



LONDON
METROPOLITAN
UNIVERSITY



for London Met
Undergraduate 2017

Welcome

We look forward to meeting you in January

As a new student you will spend your first few weeks meeting people and finding your way around our buildings and facilities. This guide will give you some tips to help you get set for life at London Met.

On behalf of the University I wish you all the best with your studies, and I hope your experience here will be both exciting and rewarding.

Professor John Raftery – Vice Chancellor





Checklist

To become a fully enrolled undergraduate student you must:

- ensure your finances are in place and you have applied for financial support
- confirm your qualifications with the Admissions Office prior to enrolment
- complete online pre-registration at londonmet.ac.uk/evision including uploading your photo for your student ID card
- attend your enrolment session in person, bringing all necessary documentation, to get your student ID card
- attend all induction events during welcome week, organised by your school – access your Welcome Schedule at londonmet.ac.uk/timetable

If you are an international student, please make sure you have read all of the information in the section for international students on pages 12–13.

londonmet.ac.uk/welcome

Joining London Met and pre-registration

Congratulations on your place at London Met

We are pleased to confirm your place and to welcome you to London Metropolitan University, a vibrant and diverse environment in which to study.

You must pre-register and then attend enrolment in person before you can start your undergraduate course at London Met.

Complete online pre-registration

Before you join us in person for enrolment, you must pre-register online. This enables us to confirm your personal details, including your funding status and qualifications. The enrolment period runs from 30 January to 10 February 2017.

To pre-register, you will need to:

- visit londonmet.ac.uk/evision.
- click on **Log into Evision**.
- enter the IT username and password as stated in your email of admission and click the login button. You will then be able to access a number of items of key information from your Evision account.

- click on the link on the **My Enrolment** tab on the top of the screen and then click on the link that says **Begin Pre-Registration**. You will be guided through a number of screens that will ask you to confirm your personal details, your next of kin contact, any relevant qualifications that we do not know about, and how you will be paying your tuition fees (see pages 7–9 for more information).

Once you have completed the pre-registration process we will advise you (via the email address supplied at pre-registration) of the next stage, which is enrolment in person. Pre-registering should take no more than 15 minutes. You should aim to pre-register as soon as possible so that we can ensure your face-to-face enrolment session proceeds smoothly.

**If the password or log-in doesn't work, please email:
preregistration@londonmet.ac.uk**

**You must pre-register on Evision:
londonmet.ac.uk/evision**

Preparing to start your course

Access your Welcome Schedule

Once you have pre-registered, you will be able to access your Welcome Schedule, which has been designed to help you settle into life as a London Met student and introduce you to your course.

Go to the [My Enrolment tab](#) in your Evision account and click on the [View my Weekly Timetable and Welcome Schedule](#) link.

You can also visit:

londonmet.ac.uk/timetable

The information covers:

- name of course and your mode of attendance (full-time, part-time)
- course introductory meetings
- social events

The course introductory meetings contain essential information to prepare you for your course, and explain what is expected from you as a London Met student.

Undergraduate students are expected to attend all sessions listed on their Welcome Schedule.

The course introductory meetings will:

- introduce key teaching staff including your course leader
- explain the mechanisms of studying at university
- introduce you to the modules you will be studying
- introduce you to fellow students and give you an opportunity to get to know your future classmates through informal activities

From your Evision welcome page you can also access other information about the University by clicking on the relevant links.

For instance, you will be able to access your course handbook for more information about your course, and obtain further information about tuition fees and student funding.

You should check your Welcome Schedule again a few days before you are due to start, in case there have been any last minute changes.

Please have access to a copy of your Welcome Schedule when you come to the University, and make sure that you attend all sessions.

If you have any problems accessing your information, email welcome@londonmet.ac.uk, remembering to include your student ID number. You will find this on your email of admission.

Preparing to start your course

Events and activities

HeadStart

HeadStart is your opportunity to come along and find out about life at London Met, meet fellow new students from your school and get answers to any questions you have about coming here.

We will be running a number of fun and engaging activities and there will be a chance to meet our Student Ambassadors and staff from a number of areas across the university.

The HeadStart event for new students in January will be taking place on:

- **Tuesday 24 January 2017**

For more information and to sign up, please visit: londonmet.ac.uk/headstart

Access your Welcome Schedule:
londonmet.ac.uk/timetable



Funding your studies

How to pay your course fees

We know that getting your course funding arranged in time can be a bit of a chore, so we want you to know that we can help. Your current funding situation will fit into one of these three groups.

- **You have already applied for funding from Student Finance England/Wales/Northern Ireland**

(Only home or EU students)

If your tuition fees are being paid by Student Finance England, you must show evidence of your assessment or application to enrolment. Doing this quickly should mean that there is no delay to your student loan being paid.

