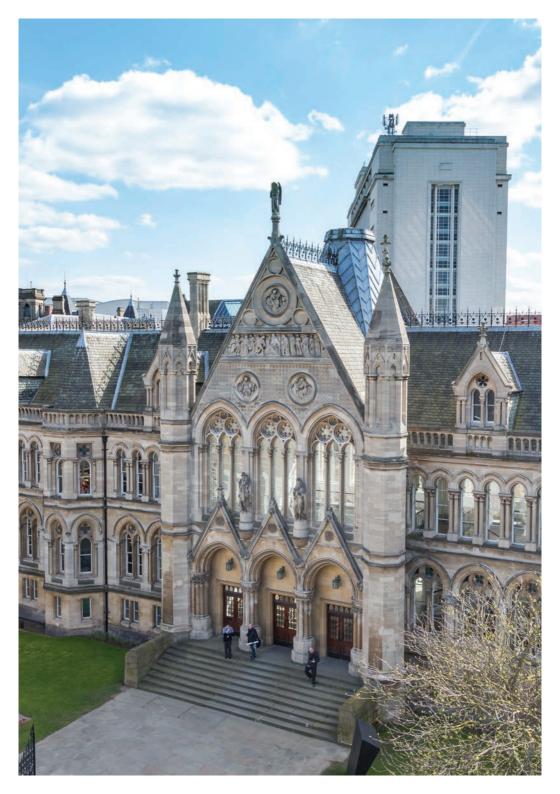
Starting at NTU 2017

Discover who you could be



www.ntu.ac.uk/startingatntu





Your place at Nottingham Trent University

This guide will help you prepare for your time here. It's important that you read all the information and use the checklist on page three to make sure you have done everything you need to do.

Contents

Welcome to NTU)
Your checklist	;

Before you arrive

Start your enrolment online	4
Sort out your finance	5
Your course induction	6
Arranging accommodation	7
Get your support in place	8
Start making friends	10

When you get here

Completing your enrolment

Settling into life at NTU

Staying up-to-date	14
Nottingham	16
Your Students' Union	
Winter Welcome	20
Getting around	22

Useful information

University contacts	24
Maps	26

Welcome to NTU



Congratulations on your place at Nottingham Trent University (NTU).

You'll be joining a University that prides itself on the success of its graduates in their academic studies, their extracurricular activities, and their careers. As a community, we welcome students from over 150 countries and from a wide range of backgrounds.

Our staff have the expertise and the commitment to support, encourage, and develop your learning. We want our courses to inspire you and give you a distinct advantage for your future.

Your time at NTU will give you lots of opportunities to develop your subject knowledge, your life experience, and your personal networks. I hope that you make the most of everything the University has to offer.

I look forward to welcoming you and I wish you all the best for your studies with us.

Professor Edward Peck Vice-Chancellor



Welcome and congratulations on becoming part of one of the most diverse, modern and exciting Students' Unions in the country.

Nottingham Trent Students' Union (NTSU) aims to support, represent and entertain you, to make your time at NTU the best it possibly can be.

Whatever it is that you may need during your studies, we're here to help. We have a dedicated elected officer team with the best interests of our students at their heart.

Our www.trentstudents.org website and Union guide showcase the services and opportunities we provide and tells you how to get involved. You might be surprised at what your Union has to offer!

Have a fantastic time in Nottingham and I wish you all the success for the future.

Timi Oluwasanmi President Nottingham Trent Students' Union (NTSU)

Your starting at NTU checklist

Use this list to keep track of what you've done and what you still need to do.

Before you arrive

- Start your enrolment online (page 4)
- Sort out your fees and funding (page 5)
- Find your course induction timetable and complete your pre-arrival task (page 6)
- Let us know if you have any additional support needs (page 8)

2 When you get here

Complete enrolment and collect your student card (page 12)

3 Getting ready for student life

☐ Find out more about what student life in Nottingham is like, the Students' Union, Nottingham and how to get the most out of your time here. See pages 14 to 21 for more information.



Start your enrolment online

Enrolment is where you officially register as a student with us. Most stages of the enrolment process can be completed online and the final stages take place once you arrive on campus.

Please ensure that you complete your online enrolment before you arrive.

Why should you enrol?

