

September 2021

a.r.u. | London

# Returning to ARU London





# Welcome Back!

All of us at ARU London are looking forward to welcoming you back to study in September.

This document includes some useful information on the upcoming trimester, and the steps we have taken to ensure all of our buildings are COVID-19 secure.

Don't forget to go through our website for in-depth looks into our student support departments, learning opportunities, news, and events throughout the year. We also have a virtual tour of our buildings to familiarise yourself with before physical lessons begin!

## Key Academic Dates 2021/2022

Start of Academic Year	Week beginning Monday 13 <sup>th</sup> September 2021
Trimester 1 Teaching	Saturday 18th September - Friday 10th December 2021
Trimester 1 Examinations	Saturday 11th December - Friday 17th December 2021
Trimester 1 (Re)sit Examinations	Saturday 23rd April - Friday 6th May 2022 LLB students only: Tuesday 3rd May - Wednesday 11th May 2021
Trimester 2 Teaching	Saturday 15th January - Friday 8th April 2022
Trimester 2 Examinations	Saturday 23rd April - Friday 6th May 2022
Trimester 2 (Re)sit Examinations	Saturday 30th July - Friday 5th August 2022 LLB students only: Monday 25th July - Friday 5th August 2021
Trimester 3 Teaching	Saturday 7th May - Friday 29th July 2022
Trimester 3 Examinations	Saturday 30th July - Friday 5th August 2022
Trimester 3 (Re)sit Examinations	Saturday 10th December - Friday 16th December 2022
Christmas Vacation	Saturday 18th December 2021- Monday 3rd January 2022 (inclusive)
Easter Vacation	Saturday 9th April 2022 - Friday 22nd April 2022 (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](https://nhs.uk/coronavirus)



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

# Delivery Mode

Classes, during this intake, will be returning to face-to-face delivery. Any students who are unable to physically attend classes due to personal circumstances or self-isolation can join lectures and seminars via Zoom.

## Study on campus

Your usual 2-days-a-week timetable with both days on campus.



Timetables will be available to you via your ARUL App, or through the VLE, within the next week and classrooms will be added in September. Should you feel unwell, need to isolate, or indeed do not feel able to attend your physical class, then you can join your lecturer virtually through the VLE via Zoom.

Our buildings and working practices will be adapted to mitigate risk wherever possible. Adaptations include temperature checks on entry, adjusted lecture times, study bubbles, minimising movement around the building, the encouragement of face coverings when moving around the building.

We believe that this gives you the flexibility to continue your education in a way in which you feel comfortable. Undoubtedly education is best when we can learn directly from each other in the classroom and I do hope that you will feel able to attend your classes physically, however the ability to continue your education virtually will give you flexibility during these transitional months.

# Attendance

## Face-to-face learning

Once you have registered at ARU London, you will be automatically enrolled in the face-to-face learning delivery method and receive your attendance card. Your attendance card will accompany you throughout your studies as you must use it to record your attendance for all lectures and scheduled classes within our building.

If you have forgotten or misplaced your attendance card, you can purchase a temporary card from the Information Centre. A temporary card costs £2 and is only active for one day. Temporary cards must be returned to the Information Centre after you have swiped out of the main doors at the end of the day. More info on your Attendance Card can be found in the Attendance Procedure and FAQs available on our website.

As a student, you are responsible for making sure your attendance is up-to-date and accurate. If you believe you are having a technological issue with your attendance card, you can enquire about your attendance record by making an attendance enquiry through

VLE. Simply login to VLE and 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 three to five working days.

Guides on how to make an attendance enquiry can be found [here](#).



**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.**

# Timetable Procedure

## Standard Delivery Timetable Procedure

Monday, Tuesday, Wednesday, Thursday & Friday

<b>Morning Lecture (AM)</b> 10:00 – 13:00	<b>Lunch Break</b> 13:00 - 14:00	<b>Afternoon Lecture (PM)</b> 14:00 – 17:00
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## Evening and Weekend Timetable Procedure

Tuesday, Thursday & Saturday

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

# Being COVID-19 Secure at ARU London

We want 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:



Encouraged wearing of face coverings throughout the building.

Lateral flow tests being available to all staff and students to use twice a week.

Temperature checks for all persons on-site.

Hand sanitisation stations around the building.



Perspex screen protection between staff and students.

Domestic staff on site to provide enhanced cleaning of surfaces and touchpoints.