- **You have not yet applied for funding from Student Finance England/Wales/Northern Ireland**

(Only home or EU students)

If you have not yet applied for your funding, you should do so immediately. Please go to this website to apply:

gov.uk/apply-online-for-student-finance

For further information on your entitlement to funding according to your individual circumstances, please see our range of information online, including our video guide to applying for funding:

londonmet.ac.uk/funding

- **You are self-financing**

If you are paying for your fees yourself then you will need to do this before you can enrol. Details of methods and terms of payment are available at the London Met website:

londonmet.ac.uk/payingfees



Funding your studies

Your questions answered

I've had funding for a course before – will this affect my enrolment?

As a general rule, funding is available for the full length of your course, plus one extra year if needed. If you have attended a higher education course before for more than one year, your funding entitlement for a second course will be reduced, and you will most likely have to pay the tuition fees yourself for at least your first year. Please see our factsheet on previous study at:

londonmet.ac.uk/infosheets

An exception to this funding rule

applies if you already have a first degree and are starting a part-time undergraduate engineering, technology or computer science degree. In this case, you may be entitled to a tuition fee loan. Apply via the Student Loans Company at:

www.slc.co.uk

What should I do if I have not received confirmation of funding by my enrolment date?

If your funding has not been confirmed then we will assess the information you provided when you attend your enrolment session in person. You should bring as much evidence of your previous funding as possible.

I have previously studied at degree level (anywhere in the world at any time). Will I be eligible for student funding?

Unfortunately the student funding rules will often count this as previous study and it may mean you will not receive student funding, for part or the full length of your course, even if you have not had funding before. Please make sure you declare all previous study to us and to Student Finance England.

What happens if the University does not think I will be funded?

If we do not think your funding will be confirmed then we will ask you to pay the first instalment of your fees before you enrol. This will be refunded if your funding is subsequently confirmed.

Are there any discounts available to me?

If you are a self-funding student you may be entitled to a discount. For full details, please visit: londonmet.ac.uk/feereductions

Bursaries

A little bit of help gets you one step further to achieving your future career. We offer a number of bursaries and course fee reductions to **UK and EU students** where you can receive cash to help with your studies. You'll be able to put this towards a laptop, childcare, books or accommodation.

The London Met three year bursary

We're offering **£1,000 cash bursaries** every year to all students on a three-year degree programme who are also entitled to

the maximum maintenance loan, and who successfully progress to the next course level. That's £3,000 in total.

Extended degree bursaries

We offer a range of fee reductions for those studying extended degrees (four years of study). You could also get £1,000 cash if you progress on to Year 1.

For eligibility criteria and to apply, see:

londonmet.ac.uk/bursaries



Becoming a London Met student

Face-to-face enrolment guidance

You must have completed online pre-registration before you attend your enrolment session. All students, except those studying via distance learning, must attend enrolment in person.

Details of where you need to go to complete your enrolment will be emailed to you and will also be available in your Evision account. General enrolment sessions will be open from **Monday 30 January 2017**.

Teaching starts for most courses on **Monday 6 February** and you should have completed your enrolment by this date.

What should I bring to enrolment?

We will advise you of any additional documentation that may be required for verification, but in all cases you should bring the following:

• **your email of admission**

This will allow you access to the University until you receive your student ID card.

• **proof of identity**

Please bring one of these:

• **current passport (with visa if applicable)**

However, if your passport was issued on or after 1 January 2014 you will also need to bring your previous passport and/or travel documents.

• **national identity card**

Please note: if your national identity card was issued on or after 1 January

2014 you will also need to bring your previous national identity card and/or travel documents.

You will need to provide one of these items of evidence for proof of identity when you come to the University to complete your enrolment.

• **proof of tuition fee payment**

You will need to show proof of your tuition fee payment.

- If you are sponsored, or receive a student loan, your **fees will be paid directly** by your sponsorship organisation or the Student Loans Company. You will need to show evidence of your loan or sponsorship upon enrolment.
- If you are paying your tuition fees yourself then you are required to do this before you can enrol.

For more information on paying your fees, please see our guide at:

londonmet.ac.uk/payingfees

• **proof of fee status**

You may also be asked to provide evidence to confirm whether you are eligible to pay at the home or international fee rate, as well as evidence of your right to study in the UK. If you were born or have lived outside the UK, it is likely that we will need to see evidence of your current residency status.

For more information on fee status, please see our guide at londonmet.ac.uk/feestatus

- **qualifications**

You will need to provide evidence of your qualifications and DBS checks (certain course specification) that form your basis of offer **prior to enrolling** with us. You will need to bring any original copies of your academic qualifications if you have not previously provided them to Admissions.