You need to enrol with us for a number of reasons:

- it releases your funding once you've finished enrolment in-person when you arrive;
- it may make you eligible for council tax exemption (full-time, fully enrolled students only);
- it allows you access to NOW which holds your timetable and module information; and
- it allows you access to University buildings and your student email.

If your course requires you to complete a Disclosure and Barring Service (or other fit to practise) check, you must complete this prior to enrolment. If you haven't done so, you won't be able to fully enrol on your course. Visit **www.ntu.ac.uk/dbs** to check if this applies to you.

If you're experiencing any issues with your DBS check, call our Admissions team on **+44 (0)115 848 4200**.

How to enrol

1. Find your NTU ID

You'll find your NTU ID number on the confirmation email you'll have received when your place at NTU was confirmed. This is your student ID number (e.g. N0123456).

2. Get your password and complete your online enrolment

Visit **www.ntu.ac.uk/enrolment** and follow the get or reset your password link to retrieve your password. Use this password to log into online enrolment along with your NTU ID number.

If you cannot find your NTU ID or have any problems with online enrolment, contact MyNTU Support on +44 (0)115 848 2855 (9 am – 4.30 pm weekdays).

Sort out your finance

You'll need to research funding opportunities and make arrangements to pay your fees before you arrive at the University.

Paying your tuition fees

You can pay your fees in one go or arrange to pay in instalments using our online payment system. Visit **www.ntu.ac.uk/onlinepayment** for more information.

If you haven't set-up a payment arrangement before your course starts, you'll only receive temporary enrolment status and will be given notice to arrange your payment.

Funding your studies

There are a number of funding opportunities available to postgraduate students. These include a new postgrauate loan scheme, Professional and Career Development Loans, University Scholarships and funding from public bodies.

Visit **www.ntu.ac.uk/pgadvice** for further information.

Postgraduate loans

The government has introduced a new postgraduate loan scheme for the 2016/17 academic year for Masters degrees. The loan of up to £10,000 is paid directly to you and can be used to contribute towards fees, maintenance costs or other expenses.

Visit **www.ntu.ac.uk/pgloans** for more information on eligibility.

Once your application for the postgraduate loan has been approved by Student Finance England, the loan will be released to you once you have completed your enrolment and collected your student card.

Visit **www.ntu.ac.uk/pgadvice** for ideas about where to look for other sources of funding and top tips on making a funding application.



Your course induction

Your induction is your opportunity to meet tutors and fellow students and get a flavour of your course and how you'll be taught.

Get ready to start your course in three simple steps:

1. Get your induction timetable

Download your induction timetable and plan your other activities around it. It's crucial that you attend all of your course induction activities, so make sure that you know where you need to be and when.

Visit www.ntu.ac.uk/induction to find out what your course induction includes.

2. Complete any pre-arrival tasks

Some courses give you a task to complete before you arrive at NTU.

Go to www.ntu.ac.uk/induction to find details of your pre-arrival tasks.

3. Your course timetable

Your full course timetable will be available on NOW once you arrive and complete your enrolment.

Visit https://now.ntu.ac.uk for more information.

Arranging accommodation

If you need to arrange somewhere to live, our Accommodation team can help.

We know that as a postgraduate, mature or international student your needs are different.

We offer a range of accommodation options that meet those needs, including:

dedicated flats for postgraduate and mature students;



Look out for this symbol when browsing our accommodation.

- studio flats including kitchen facilities;
- a limited number of one-year contracts in some of our residences;
- private sector lettings; and
- flexible Homestay accommodation.

We are here to advise you and help you find the best accommodation. Contact us to discuss your options.

Tel: +44 (0)115 848 2894

Email: accommodation@ntu.ac.uk



If you need accommodation you should try to arrange this before you arrive in Nottingham so that you can start University life free of the stresses of where to live. Please contact us for further advice and guidance on all aspects of accommodation including our new bespoke, flexible contracts for certain cohorts.

Get your support in place

Our Student Support Services team are here to help you make the most of student life and study effectively. If you have specific support needs or practical requirements they can provide advice, support and practical help to make your transition to NTU as smooth as possible.

The team can provide specialist support for the following:

• Dyslexia or other specific learning difficulty

Visit **www.ntu.ac.uk/dyslexia** or email **dyslexia.support@ntu.ac.uk** for more information.

