



Student Newsletter

UWTSD LONDON – TRANSFORMING EDUCATION, TRANSFORMING LIVES

Welcome to the New Term at UWTSD London!

Welcome to the February term at the UWTSD London campus in Canary Wharf! Whether you're a new or returning student, we're happy to have you here.

For New Students: Starting at a new university can be both exciting and challenging. You're now part of a supportive community. Explore, ask questions, and make the most of the resources available to you.



Useful Links to Help You Settle In:

- Settling In Guide: [How to Settle In](#) - Find tips to help you access and download essential letters you might need during your time here, discover a range of benefits available to students, including discounts and support services, and learn about the numerous benefits of studying at UWTSD and how it can positively impact your life.
- International Students: [International New Starters](#) - Useful advice for our international students to help you adjust and thrive in your new surroundings.
- [Your First Few Days](#) at UWTSD - A comprehensive guide to help you navigate your first few days at the university, including important information on student ID, the student union, and other essential services.
- Student Travel Cards: [Student Travel Cards](#) - Information on how to apply for student travel cards, which offer discounted travel rates on public transportation.

We are here to support you every step of the way.

New Learning Support (Disability) Drop-in Hours

We are pleased to announce the new drop-in hours for Learning Support (Disability) starting this term. Our dedicated Disability Officers will be available to assist you during the following times:

- Monday, Tuesday, Thursday, Friday, and Saturday: 1-2pm

To access drop-in support, you will need to sign the sheet upon arrival and wait for a 5-10 minute appointment with a Disability Officer. Please note that the Disability team is only available for drop-in appointments at the specified times. Kindly refrain from knocking on the office doors.

For longer appointments, click [here](#) or speak to reception for assistance.

We look forward to supporting you!



Weekend Digital Skills Online Support

In addition to our regular hours, we are introducing extra weekend support dates for our Digital Skills Advisor, available for online support from January to April 2025. You can reach out for assistance between 8:30 AM and 5:00 PM on the following dates:

- February: 16, 22
- March: 2, 8, 16, 22, 30
- April: 5, 13, 26

The Digital Skills Team is also available for online support from Monday to Friday, with the weekend dates being additional. During the week, the Digital Skills Team offers both in-person and online support. Students can visit the library office for assistance, book an appointment (in-person or online) via email at LondonDigitalSkills@uwtsd.ac.uk.



Please note that this term, the team is on campus on Monday, Tuesday, Wednesday, and Friday. We look forward to supporting your digital skills development!



Campus Opening Time

We would like to inform you that the campus opening time has been reviewed for health and safety purposes. Starting immediately, the campus will open to students at 8:30 AM.

This adjustment allows us to ensure that all necessary preparations are in place before your arrival. While you wait for the campus to open, you can comfortably wait at the Pret a Manger around the corner.

Please note that the campus will continue to close at 6:00 PM as usual.



Fire Safety Procedures!

On our campus, safety is our top priority. In the event of a fire, please follow these guidelines to ensure everyone's safety:

1. **Evacuation Process:** The fire alarm system will announce a tiered evacuation, starting with high-risk areas. Remember, elevators are off-limits during an evacuation.
2. **Immediate Action:** Promptly follow a Fire Marshal or Warden to the nearest exit. Adhere to their instructions and stay with them until it's safe to return.
3. **Meeting Point:** The designated meeting point in case of a fire evacuation is Cabot Square, where the big fountain is located.
4. **Assistance for Individuals with Disabilities:** For individuals requiring assistance during evacuations, designated refuge points are available. These safe spaces provide a waiting area for help. Additionally, evacuation chairs are located at the Refuge Call Points on the 1st floor, outside Lecture Hall 101 and Lecture Hall 102.

Please ensure you are familiar with them and know the location of the nearest exits and refuge points.



Important Notice: Smoking Policy Reminder

It has come to our attention that some students have been using the plant pots next door for cigarette butts. We kindly ask everyone to respect our neighbours and the environment by refraining from this practice.

Remember, smoking is not permitted on campus except in the designated smoking area. For our campus, the designated smoking area is [Columbus Courtyard](#), which is the yard behind the campus. This space is equipped with proper disposal bins to ensure cleanliness and safety. Please make sure to use this area if you need to smoke.