- **ID card**

You will receive your student ID card when you have fully completed the enrolment process. Your London Met student ID card will act as:

- **your student ID**

This is your official student ID and therefore will include your name, photograph and student ID number. You need to carry your ID card with you at all times while on campus.

- **your access card to buildings**

Some buildings require you to swipe your ID card to get into the building – you just need to touch your card on the reader on the door/turnstile.

- **your library card**

You will need to use your ID card to access the library, and to borrow books and other learning materials.

- **your print and photocopying card**

You will need this card to print and photocopy documents throughout the University.

Please keep your ID card in a safe place, as there is a charge to replace it if you lose or damage it. The card is used for the whole period of your course and is automatically renewed each year when you re-enrol.

Finally

Enrolment is a very busy time. We aim to see you and complete your enrolment as quickly as possible.

If you have any specific requirements around enrolment as a result of your disability, please contact dds.studentservices@londonmet.ac.uk for more information.

Anti-fraud policy

The University is committed to preventing fraud as part of this policy. This means that only original specified documentation will be accepted at enrolment. Students who are unable to produce the required documentation or produce photocopied information will not be able to complete the enrolment process. Please note that we work with UCAS and other relevant agencies in preventing fraud.

Becoming a London Met student

Essential information about enrolment for international students

This section of Get Set for London Met outlines enrolment requirements for applicants who are non EEA/EU passport holders, including those who are resident or domiciled in the UK and are subject to immigration control Tier 4 (General) Student Visa, any category of Tier 1, Tier 2 or Tier 5 Visa, Dependent Visa, Limited Leave to Remain, EEA Family Resident Permit.

Where do I need to enrol for my course?

Induction and enrolment for international students will take place at the Tower Building, 166–220 Holloway Road, London N7 8DB, and starts from **Monday 30 January 2017**. Teaching starts for most courses on **Monday 6 February**. We strongly suggest that your enrolment is completed before teaching starts.

What documentation must I bring with me to enrolment?

You will need to bring:

- **your unconditional offer letter**

Please print a copy of your unconditional offer letter sent to you via email, or log in to your application record, click on **My Application** and print a copy from the correspondence tab.

- **proof of identity**

This must be a valid passport or an immigration status document endorsed by the Home Office (other forms of identity are not accepted).

- **proof of tuition fee payment or sponsorship**

All international students are required to pay 50% of their tuition fee before enrolment, or demonstrate that they are sponsored by an approved funding sponsor. If you have not paid 50% of your tuition fee or provided evidence of funding, please do so before proceeding to enrolment. Please see londonmet.ac.uk/payingfees for details and methods of payment.

Proof to bring along to enrolment:

- a payment receipt issued by the University – this applies if you are not a holder of a Tier 4 (General) Visa
- official Letter of Sponsorship by an approved funding sponsor if applicable

- **proof of your immigration status**

- your London Met Tier 4 (General) Entry Clearance Visa – with Sponsor Licence D7G4NYBW3 in your passport and your separate biometric residence permit card which you will collect from your designated post office in the UK within 10 working days of your arrival in the UK
- If your Tier 4 (General) visa application is still in progress, up-to-date evidence that you have a valid Tier 4 (General) visa application pending is required
- a visa for any other immigration status – this visa will either be in your passport or a separate biometric residence permit card (BRP)

- **your original academic and English language qualifications**
- the original copies of your academic qualifications that formed the basis of your offer
- the original copy of the English Language Test listed on your Confirmation of Acceptance Studies (CAS)

Unfortunately photocopies of your academic and English language qualifications will not be accepted. The University is not allowed to enrol you if we have not seen evidence of your qualifications.

Things to remember

If you are a Tier 4 (General) Visa holder, your visa must be issued on a London Met sponsored Confirmation of Acceptance for Studies (CAS).

You may not be able to enrol if your visa application is still in process. We may ask you to provide up-to-date evidence that you have a valid pending visa application.

You will not be permitted to enrol if you have a Tier 4 (General) Visa sponsored by another institution or if you have non-Tier 4 (General) visa application funding. Please be aware that you will not be permitted to enrol if you can not provide evidence of

your UK immigration status, or any of the other mandatory enrolment documentation listed in this section.

It is very important that you have paid 50% of your tuition fee, or provided evidence of sponsorship or funding before enrolment.