• A disability (physical or sensory impairment, or long-term health condition)

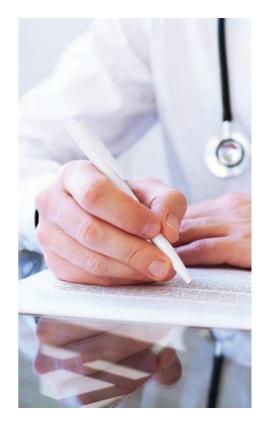
Visit **www.ntu.ac.uk/disability** or email **disability.support@ntu.ac.uk** for more information.

• An autistic spectrum condition

Visit www.ntu.ac.uk/disability or email disability.support@ntu.ac.uk for more information.

• A mental health difficulty, such as depression or anxiety

Visit **www.ntu.ac.uk/mentalhealth** or email **mental.health@ntu.ac.uk** for more information.





Get in touch

If you would like to know more about the support services available and discuss your requirements, please get in touch with the team so that arrangements can be put in place as soon as possible.

Arranging additional funding to pay for your support

You may be able to apply for Disabled Students' Allowances (DSAs). These are grants that are available to students with additional needs.

Please visit www.gov.uk/disabled-students-allowances-dsas/overview for more information.

Advice for student parents

If you need to manage your studies around family life, take a look at our information for students with caring responsibilities at **www.ntu.ac.uk/studentservices** to find out what financial support you may be entitled to.

Worried about settling in?

Starting a postgraduate course can be daunting and it's quite natural to feel nervous about taking on this new challenge and meeting new people. Our Student Services team will be on hand throughout your first week and beyond, to answer any questions you might have and help you settle into university life.

Contacting our Student Support Services team

You can contact our services by emailing **student.support@ntu.ac.uk**, visiting **www.ntu.ac.uk/studentservices** or calling **+44** (0)115 848 6060.

Start making friends

You don't have to wait to arrive before joining the NTU community; get involved with our social channels to meet other students who may be staying in the same accommodation or studying the same course.



Join our Facebook groups

We have specific Facebook groups for different groups of students, including postgraduate students, international students, local students and mature students, helping you connect with others like you.

Find your groups and join the conversation at **www.ntu.ac.uk/startingatntu** > Before you arrive > Preparing for student life.

Take a look at The Student Room

There are postgraduate forums together with a Nottingham Trent University forum available on The Student Room, which can be a great way to find out more about studying at postgraduate level. Visit **www.thestudentroom.co.uk/forums** to find out more.

Keeping up-to-date in the run up to Winter Welcome

You can keep up-to-date with everything that's going on in the NTU community by liking us on Facebook and following us on Twitter **@NTUWelcomeWeek**.

Meet other NTU students and join the conversation on Twitter and Instagram using the hashtag **#helloNTU**.



Join our social media community to keep up-to-date with all the news, views, videos and photos from around campus. Take part in our weekly Picture of the Week competition using the hashtag **#ntupotw** to share your university experience.

- Follow us on Twitter for current student news and all things #NTU:
 @TrentUni @NTUStudentNews
 Like us on Facebook for daily NTU updates:
 - facebook.com/nottinghamtrentuniversity
- Image: Solution of the second state of the second
- Watch our latest videos about everything from accommodation to advice at: youtube.com/nottinghamtrentuni
- Find out more about student life at NTU through photos at: uk.pinterest.com/nottstrentuni

Completing your enrolment

Once you arrive at the University you'll need to complete the enrolment process and collect your NTU student card.

Note: It's essential that you enrol at the University. Not enrolling may result in your access to University buildings and facilities being suspended.

You can complete your enrolment at any of our campuses. For example, if you study at the Clifton Campus but live in the city, you can drop in to our City Campus enrolment location.

You can complete your enrolment at the following locations:

- City Campus: Student Services Centre, Central Court, Newton building, Level 0;
- Clifton Campus: Student Services Centre, Clifton Pavilion; or
- Brackenhurst Campus: Brackenhurst Library

Please refer to the maps on pages 26 - 29 for location details.

We are open Monday to Thursday 8.30 am – 5pm and Friday 8.30pm – 4.30pm.

Please note that the University will be closed from Friday 23 December 2016 to Tuesday 3 January 2017.



