high standards of personal hygiene. This means washing of hands regularly and catching all coughs and sneezes hygienically. This will ensure the safety of yourself, your family, and your colleagues.

Handwashing Best Practice

Hand Sanitiser Best Practice

In return, the university will ensure that all communal spaces are cleaned regularly and thoroughly. A strict cleaning regime has been implemented to ensure all classrooms are disinfected between groups, and at the end of the day. Shared resources and IT equipment will also be regularly cleaned to limit the spread of the infection.

Remember:

Students should wash their hands thoroughly once they arrive at ARUL, and then again throughout the day when they eat, drink, smoke or use the bathroom.





COVID-19 FAQs

I need to contact academic staff; can I visit their offices?

When academic staff are not lecturing, they will likely be working from home to limit their travel to and from the ARUL buildings. If you need to contact them, you must send them an email. Only those students who have opted for *Blended Learning* should be coming into the building on their scheduled days to talk to academics.

I need to speak to the iCentre; will anyone be there?

The iCentre desks will open from the 19th September with reduced staffing numbers to help students who are already in the building. iCentre staff can also be contacted via email at iCentre@london.aru.ac.uk or using the LiveChat service on our website.

Am I able to change my delivery mode in the middle of the trimester?

Students can change their delivery mode mid trimester via their Additional VLE Services. If students wish to change to Online Delivery, they can start attending Zoom classes immediately. However, if students wish to change to Blended Learning, they will need to wait until the end of the month for this to be reflected on their timetable. [This change is subject to classroom space].

Will I need to wear a face covering if I am onsite?

Students should be wearing a face covering when moving around ARUL buildings to reduce the transmission of COVID-19. However, there are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that health reasons for this may not be immediately visible to others.

I have a small cough but feel fine to come into class. What should I do?

Any students who have any of the World Health Organisation's COVID-19 symptoms should take an NHS approved test immediately, and not come into any of the ARUL buildings. You must then notify health@london.aru.ac.uk as soon as possible so we can inform your class to self-isolate.

What will happen if one of my class develops COVID-19 symptoms?

If your lecturer or any of your classmates test positive for coronavirus, all physical teaching of this group will be moved online, and the entire group must self-isolate as per the guidelines of NHS Track and Trace.

What will teaching be like in January 2021?

We cannot confirm how teaching will take place in the January trimester. We are continually monitoring the situation, and are working in accordance with Public Health England to see how best to operate safely. Please keep an eye on your student email for communication closer to this date.



Student Wellbeing



ARUL understands that this has been an incredibly difficult time for many students, as they face the uncertainty and stress of living and working through a global pandemic.



It is important that you are taking care of both your mind and your body during this time. See what you can do for your mental wellbeing by visiting: www.nhs.uk

Sometimes we may need more help, whether you are experiencing a personal, social, or emotional difficulty the wellbeing department is here to support you throughout this period.

We offer a range of services which include:

1. *Access to a Student Wellbeing Advisor*
2. *Access to a Student Welfare Officer*
3. *Individual Wellbeing Mentoring*
4. *Wellbeing Workshops*

Should you wish to access any of our support services, or even just want to find out more about how we can support you, email us on -

studentwellbeing@london.aru.ac.uk

Delivery Mode

Everyone has been affected differently by the COVID-19 global pandemic and the circumstances you find yourselves in will vary. Therefore, if you are unable to - or do not wish to - study in the building this September, you will be able to study with us online during the trimester.

There are two options for your study in September:

1. Study online: Your usual 2-days a week timetable of live face-to-face lectures delivered virtually via Zoom.

or

2. Blended delivery: Your usual 2-days a week timetable with one day a week in the building and the other day studying live, face-to-face virtually via Zoom.

If you have opted for Blended Delivery this trimester, your lectures will be simultaneously delivered to smaller physical classes, allowing us to protect your health and wellbeing. Our buildings, and working practices will be adapted to allow social distancing and mitigate risk wherever possible. Adaptations include temperature checks on entry, closure of common areas, study bubbles, minimising movement around the building, the wearing of face covering when moving around the building, and implementation of social distancing.

One of the most notable changes is our adjustment to lecturing start and end times to avoid students and staff travelling at peak times. Please familiarise yourself with these changes before the beginning of the new trimester.

If you wish to change your delivery mode at any time during the trimester you can notify us through your VLE.

The 'Change Delivery Mode' option will be left open during classes to allow you to change your choice as many times as you need. Your timetable will be revisited and updated on the following dates;

- 21st September
- 1st November
- 1st December

If you would like to watch a video on how teaching will work in September, please click [here](#).

Blended Learning: Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 - 13:00	Module 1 - ARU Building	Self-Study	Module 2 - Zoom	Self-Study	Self-Study
13:00 - 13:30	Lunch - ARU Building		Lunch - At Home		
13:30 - 16:00	Module 2 - ARU Building		Module 1 - Zoom		
16:00 - 16:30	Module 2 - Workshop		Module 1 - Workshop		

Information regarding which days you have classes, and which of these sessions will be in the building can be found on your VLE Timetable.