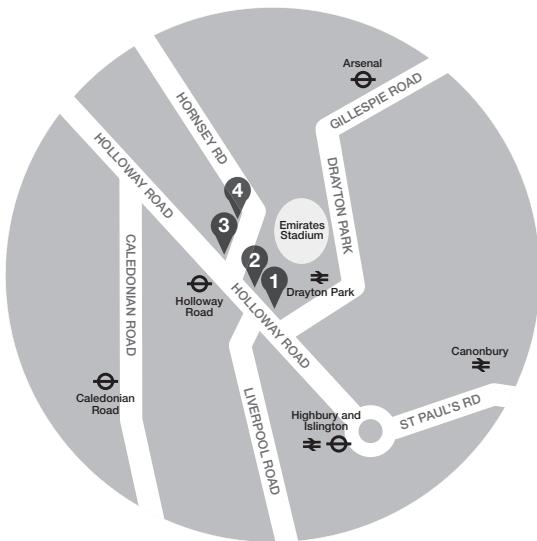
Further assistance for international applicants

Please feel free to speak to our International Student Advice team if you have any questions about your immigration status.

Contact us at:

adviceinternational@londonmet.ac.uk

Holloway



- 1 Tower Complex:**
166 – 220 Holloway Road,
N7 8DB
• Tower Building
• Graduate Centre
• The Rocket
• The Great Hall

- 2 Enquiries and Admissions:**
2 Hornsey Road,
N7 7BP

- 3 Learning Centre:**
236 – 250 Holloway Road,
N7 6PP

- 4 Science Centre:**
29 Hornsey Road,
N7 7DD

Aldgate and Moorgate



- 1 Moorgate:**
84 Moorgate
EC2M 6SQ

- 2 Gouston Street:**
16 Gouston Street
E1 7TP

- 3 Old Castle Street:**
E1 7NU

- 4 Calcutta House:**
Old Castle Street
E1 7NT

- 5 Central House:**
59 – 63 Whitechapel High Street,
E1 7PF



Student support

Providing support for all your needs

London Met has a well-deserved reputation for being a supportive and friendly institution, which allows all our students to achieve their full potential. We offer a wide range of services for you.

Student Hubs

The main contact points for students are our Student Hubs. These are located at the University's three main campuses – Holloway, Aldgate and Moorgate – and each office supports all students who are studying at that campus. You will need to go to these offices:

- if you have any queries about the modules you are registered on or about your timetable
- to hand in any printed coursework you are expected to submit
- if you have a query about your course and you are not sure who to talk to
- if you need a letter, or have a problem with your ID card or with your funding
- to show your qualifications after enrolment, if asked to do so

You will be allocated to the hub which principally supports your school as stated on your email of admission. The offices work closely with academic schools and their teaching staff, as well as the specialist teams in our Academic Registry and Student Services.

 [/LondonMetStudentHub](#)

Student Services

Our Student Services team is here to help you get the most out of being a student at London Met. Our experienced and professional staff are committed to helping you achieve your full potential while at university and do so by ensuring that you have access to professional information and support. You don't need to have a problem to come and see us – many of our services aim to help you gain transferable skills and maximise your experience. If, however, you do encounter problems during your time with us, we are here to help. There may be times when the unusual and unexpected happens and it's good to know there are people to support you.

Your Student Hub can make you an appointment with one of the specialist teams below if you need it.

Accommodation Bureau

Finding a suitable place to stay can help you make the most of your time at London Met.

The Accommodation Bureau provides information, guidance and advice on finding accommodation in external student halls of residence and private rented accommodation. We also provide information and guidance on homestay (living with a British family), single semester and short stay, hostel, B&B accommodation, rental agreements and sharing with other students. We can assist you with completing application forms for halls of residence and with tenancy agreements with private landlords. Our service is happy to make recommendations to external hall providers, landlords and agents.

Halls of residence

For a list of halls available and information on how to apply, please visit:

londonmet.ac.uk/halls

Private rented accommodation

Private rented accommodation refers to privately owned rooms, flats and houses being let out by their owners for residential purposes. The rent is paid either weekly or monthly, and you would normally sign a contract (a tenancy agreement) with the owner. Register on our database of privately rented accommodation to view available rooms, flats and houses:

londonmetstudentpad.co.uk/students

londonmet.ac.uk/accommodation



/LondonMet.Accommodation



lmu.accommodation

Advice, Information and Funding Service (AIFS)

Your success at university is more secure if you have proper funding arrangements in place. The Advice, Information and Funding Service (AIFS) offers friendly, informed support and guidance on a range of issues including: fees, funding, financial difficulties, support with making your funding application to Student Finance England or its non-UK team, and support in liaising with the University's Fee and Income Collection teams. We provide downloadable funding information sheets, funding/budgeting films, and information about local services.