What to do at enrolment

1 Collect your NTU student card

Your student card is your key to university life. As well as being an ID card, it's your Students' Union membership card, access card, library card, sport and fitness membership card and bus / tram travel card. You can also use your student card to pay for purchases in our Taste outlets on campus and for library, printing and photocopying costs.

2 Register with the Student Health Centre

There are medical health centres based at both the City Campus and Clifton Campus. Students studying at Brackenhurst usually register with the Southwell Medical Centre.

What to do after enrolment

1 View your timetable

Once you've completed your enrolment, log on to **https://now.ntu.ac.uk** to get your full course timetable.



Staying up-to-date

In order to fully participate in student life, you need to know what's going on, so you'll have access to sector-leading IT services and support.

NTU's Online Workspace (NOW)

NOW is our virtual online learning environment (VLE). This is where you'll find your timetable, access course information, engagement dashboard, learning resources, submit your assessments, and interact with your fellow tutors and colleagues.

Visit **http://now.ntu.ac.uk** to access NOW once you've fully enrolled.



Student email address

We'll use your student email account to let you know what's going on and send you information about opportunities we think you might be interested in.

Your email address is usually your name and year of entry, e.g. **john.smith2016@my.ntu.ac.uk**.

Microsoft Office 365 for FREE* as an NTU student

As a student at NTU you get a Microsoft Office 365 account for the duration of your studies. This account includes your own personal university email address accessible from your own mobile device(s), 1Tb of cloud storage with MS OneDrive, and up to five FREE* copies of the latest Microsoft Office, among other things!

Visit our support forums via https://support.ntu.ac.uk to learn more about how to activate and access your Microsoft Office 365 account.

*Subject to Terms & Conditions

Wi-Fi and Internet

While you're on campus you can access the Internet for free on your own device(s) via fast Wi-Fi in all of our teaching and social spaces – simply scan for ntu-wifi and log in with your student username and password. Join our social media community to keep up-to-date with all the news, views, videos and photos from around campus. Take part in our weekly Picture of the Week competition using the hashtag **#ntupotw** to share your university experience.

- Follow us on Twitter for current student news and all things #NTU:
 @TrentUni @NTUStudentNews
 Like us on Facebook for daily NTU updates: facebook.com/nottinghamtrentuniversity
 Follow us on Instagram to explore and share great photos of NTU and the city: Instagram.com/nottstrentuni
- Watch our latest videos about everything from accommodation to advice at: youtube.com/nottinghamtrentUni
- P Find out more about student life at NTU through photos at: uk.pinterest.com/nottstrentuni

NTU student app

We have an app for iOS and Android phones, designed and built by NTU students.

Download our student app packed with handy features, allowing you to:

- access your timetable;
- check availability of IT resources;
- record your attendance;
- view campus maps;
- see assessment deadlines; and
- access NOW learning resources.

The NTU student app is available to download from the Apple and Android app stores.

Printing

As an NTU student we give you £20 of print credit on your student card each year to get you going. You can spend this on printing and photocopying via any on-campus self-service multifunction printer. You can also print wirelessly to these from your own laptop.

In addition to self-service, we have professional while-you-wait print shops on campus to meet your higher quality printing and binding needs.

IT resources

We have lots of IT resources for students to use in our libraries and social spaces. You can check the availability of these resources before you set out.

Contact us

Visit us online at **support.ntu.ac.uk** if you need to know anything about IT Services at NTU or if you need IT help.

Nottingham

Whether you live here or choose to visit us from time to time when you have lectures, Nottingham is a city with students at its very heart. Being home to two major universities, it has a wide range of cultural, social and sporting venues.

Some great places to try:

The Alley Café – nestled down an alley off Angel Row, this hidden gem serves a range of tasty vegetarian delights and delicious wheat beers.

Victoria Market – located upstairs in the Victoria Centre, this indoor market sells loads of high-quality and affordable fresh food, as well as other traditional market fare.

Pudding Pantry – great homemade desserts served alongside artisan coffee, located in the Trinity Square area.

Broadway – a fantastic independent cinema in Hockley showing a mix of mainstream, foreign and arthouse films. Also home to two lovely café-bars which regularly host themed nights, live music and quizzes.

The Cornerhouse – with a 14-screen cinema, including a massive IMAX screen, bars, restaurants and a casino.

Las Iguanas – just a short walk away from Market Square is this excellent Latin American restaurant with cocktails to match.