Online Learning: Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 - 13:00	Module 1 - Zoom	Self-Study	Module 2 - Zoom	Self-Study	Self-Study
13:00 - 13:30	Lunch - Zoom		Lunch - At Home		
13:30 - 16:00	Module 2 - Zoom		Module 1 - Zoom		
16:00 - 16:30	Module 2 - Workshop		Module 1 - Workshop		





Attendance

Your attendance will be monitored and displayed on your **Attendance Report** within **Additional VLE Services**. As a student, you are responsible for making sure your attendance is up-to-date and accurate. You can enquire about your attendance record by making an attendance enquiry through your **Additional VLE Services > My Forms > Attendance Enquiry**. Once you have submitted your attendance enquiry, you will receive a response within three working days. Guides on how to make an attendance enquiry can be found [here](#).

Zoom Sessions

You are expected to join your Zoom webinars on time, so please allow 15 minutes before the class starts to ensure you have a stable internet connection. Should you log onto the webinar more than 30 minutes after your class begins, you will be recorded as absent. You may be required to meet with your Personal Tutor or the Director of Studies to discuss your attendance or punctuality.

Your attendance is automatically recorded for a session if you access your scheduled Zoom webinar on time. You can click on and off the Zoom link as many times as you like during your class if requested by the academic and this will not affect your attendance. However, students must ensure their first click is between the above stated times.

If students do not use the Zoom webinar link integrated into their VLE, their attendance **will not be recorded** for that session.

If students are having technical difficulties accessing their Zoom webinar, please use our **LiveChat** service. For more information, please view our video on Online Learning Attendance by clicking [here](#).

ARUL Sessions

For your live classes, you will need to record your attendance with your attendance card. You need to make sure you are swiping in and out of the building within 30 minutes of class starting to ensure you are marked present.

Charterhouse Building:

Students must swipe into the main entrance when they arrive at the building and then swipe into their classrooms. When students have finished their classes, they will need to swipe out of their classrooms and out of the main entrance for their attendance to be recorded for the whole day.

East India Building:

Students must swipe in when they reach the building. When students have finished their classes, they will also need to swipe out for their attendance to be recorded for the whole day.

If you have forgotten or misplaced your attendance card, you can purchase a temporary daily card from the Information Centre for £2.

If you are feeling unwell, please do not travel to attend classes. Study Online and your attendance will still be recorded, regardless of your choice of delivery pattern.

Academic Skills Zoom Workshops



We will continue to offer students' academic support wherever we can through our Academic Skills Zoom Workshops. These workshops are accessible by following the VLE quick-link: 'Academic Skills Workshops'.

Week 1: Sentence Structure: Simple and Compound Sentences

Week 2: Paragraph Structure

Week 3: Critical Analysis

Week 4: Referencing



Tuesdays

**17:00
(30 mins)**

Wednesdays

**13:00
(1hr)**

**16:30
(1hr)**

Thursdays

**13:00
(1hr)**

**17:00
(1hr)**

Fridays

**13:00
(1hr)**

**16:30
(1hr)**

Employability Sessions



ARU London is proud to offer our successful *Employability Scheme* for all its students and Alumni online this trimester. Throughout the year, the team organises "Employability Passport" sessions to help enhance your employability skills such as:

- **CV Building**
- **Interview Preparation**
- **Your Personal Brand**

The University has partnered with several prestigious companies to give students a higher chance of finding employment. Some of these employers come in to speak at our Industry Exposure sessions, ranging from hospitality to finance, which means that you can hear from professionals in the industry right here at ARUL. These events take place throughout the year, so make sure to look out for the *employability timetable* this semester.

Commit to attending ALL 10 of these sessions to complete your Employability Passport and access a mock interview. Passing this will entitle you to the ARUL Employability Award, presented in front of students, academics as well as potential employers looking for talent! Please click [here](#) to see Employability video guide.

Within your VLE you will find the "Career Zone" section, which is full of great resources to help you further your career. This includes; CV building platform, an interview simulator, industry reports, and a jobs board. To access this, just click on the link next to the My Modules tab in your VLE to explore!



***For further information, please visit the Career Zone on your VLE, or contact our Employability Team via email:
employability@london.aru.ac.uk***



Key Contact Numbers

Main Switch Board | 0207 4006 789



Key E-mail addresses

iCentre Department | iCentre@london.aru.ac.uk

Disability and Inclusion Department | disabilityandinclusion@london.aru.ac.uk

Employability Department | employability@london.aru.ac.uk

Finance Department | finance@london.aru.ac.uk

Admissions Department | admissions@london.aru.ac.uk

Student Wellbeing Team | studentwellbeing@london.aru.ac.uk

Learning Resource Centre | learningresources@london.aru.ac.uk

COVID-19 Reporting | health@london.aru.ac.uk

Guides

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

Learning Platform Guides

[ARU London Registration Guide](#)

[Attendance Enquiry Guide](#)

[Attendance Procedure FAQs](#)

[Disability Benefits Guide](#)

[Extension FAQs](#)

[Financial Support for Student Parents and Dependant Adults](#)

[Postgraduate Student Finance Guide](#)

[Undergraduate Student Finance Guide - EU students,](#)

[UK students](#)

[Downloading ARUL app](#)

[Digital Library Guide](#)

[Online Learning Guide](#)

[e:Vision Guide](#)

[Extension Request Guide](#)

[Interim Transcript Guide](#)

[Kortext Guide](#)

[Zoom FAQs](#)

[Learning Platforms Guide](#)

[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](#)

[Student Benefits & Discounts Guide Travel Bursary](#)

[Terms and Conditions](#)

Submission Guides

[Harvard Referencing Guide](#)

[Late Submission Guide](#)

[VLE Submission Guide](#)