We also run workshops and can meet with you on a one-to-one basis to explore your individual concerns. We can help with complex areas affecting funding entitlement such as previous study, as well as helping ensure students with children and/or a disability receive their full funding entitlement.

londonmet.ac.uk/advice

Careers and employability

We take your future employment seriously and are committed to helping you build a rewarding career. We offer the following services to get your career on track from the moment you start your course:

- one-to-one professional careers guidance, including advice on how to make an impact with employers through your CV, applications and interviews
- regular recruitment events to help you get jobs
- employer-led workshops and seminars
- registration with the Job Shop which advertises paid opportunities, such as placements/internships, part-time, temporary and graduate vacancies, as well as valuable volunteering opportunities with community organisations
- employability skills training

The London Met Careers Portal has CV support, application help, interview practice tools, employer insights and a range of other sources of help for you to find work.

londonmet.ac.uk/careers

Student support

Volunteering

Our volunteering service offers a range of ways to build your personal and professional skills. You can get involved in volunteering and transferable skills training, which will help to improve your chances of gaining employment in your chosen field. You will also increase your self confidence, enhance your learning and make useful contacts that can help in your future career.

londonmet.ac.uk/careers

Counselling and Personal Development Service

Everyone needs support from time to time and it's best to seek it before a situation becomes too problematic. Our team of professional counsellors provide confidential one-to-one counselling on a wide range of emotional difficulties. Students find that talking things through with a counsellor is really helpful – it gives you time to examine and understand your concerns and to explore more effective ways of dealing with them.

The Counselling Service can also offer support if you have a mental health difficulty or have concerns about your ability to engage effectively with university life and study. The aim of our work is to provide helpful psychological support as well as advice and guidance on internal and external support options.

You can also meet with a counsellor to discuss how to maximise your personal and academic potential. In addition, we run workshops on a wide range of personal development topics and transferable skills. Linked to this, is a new

and innovative study programme which you can complete at your own pace by following a home study guide and attending a small number of workshops. On successful completion of the programme, you will be awarded the Certificate In Personal Development. For further details and to register for the programme, please contact the Counselling Service at:

counselling.studentservices@londonmet.ac.uk or phone: +44 (0)20 7133 2093

Mitigating circumstances

For various reasons some students get into difficulties with their studies. This may be the result of a life crisis or emotional difficulty. If it happens to you, a University counsellor or the Mental Health team can sometimes support you with your application for mitigating circumstances, especially if you have been in regular and ongoing contact with the service. It is, therefore, important to contact the Counselling Service as soon as you notice that things are not going to plan.

londonmet.ac.uk/counselling

Disabilities and Dyslexia Service

The London Met Disabilities & Dyslexia Service (DDS) offers advice, information and support for students with a disability or a Specific Learning Difference (SpLD: such as dyslexia or dyspraxia). We support students who are deaf or hard of hearing, blind or partially sighted, have chronic long-term health conditions or mental health difficulties. We provide advice and screening to students wishing to clarify if they may have a SpLD.

In line with the Equality Act (2010), the service can recommend reasonable adjustments, in order to ensure that you can participate as fully as possible in the academic and social life of the University. This can include: adjustments to arrangements for teaching, examinations, the physical environment and methods of communication. The service can also provide advice and guidance on the funding available to disabled students (such as the Disabled Student's Allowance).

You are advised to obtain medical (or other) evidence of your condition and to make contact with the DDS well before your course begins, so that we can get your support in place at the start of your course.

For further details please contact the Holloway Student Services Reception at:

+44 (0)20 7133 2094 or Aldgate Student Services Reception at: **+44 (0)20 7320 2370**.

londonmet.ac.uk/disabilities

International Student Advice Service

Our International Student Advice Service team can provide specialist support on a range of issues, such as: visas and immigration, finance and general advice. Once enrolled, students may also meet us in person by making an appointment. We are available to help you before you arrive and also throughout your time as a student at London Met.

londonmet.ac.uk/international



Study resources, support and feedback

Library and IT resources

Our high-quality study environments contain a huge collection of printed books and journals with the choice to work in group or silent zones. You will also have access to a wide range of e-books, e-journals and databases to support you in your studies, which you can use on and off campus. You will also have access to the internationally acclaimed Trades Union Congress Library Collections.

Our libraries have hundreds of open access PCs and Macs, Wi-Fi, self-service borrowing facilities and experienced staff available to help you make the most of the library resources.

Our professional academic liaison librarians work closely with the schools to provide embedded information skills teaching in the classroom. Your librarian is also trained to provide help specifically for your course to help you find and use the best resources available. You can attend scheduled enquiry sessions or book a one-to-one appointment.

We have developed an open course called Library Matters (accessible with your London Met username and password) to provide information literacy skills for use during your time at London Met.

londonmet.ac.uk/library

PASS Scheme

Through our Peer-Assisted Student Success (PASS) Scheme, all first-year students have access all year to friendly advice and guidance from Success Coaches: trained, successful second and third-year students from the same subject area.

The PASS sessions are part of your course, and Success Coaches can draw on their own knowledge and experience of the subject to boost your progress in various ways. They can help by developing a better understanding of your course content and what is required in assessments, good academic skills and effective ways to be a successful student yourself!