Here are some useful websites to help you get to know the city a little better.

Nottingham City Council – Get the low down on everything you need to know about the city from their handy student guide.

www.nottinghamcity.gov.uk/students

Nottingham City Transport – The city bus company NCT runs the Go2 Uni buses between the City Campus and Clifton Campus and has special deals for students.

www.nctx.co.uk

Nottingham Tram – Nottingham's award-winning tram system services many different areas across the city and runs close to lots of our NTU halls of residence.

www.thetram.net

Experience Nottinghamshire – The official tourism website of the county has lots of tips about things to do in Nottingham, as well as information about events taking place throughout the year.

www.experiencenottinghamshire.com

LeftLion – Local free magazine focusing on music, arts, entertainment, current affairs and general Nottingham culture.

www.leftlion.co.uk

Visit www.ntu.ac.uk/startingatntu to find out more.

Your Students' Union

When you enrol at NTU, you'll automatically become a member of Nottingham Trent Students' Union (NTSU).



Going on to postgraduate study, you may feel that the Students' Union is not for you, but quite the opposite is true. NTSU, run by students for students, is exactly where you can get the break you need from the intensive study that a postgraduate qualification needs, as well as get advice and representation, enjoy new experiences and enhance your employability along the way. There are over 80 societies on offer and 50 sports clubs as well as volunteering, fundraising and a host of activities to get involved in.

Our employability workshops provide you with expert careers advice and will help develop your CV ready for when you graduate.

Go to **www.trentstudents.org** for more information.



City: Our City Campus Students' Union offers three storeys of social and leisure space, including a roof garden and sports facilities built to Sport England's standards. This includes a dance studio, a 100-station fitness suite, and a 30 ft climbing wall.

Clifton: Our Clifton Campus Students' Union is called The Point, a Wi-Fi enabled pub, coffee shop, diner and club all rolled into one.

Brackenhurst: The Brackenhurst Students' Union revolves around Brack Bar and Brack Orangery, a bar and café offering space to relax and enjoy some food and drink at student-friendly prices!

Winter Welcome

Winter Welcome is for all of our new students, and this includes our new postgraduate students – whether you've studied here before or are new to NTU.

Your Winter Welcome guide

You'll be given a Winter Welcome Guide in your induction pack, in which you'll find all the events that are going on during the Winter Welcome period, and information on how to get involved. Previous events have included:

- Ghost walk
- Ice skating
- City walks
- Live music
- Club and comedy nights
- Open mic nights

- Quizzes
- International lunches
- Cheese and wine evening



Follow us on Twitter for all the latest news.



Welcome to NTU talks

Ensure that you attend this special event for all students starting at NTU this winter! Our Vice-Chancellor, the President of the Students' Union and other special guests will personally welcome all new students to the University. It's your chance to find out more about life as a student at NTU, and about the huge variety of opportunities open to you while you're here.

Afterwards, there will be free food and drink and a relaxed opportunity to meet the many other students who are starting at NTU at the same time as you. This is also your chance to find out about the many Clubs and Societies on offer here.



Getting around

Nottingham has an excellent public transport system, making it easy to get around.

How to get around

Nottingham has a handy tram system, with stops around the centre and close to some of our halls of residence. Visit **www.thetram.net** for details.

Travel to Clifton Campus

If you're studying at our Clifton Campus the easiest way to reach the city is to catch the bus. The Clifton Campus is served by the number four Go2Uni bus, which takes around 20-25 minutes. The bus stops in the city centre, as well as at Nottingham train station.

Travel to Brackenhurst Campus

If you're studying at our Brackenhurst Campus, you can travel to Nottingham city centre using the number 100 bus service. There is a bus stop just outside the campus and travel to the city centre takes around 45 minutes.

Visit **www.nctx.co.uk** for timetables and information about student deals.

Parking at our campuses

To find out more about travelling by car and parking at our campuses, visit www.ntu.ac.uk/currentstudents > Resources > Travel and choose your campus.





Settling into life at NTU



Useful information

University contacts

If you need to speak to us before you arrive, or after you've started, the following contacts are a good place to start.