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 ARU London's full Risk Assessment, please [click here](#)*



# Travelling Safely



ARU London 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 traveling 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](http://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 ARU London buildings, and should take an NHS approved test immediately. You must then email [health@london.aru.ac.uk](mailto: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](http://www.gov.uk) before you travel. Any students who have visited any of the listed countries must only attend classes online. Please keep up to date with listed countries and news from the government on the government website above. 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 cleaned regime has been implemented to ensure all classrooms are disinfected between sessions and at the end of the day. Shared resources and IT equipment will also be regularly cleaned to limit the spread of infection.

## Remember:

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





# Student Wellbeing



ARU London 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. See what you can do for your mental wellbeing by visiting [www.nhs.uk](http://www.nhs.uk) or contacting us for support via our email below.

Sometimes we may need more help, whether you are experiencing a personal, social, or emotional difficulty, the Wellbeing Team is here to support you throughout your studies.

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 want to find out more about how we can support you, email us at [studentwellbeing@london.aru.ac.uk](mailto:studentwellbeing@london.aru.ac.uk)

# Employability



ARU London is proud to offer a successful Employability Scheme for all our students and alumni. Throughout the year, the team organises Employability Passport sessions to help enhance your employability skills such as:

- CV Building/ Interview Preparation
- Taking Control Of Your Career
- A Mindset For Success
- Your Personal Brand

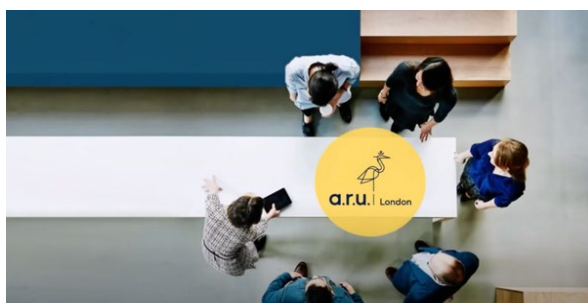
Within your VLE you will find the Career Zone section, which is full of great resources to help you further your career. This includes CV building, interview simulations, and industry reports. To access the Career Zone, just click on the link next to the 'My modules' tab in your VLE to explore.

The university has partnered with a number of prestigious companies in order to give students a higher chance of finding graduate employment. We have employers speak at our Industry Exposure sessions, which are open to all students. Companies range across the hospitality, finance, business, healthcare, and law sectors, meaning you will hear from seasoned industry professionals. Business representatives, company owners, and guest lecturers join us to speak about their career journey, their companies, tips on how to secure a graduate job after university, and occasionally they are actively recruiting on campus. These events take place throughout the year, so make sure to look out for the employability timetable each trimester.

Commit to attending ALL the skills sessions plus three Industry Exposure sessions to complete your virtual Employability Passport and celebrate your success at the ARU London Employability Award Ceremony, presented in front of students and academics, as well as potential employers sitting looking for talent. As you progress towards graduation, students who have completed the scheme will also be referred to employers who are looking for qualified candidates ready to kick-start their career. Please [click here](#) for a guide to the Employability Scheme.

The video below details the support available within all aspects of your university life, including: financial support, study skills, jobs and employability.

**This video** will detail our key departments to your support you throughout your study, and how to get in contact with each department.



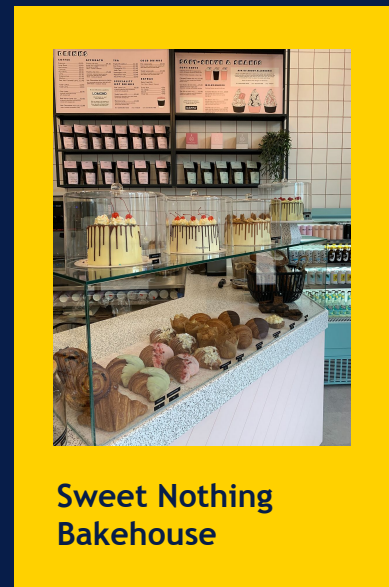
To contact our employability team, you can send an email to [employability@london.aru.ac.uk](mailto:employability@london.aru.ac.uk)

# Places To Eat On Campus

There is a variety of restaurants, cafes, and shops available in the near and surrounding areas of each building on campus, offering different cuisine and flexibility with lifestyle and dietary needs.