Student charter

Here at London Met, we are committed to helping our students shape their learning and their futures. Our student charter details our responsibilities to you, and also the commitment we expect from our students. By upholding these key values together, we hope to create a community where all can flourish and succeed.

Our student charter outlines these goals, and can be read here:

londonmet.ac.uk/studentcharter

Study Hub

This website is especially designed for students and has lots of great resources: quick tips, videos, tools, and guides to help you develop or refine your study skills and to help you become more confident at uni.

Study Hub also incorporates the Study

Chat Facebook group, where you can get quick study advice and information about all aspects of study, as well as give you tips on how to make the most of your time at university.

londonmet.ac.uk/studyhub

 [/LondonMetStudyChat](https://www.facebook.com/LondonMetStudyChat)



Get involved

Being a student isn't just about books and lectures

With a variety of sports clubs, societies, activities, campaigns and Verve Media (the student radio station and magazine), there's something for everyone at London Met.

Students' Union

Once you have enrolled at London Met you become a member of the Students' Union. The Students' Union is here to support, represent and enrich the lives of all London Met students. The Students' Union is a democratic organisation overseen by a board of trustees supported by a team of elected officers and professional staff.

Representation and campaigning

The Students' Union has three hub committees as well as its Student Council. These act as a forum for issues affecting students to be discussed and addressed. The Students' Union also raises awareness on issues affecting students and runs a wide range of campaigns and events from Black History Month to Multi-Faith Week. The representational activity is led by four full-time elected student officers.

The Students' Union also manages the Student Academic Representatives (StARs) scheme that ensures you have a say on your course and can raise concerns and contribute to course development.

Advocacy

The Students' Union can support you if you are facing issues with your academic work and need advice and information.

Sports clubs

Sport is a great way to get involved in the Students' Union and University, make friends, have fun and get a bit healthier. The Students' Union runs a number of elite sporting teams who compete in national and local leagues as well as running fun sporting tournaments across the University for everyone no matter what your ability or experience. The Students' Union also work with colleagues around the University who provide recreational sport opportunities and look after the University's sporting facilities. If you want to take part, find us at the freshers fair, drop into the office or send us a quick email at studentsunion@londonmet.ac.uk.

Societies

The Students' Union is also the home of many diverse societies that cover a range of interests and lifestyles. You can join an existing society, get together with others sharing your interest, or even form a new one. There are societies for practically everything at London Met.



Verve media

Tune in online to listen to a show or pick up a copy of Verve Magazine to find out the latest news and reviews. Staffed by students, the radio and magazine teams are always on the lookout for new talent. Get involved by offering your services as a journalist, graphic designer, DJ, researcher or technical assistant.

Students' Union services and reception

The Students' Union reception is there to help point the way and can also assist with:

- NUS Extra cards
- social activities
- sports clubs
- student societies
- enquiries about StARs, Verve and the Student Council
- Oyster cards and student railcards
- booking appointments

Student Welcome Team (SWT)

The Union also runs the Student Welcome Team who will be around throughout welcome week to help you settle in.

londonmetsu.org.uk

 [/LondonMetStudentsUnion](#)

 [@LondonMetSU](#)

 [@LondonMetSU](#)

Email: studentsunion@londonmet.ac.uk

SU Reception: +44 (0)20 7133 4171

SU Reception: Room TMG-75
Tower Building

The social experience

The Rocket

The Rocket at our Holloway campus is the social and entertainment venue for our students. Free Wi-Fi is available throughout, which makes our café bar ideal for catching up on work, socialising and partying.

We're open from 8.30am on weekdays, with comfy sofas, great coffee and toasted paninis and snacks available all day. Our fantastic outdoor courtyard and venue space is perfect for relaxing between and after lectures.

The Rocket hosts a vibrant programme of events and has a very affordable late bar. Weekly highlights include the 'pop-up' Back Room Cinema, showing the latest must-see releases and classic films; quizzes; live music gigs; comedy; karaoke and various club nights for all musical tastes. We hold many Freshers events and the Freshers Fair at The Rocket, as well as the amazing 'Freshers Welcome Party' at the end of the celebration period.

The Rocket offers a warm welcome to all London Met students, staff and their guests, and is open from early morning to late at night.

Want to get involved?

We'd love to hear from you! Get in touch on Facebook and Twitter – also the best way to keep in the loop about all our events.

 [/londonmetevents](https://www.facebook.com/londonmetevents)

 [@londonmetevents](https://twitter.com/londonmetevents)

The Metcard

The Metcard is your exclusive passport to student discounts at London Met – and best of all, it's free! The Metcard gives you instant access to the best deals around the campuses, with food and drink promotions alongside discounted entry to events. You can get your Metcard at The Rocket, where we'll print it for you straight away so you can start using your discounts.