Accommodation

Student Accommodation Services

Tel: +44 (0)115 848 2894 Email: accommodation@ntu.ac.uk www.ntu.ac.uk/accommodation



Enrolment and password queries

My NTU Support Tel: +44 (0)115 848 2855 (9 am – 5 pm weekdays)



Career development

City Campus Employability Team Tel: +44 (0)115 848 8638

Clifton Campus Employability Team Tel: +44 (0)115 848 3446

Brackenhurst Campus Employability Team Tel: +44 (0)115 848 8649

Email: employability@ntu.ac.uk www.ntu.ac.uk/employability

Student Health Centres

City Campus Student Health Centre

Tel: +44 (0)115 848 6481

Clifton Campus Student Health Centre (Sunrise Medical Practice)

Tel: +44 (0)115 848 3100

Southwell Medical Centre (not affiliated with NTU)

Tel: +44 (0)1636 813 561

Security

City Campus Security team Tel: +44 (0)115 848 2468

Clifton Campus Security team Tel: +44 (0)115 848 6600

Brackenhurst Campus Security team Tel: +44 (0)115 848 5262



Study support

Libraries team Tel: + 44 (0)115 848 2175



Student Services and support

Student Services

Go to **www.ntu.ac.uk/studentservices** to ask questions and find useful information and advice.

Disability support Tel: +44 (0)115 848 2085 Email: disability.support@ntu.ac.uk

Dyslexia support Tel: +44 (0)115 848 4120 Email: dyslexia.support@ntu.ac.uk

Financial support Tel: +44 (0)115 848 2494 Email: financial.support@ntu.ac.uk

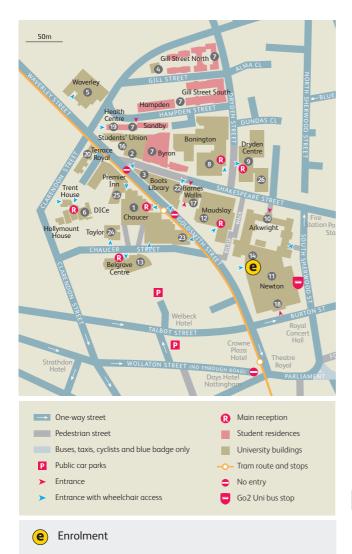
International student support Tel: +44 (0)115 848 2631 Email: int.support@ntu.ac.uk

Mental health support Tel: +44 (0)115 848 2085 Email: mental.health@ntu.ac.uk

For a further list of useful contacts, visit www.ntu.ac.uk/studentservices > Need help? > Useful contacts

Maps

City Campus

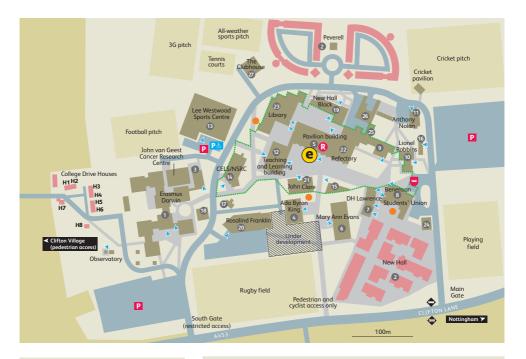


	_
50 Shakespeare Street	_
Academic Registry	
Arkwright building	
Barnes Wallis building	
Belgrave Centre	
Bonington building	
Bonington Gallery	
Bookshop	
Boots Library	
Business Innovation Team (BIT)	
Central Admissions	. 9
Central Court	
Centre for Broadcasting & Journalism	23
Chaucer building	
Chaucer Pin	23
City Sports Centre	. 2
Coffee Bars 1 8	14
Djanogly International Centre (DICe)	. 6
Dryden Centre	. 9
Employability Centre	14
Finance Office	. 9
Global Lounge	.1
Health Centre	19
Human Resources	. 9
International Development Office	. 9
IoD Business Centre	18
Maudslay building	12
Music Centre	25
Newton building	11
Nottingham Conference Centre	18
Nottingham Language Centre	. 6
Nottingham Trent International College (NTIC)	
Notts TV	23
Occupational Health and Well-being	. 4
Prayer Facilities	6
Print Shop	.1
Safety Office	. 9
Shops	
Sir Harry and Lady Djanogly Lecture Theatre	22
Student Accommodation	
Student Accommodation Services	14
Student Services Centre	14
Student Support Services	14
Students' Union	16
Taylor building	24
Terrace Royal	20
Trent Lets	
The Hive	12
Waverley building	. 5