Smoking outside the front of the building or anywhere else on campus is prohibited. Anyone found to be smoking in areas other than the designated smoking area will be subject to non-academic misconduct procedures. Using the designated smoking area is mandatory.



Enhance Your Academic Experience with LapSafe

We are pleased to introduce LapSafe, a cutting-edge solution designed to support students in their academic endeavors. LapSafe provides self-service Smart Lockers, allowing students to **borrow fully charged laptops** conveniently and efficiently. Located within the library area on the ground floor, near the IT desk, all you need to do is tap your student card on the reader and follow the instructions on the screen.

Terms and Conditions*:

- Devices must be returned within 4 hours.
- Ensure the device is plugged back into the USB-C charge point.
- Devices cannot be taken off-site.
- The bay light must turn red for charging to confirm a successful return.

Please note that a laptop is issued on the understanding that it becomes the sole responsibility of the student until it is returned. You are accountable for the proper use and maintenance of the laptop while it is in your possession and will be liable for any costs due to loss or damage.

When borrowing a laptop, please check for any physical or screen damage and ensure the laptop is in good working order. Report any damage immediately.

We strongly advise saving your work onto OneDrive or a USB memory stick, as any work lost cannot be recovered once the laptop is returned.

Please ensure you return the laptop to the correct cabinet and corresponding bay number. Do not forget to reconnect the USB-C power supply and close the bay door.



First Come, First Served

Please note that this service is particularly aimed at students who do not have a laptop. Laptops are provided on a first come, first served basis, so be sure to take advantage of this resource early.

We invite you to embrace this innovative solution and enhance your academic experience with LapSafe. For more information, please contact our campus IT department.

Please note that the terms and conditions are subject to change.



Student Support Services

At UWTSD London, we are committed to providing comprehensive support to our students through various professional teams. Here's how we can assist you face-to-face:

- Student Engagement Team: Available to help with queries regarding engagement, student letters, interruptions of studies, withdrawals, and related matters. You can reach them from Monday to Sunday, 10 AM - 2 PM.
- Assessment Team: Ready to assist with questions about assessments, assignments, exams, and the Extenuating Circumstances procedure. They are available from Monday to Sunday, 10 AM - 12 PM and 1 PM - 3 PM.
- Finance Team: Handles all queries related to Student Finance. They are available from Monday to Sunday, 1 PM - 2 PM.
- Admissions Team: Provides support with the application process and related inquiries. They are available from Monday to Friday, 12 PM - 1 PM.

Please note that our teams will be hot-desking on the first floor at 1 Westferry Circus, and each team has different timeslots. These slots are the same as those provided above. For the latest schedule and further assistance, please check the information on your [Moodle](#) platform.

P.S. The London Comms Box; Londoncomms@uwtسد.ac.uk, is exclusively for important communications related to students. We do not provide professional assistance through this channel.

UWTSD Student Union

Welcome to UWTSD! Whether you are a new or returning student, we want to ensure you make the most of your time here, and a big part of that is getting involved with the UWTSD Students' Union. All UWTSD students are automatically members of the Students' Union (SU), so you're already part of our community!

Student Union offers free, independent, and confidential advice to help you navigate university life and any personal challenges you might face. Your opinions matter, and through our network of student representatives, SU also ensures your voice is heard by the university. From Welcome Weeks to regular events, they have something for everyone.

Whether you're into sports, arts, or something else, there's a club or society for you. And if there isn't, you can start your own! Get involved in their activities to develop new skills, meet new people, and make the most of your university experience. SU is here to support you every step of the way. You can find the Students' Union in the purple office on the ground floor, right next to the student common room. Also, you can find the full event lineup on our website right now at [UWTSD Students' Union Welcome](#).



Student Union Team



Stay connected with us!

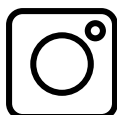
We've always been active on social media, sharing the latest events, news, student stories, academic support, job opportunities, and much more!

It's the perfect place to get the most up-to-date information and stay connected with our community. Don't miss out on any updates!

Follow us on social media by clicking on your preferred platform below:



[Facebook](#)



[Instagram](#)

CHECK OUT OUR SOCIAL MEDIA



[LinkedIn](#)



formerly [Twitter](#)

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