Café culture

At London Met we have six cosy and affordable cafés offering a delicious range of teas, coffees, fresh hot meals, pastries and snacks. The relaxed atmosphere at the Met Lounges and refectories makes them perfect for some informal study or a catch-up with friends. You can also use one of the easy access computer terminals or log on to the free Wi-Fi, and catch up on reading your lecture notes or emails while sipping a latte.

Sports and recreation

Get involved and get active with the London Met Sports and Recreation service. Take advantage of our two state-of-the-art fitness centres, dance studios and our Active Lifestyles programme offering recreational classes ranging from badminton and boxfit to volleyball and Pilates. Whether you want to get fit, meet fellow students or increase your general health and wellbeing, we have plenty of opportunities for you to participate.

For full details of all the activities on offer during welcome week please visit our website:

londonmet.ac.uk/welcome

Frequently asked questions

When does my course start?

In almost all cases teaching begins immediately after the welcome week, in the week commencing Monday 6 February, although some courses complete their enrolment and start teaching earlier, in which case you will be separately notified. Your online Welcome Schedule – which you can access at londonmet.ac.uk/timetable – gives details of the dates, times and venues for the introductory meetings that you must attend. The name of the course you are joining is set out in your email of admission. If you are unable to access your online Welcome Schedule, please email:

welcome@londonmet.ac.uk

When will I get my timetable?

Undergraduate students will also be able to view their timetables for classes via their Evision accounts; this facility is available during December at londonmet.ac.uk/timetable – normally 48 hours after the completion of pre-registration.

When will I get an ID card?

Before your course starts we will ask you to upload a photo which we will use to create your ID card – please see [page 4](#) for details of how to do this. You will receive your ID card when you enrol.

Please keep your ID card with you at all times while at the University.

Where is my Student Hub?

Holloway campus:

Room TM1-89 – Tower Building
(near the Junction on the first floor)

This office is the hub for all students based in the School of Computing and Digital Media and all students studying in the School of Human Sciences, the School of Social Sciences and the School of Social Professions other than those who study translation and interpreting courses.

Aldgate campus:

Room CMGN-24 – Calcutta House

This is the principal hub for students based in the Sir John Cass School of Art, Architecture and Design (The Cass).

Moorgate campus:

Room MG3-03 – Moorgate building

This office is the hub for students based in the Guildhall School of Business and Law and students studying translation and interpreting courses.

How do I pay my fees?

Please visit londonmet.ac.uk/payingfees

How do I get my computer password?

Your password is already provided on your email of admission. If this does not work for some reason, please email preregistration@londonmet.ac.uk and a member of the team will get back to you.

Frequently asked questions

What are the term dates and when are the holidays?

Welcome week:

30 January – 3 February 2017

Teaching programme:

6 February – 7 April 2017

24 April – 4 August 2017

Examinations:

24 July – 4 August 2017

What if I haven't had a response to my application for student funding?

If you have applied for funding and have not heard anything it is worth checking with the Student Loans Company. If you do not have a final outcome by late January, please come to see us as early as possible, bringing evidence that you have applied, and we can help you from there. You should ensure that you have sufficient funds to cover you for the first few weeks of term. Specialist staff are available on a drop-in basis at our Funding Zone in the Graduate Centre in Holloway.

Can I change my course?

If you have any questions regarding your course or mode of attendance, please get in touch as soon as possible. Home and EU students should call our Admissions Office on

+44 (0)20 7133 4200 and international students should email international@londonmet.ac.uk.

If you change your mode of attendance (from full-time to part-time or vice versa) then you should be aware that this may affect any loans or other funding you receive. You are advised to seek advice from the Funding Zone.

Can I join the National Union of Students (NUS)?

Yes. All undergraduate and postgraduate, full-time and part-time students can join the NUS. To find out more about the NUS Extra card, and for discounts at a selection of retail outlets, visit londonmetsu.org.uk

Can I bring my car and is there parking available?

Our central location means that there is no student parking available (apart from disabled parking), and so car parking is very difficult. You are strongly advised to use public transport.

London Met is a big place with thousands of students and staff spread across three campuses in Holloway, Moorgate and Aldgate. With so many of us, you might be asking yourself what is the best way of keeping in touch with each other, and up-to-date with all the University news? Well, there are loads of ways...

London Met website

We guess that you've already visited our website, but do visit it regularly – it will provide you with information on everything you possibly need to know about the University.

londonmet.ac.uk

Student Zone

This intranet site is used by the University's students. You'll find useful information on coursework and exams, fees and funding, timetables, personal academic tutors and an A-Z to help answer all your questions.

student.londonmet.ac.uk

London Met news

As a student you will receive regular emails from your Vice Chancellor, Professor John Raftery, about developments at London Met. You will also be emailed the University's student newsletter.