Security	3)
Tel: 0115 848 2468		

26

Clifton Campus





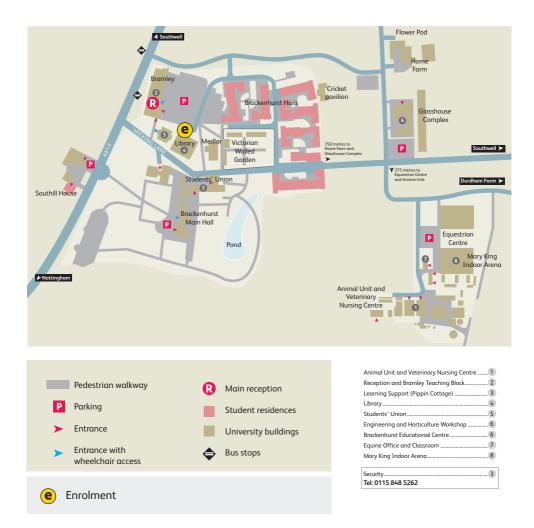
•••••• Green Zone – This is a smoke-free and traffic-free area

Ada Byron King building 4
Anthony Nolan Trust Research Centre 11
Benenson building
Bookshop
Catalysis and Nanoscience Laboratory
CELS building
Coffee Bars
Crime Scene Training Facility
DH Lawrence
Employability Team
Erasmus Darwin building
Finance Office
Gatehouse
Global Lounge
Health Centre
Imaging and Display Research Facility
Interdisciplinary Biomedical Research Centre
John Clare lecture theatres
Lecture theatres
Lee Westwood Sports Centre
Library
Lionel Robbins building 10

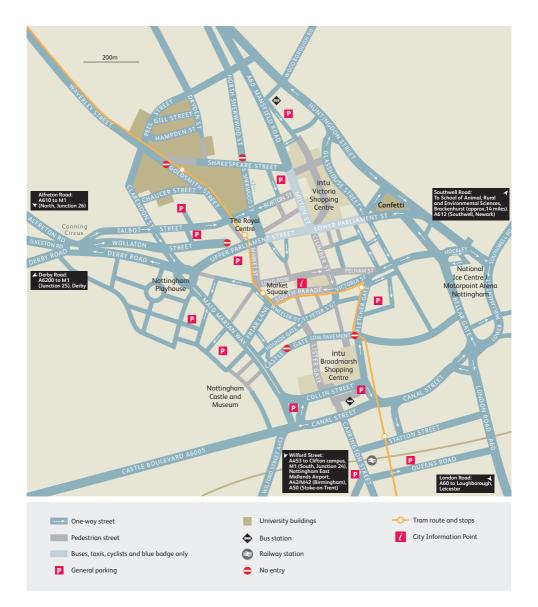
Maintenance	
Mary Ann Evans building	
Natural Sciences Research Centre (NSRC)	
New Hall Block	19
Pavilion building	
Print Shop	7
Rosalind Franklin building (Superlab)	20
Student Accommodation	2
Student Services Centre	
Students' Union	
Supermarket	7
Teaching and Learning building	12
The Clubhouse	27
The Point bar and diner	
The Refectory	22
Wellbeing Centre	25
Security	
Tel: 0115 848 6600	

e Enrolment

Brackenhurst Campus



City centre



Student Charter

As a student at Nottingham Trent University, your expectations will be as high as your ambitions. We're committed to delivering a high-quality student experience that meets, and looks to exceed, those expectations.

The NTU Student Charter sets out what you can expect from the University and what the University expects from you.

Visit www.ntu.ac.uk/studentcharter to find out more.

Nottingham Trent University

50 Shakespeare Street Nottingham NG1 4FQ

Tel: +44 (0)115 941 8418

www.ntu.ac.uk

This information can be made available in alternative formats.

Please note that whilst the University has taken all reasonable steps to ensure the accuracy of the content within this leaflet at the time of printing, the University reserves the right to remove, vary or amend the content of the leaflet at any time. For avoidance of doubt, the information provided within the content of this leaflet is for guidance purposes.

[©] Nottingham Trent University and may not be reproduced or transmitted in any form in whole or in part without the prior written consent of Nottingham Trent University.