## East India

- The Gentlemen Baristas - Located on the ground floor of Republics Import building, they offer great tasting coffees, sandwiches and quick/easy lunch items.
- Sweet Nothing Bakehouse - Around the corner of the Export building, facing the DLR station is Sweet Nothing Bakery, offering pastries and hot drinks with a student discount and gluten and vegan options.
- Salento Restaurant - Opposite our Import building, Salento offers a wide range of fresh pasta/pizza/burgers and sandwiches. There is a great deal on buffet food starting at just £4.
- Subway - Just over the bridge of the DLR, Subway has options of warm and cold sandwiches and sides. Great, filling items for small amounts of money.
- Nisa Local - Next to Subway, Nisa offers warm bakery items and pre-packaged lunch options for those on a budget, including a range of chicken/cheese sandwiches and pastries.



**Sweet Nothing Bakehouse**



**Salento Restaurant**

- Tesco Express - About a 7 minute walk away is a local supermarket, although this looks small from outside it has warm food on offer inside such as grilled chicken/steak bakes, and also offers Halal snacks.
- Popular Café - Opposite Tesco is Popular Café, they have a lot of seating available, jacket potatoes, meat and chips and fresh filled sandwiches on offer. They also have a chips/sausage/bean offer for a fiver.
- E Burger - Also near Tesco, E Burgers produces fresh burgers served in brioche buns, plenty of seating and wide range of fast food E.G nuggets/wings.
- Perfect Taste Indian - A ten minute walk towards the canning town direction, here offers a good selection of curries and vegetarian food and its priced low. Great takeout food for a larger group in a hurry.

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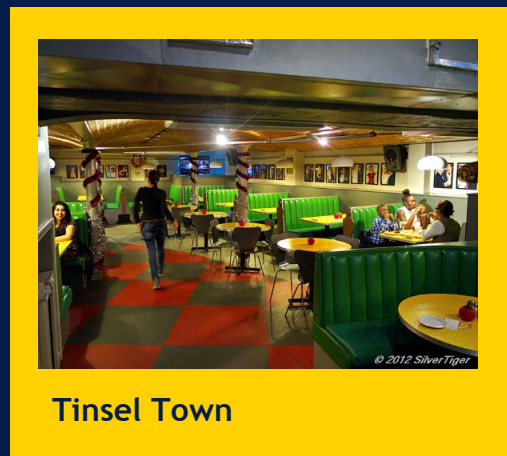
## Charterhouse



**Eat Viet**

- Nandos - A staple restaurant near our building, offering chicken prepared in various ways and presented as burgers, wraps, and roasted meals. Great for group meals.
- Tinsel Town - American cuisine, offering hot dogs, burgers, fries and more.
- McDonalds - A low budget option near our building, which is fast and easy and caters to vegetarians as well as meat eaters.
- Wasabi Sushi Bar - Close to Chancery Lane station with plenty of seating and rice and noodle dishes available.
- Leather Lane Market - A short 5 minute walk, just off Chancery Lane S=station, featuring market food of different cuisines, such as Indian/Brazilian/Jamaican etc.

- Sainsbury's - Next door to our building in our local supermarket, great for various sandwiches, fruit, snacks, and baked treat. They also have a points system with a Nectar card.
- Tesco - Continue walking past Sainsbury's and you'll find another local supermarket. They also offer sandwiches, snacks, fruit - You can also save if you have a Clubcard.
- Costa Coffee - Next to Farringdon station, offering hot and cold sandwiches, salads, hot and cold drinks, and pastries.
- Eat Viet - Opposite our building, they offer Vietnamese food with a large seating area, with meals starting around £7.
- Pret - Great cafe for sandwiches, soups, snacks, and desserts for different dietary needs, alongside hot and cold drinks.



**Tinsel Town**

# Student Benefits

Once you become a student, you are entitled to numerous benefits to assist you with student life. One of these benefits are the student discounts.

Being a student in London entitles you to various travel discounts, including Student Oyster and Rail Cards. If you choose to apply for a Student Oyster Card, you are entitled to 30% off travel prices, if the requirements are met.

## **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**

You can find more about student discounts available to you on our website [here](#).



### Key Contact Numbers

Main Switch Board | [0207 4006 789](tel:02074006789)



### The team around the ARU London student:

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

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

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

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

### Professional support

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

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

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

### Specialist personal support

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

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

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

### Economic support

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

[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](#)

[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](#)

[Travel Bursary Terms and Conditions](#)

## Submission Guides

[Harvard Referencing Guide](#)

[Late Submission Guide](#)

[VLE Submission Guide](#)