Social media

-  /londonmetuni
-  @LondonMetUni
-  @londonmetuni
-  /LondonMetUniversity
-  linkedin/londonmetuni

Top tips to get you set for London Met

Get to know people

As well as meeting students from your course, you can also make new friends by joining one of the many student societies at London Met. These societies cater for a number of interests: from sports and politics to music and art. Try to go to as many events as you can at the beginning; it will give you an opportunity to get to know people and to get yourself known.

Organisation is key

Being a student often means juggling your modules, your job, your family life and, of course, your social life! With all these factors competing for your time, it's best to take some time out and make a plan to avoid stressing out at a later date.

Prepare yourself

Set some time aside to read through the information you will be given about your course. Make sure that you read the handbooks carefully and that you fully understand what is expected of you. Make useful notes in class to help you when you have to write coursework or revise for exams.

Attendance and academic engagement

Commitment to your studies is key to your success as a student at London Met. You should attend all classes and attempt all assessments; good attendance will ensure you are always on top of the subject matter. Attendance at classes is recorded and reviewed on a regular basis. If your attendance over your whole programme is not satisfactory, you risk having your enrolment with the University stopped.

Whilst some absences might be unavoidable, you should always let your module leader know in advance and you must catch up on what you have missed.

Budget

You might have to make your money stretch during your studies, so try not to spend all of your student loan during freshers' fortnight! If you require it, we can help you find a job, or advise you on how to manage your money more effectively. Discounts for students are available from many places, including Transport for London (TfL) and the National Union of Students (NUS).

Ask for support

If you aren't sure about something, please do ask us. We are all here to make sure you have a quality experience and that you have all the information, support and guidance you need to help you succeed in your studies.

Key information

Online pre-registration:

londonmet.ac.uk/evision

If you have any problems, email

preregistration@londonmet.ac.uk

Admissions for home and EU students:

londonmet.ac.uk/admissions

admissions@londonmet.ac.uk

+44 (0)20 7133 4200

Admissions for international students:

londonmet.ac.uk/international

international@londonmet.ac.uk

Student accommodation:

londonmet.ac.uk/accommodation

+44 (0)20 7133 3998

Tuition fees and funding:

londonmet.ac.uk/fundingadvice

Disabilities and Dyslexia Service:

londonmet.ac.uk/disabilities

Careers and Employment:

londonmet.ac.uk/careers

Aldgate: +44 (0)20 7320 2380

Holloway: +44 (0)20 7133 2094

Student Hubs:

Holloway: Room TM1-89

Aldgate: Room CMGN-24,
Calcutta House

Moorgate: Room MG3-03

londonmet.ac.uk/studenthubs

Hollowayhub@londonmet.ac.uk

Aldgatehub@londonmet.ac.uk

Moorgatehub@londonmet.ac.uk

Library Services

londonmet.ac.uk/library

Students' Union:

londonmetsu.org.uk

Term dates for January 2017 starters:**Welcome week:**

30 January – 3 February 2017

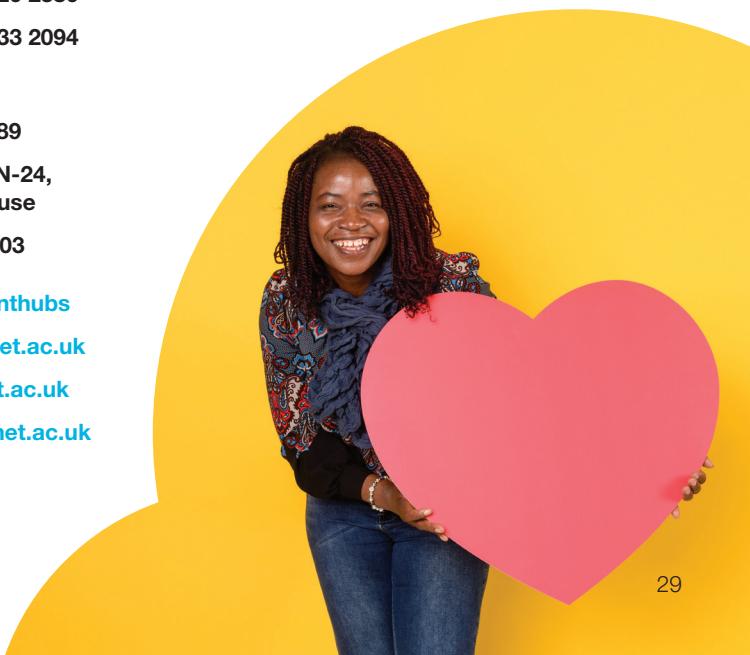
Teaching programme:

6 February – 7 April 2017

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24 July – 4 August 2017



Notes:

