University Centre Peterborough

Part of the **Inspire Education Group**

Welcome guide
for new students

Peterborough and Stamford campuses 2022/23

We are pleased to welcome you to University Centre Peterborough and hope you enjoy your time with us.

This booklet provides you with information about enrolment, induction and contains useful tips to guide you through your first few weeks.

IMPORTANT INFORMATION The Information provided is accurate at the time of publication. However, courses, services and content of publications remain subject to change to comply with the requirements of accrediting bodies or to keep courses contemporary through updating practices or areas of study. The latest key information on courses, entry requirements and fees can be found at www.ucp.ac.uk

Welcome from Liz Knight

UCP Academic Director

Congratulations on your successful application and welcome to University Centre Peterborough (UCP).

Our primary focus is to provide you with academic and pastoral support, so you feel confident in transitioning into higher education. One of our key objectives is to ensure we listen to your views and continuously develop our provision so that your needs are met. At UCP we operate a partnership approach with our students and in this way the teaching and learning experience is dynamic and innovative. It also allows you to gain additional skills which are beneficial for future careers or study.

Please read the latest information about starting in September on our website https://www.ucp.ac.uk

At UCP you will learn from lecturers who are highly qualified and experienced in their fields. But great knowledge isn't the only thing our staff can offer; they are also friendly, supportive and dedicated to helping you achieve your ambitions. They will also be happy to answer any queries and provide additional guidance if you require it.

I wish you well in your studies at our University Centre and very much look forward to meeting you at future events.

www.ucp.ac.uk/virtualtour/

[Interactive Virtual Tour | UCP @ Peterborough](#)
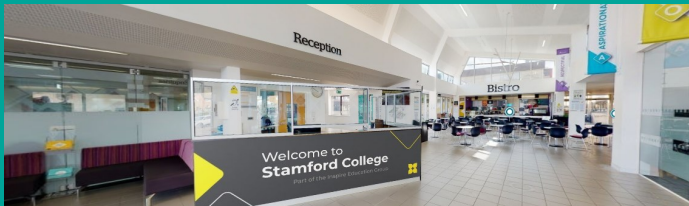
[Interactive Virtual Tour | UCP @ Stamford](#)

The Peterborough and Stamford Campuses

University Centre Peterborough (UCP) operates from our Peterborough and Stamford campuses and became the designated HE subsidiary for the Inspire Education Group (IEG) in 2020. You have access to both UCP Peterborough and Stamford sites, including all resources (library, print services and study space.) Remember to always have your Student ID card with you when you visit either site. Details of site openings and information can be found at www.ucp.ac.uk

Higher Education students, whether studying at Peterborough or Stamford follow the policies and procedures of UCP, and have access to support staff and resources on both campuses.

The University Centre Peterborough Graduate demonstrates:

UCP Strategic Plan 2020-2023

- Resilience
- Engagement in and promotion of continuous academic and professional development
- A global perspective and cross-cultural sensitivity and awareness
- Clarity of communication and purpose
- Information and skill expertise
- Intellectual autonomy and enquiry
- Adaptability
- Civic values

Induction Activities

You must attend your course induction. It is designed to introduce you to your course and how you will learn.

The induction will provide a comprehensive introduction to the course structure and our virtual learning platform – CANVAS. We will also provide training and support so you feel confident in accessing our systems. You will also meet your Student Officer who will explain how you can actively engage in the student community, and other members of the UCP Support Team.

In addition to the information required for enrolment, please be aware of the following:

• Please bring with you a Laptop/ tablet/ digital device and charger (please charge before you arrive as well)

• A variety of food and drink outlets are available at both our Peterborough and Stamford campuses.

• Feel free to bring a list of questions and queries that we can address while you are with us- please don't be afraid to ask

Course Enrolment

To complete enrolment, we need to check your identity in person when you arrive. If you've applied for a student maintenance loan, we can then let the Student Loans Company know you've registered with us so they can pay your maintenance loan.

What is enrolment?

Enrolment is the process through which you:

⇒ Agree to be a student at the UCP for the academic year
⇒ Indicate your agreement to abide by the UCP Statutes, Ordinances and Regulations and to pay all relevant fees (e.g. tuition fees)
⇒ Check and update key personal information in your student record.

If you **do not enrol** you will not be entitled to:

⇒ Your student ID card
⇒ Attend lessons
⇒ Resources for your programme of study
⇒ Participate in assessment
⇒ Receive a Council Tax Exemption Certificate (where appropriate)
⇒ Receive your Student Loan (where applicable)
⇒ Access additional services and information.

When do I enrol?

You will need to complete the enrolment process during induction and your first lesson, and no later than week 3 of teaching as this will impact the release of your Student Finance.

How do I enrol with UCP?

The enrolment process should take you about 20 minutes. You will need the following information:

1. Official Identification documents with photographic identify for example - driving licence, or passport
2. Qualification certificates (if your offer of a place is based on you having certain qualifications, for example, a level 3 in a relevant subject and GCSE English and Maths at grade 4/C or higher)
3. Proof of your current permanent address
4. Your term-time address
5. Your term-time telephone number
6. Your mobile telephone number
7. Name, telephone number and email details for your next of kin
8. Your Student Finance Notification of Entitlement letter (if this is how you are funding your studies), OR a Sponsorship letter. If you are self-funding, please ensure you bring a credit/debit card with you for Enrolment and Induction to make an online payment
9. Method of payment (if you or your Employer are paying for your course). Employer payments require a Sponsorship Letter.
10. If you are a student applying with Accredited Prior Learning (i.e. transferring credits), we will have asked you to provide a copy of your Academic Transcript/evidence of your previous study to enable your application to be approved.
11. Evidence of settlement status due to changes post Brexit

Before you enrol...

Please read and understand the policies , regulatory and important documents found at **www.ucp.ac.uk/policies/** **before** you enrol.

We draw your attention to the following;

- Terms and Condition of Admission and Enrolment
- Student Charter
- Student Protection Policy
- Rules, Regulations and Procedures

It is essential that all students, whether new or continuing, complete their enrolment task each academic year with UCP. Failure to do so will impact access to resources required for your studies and potentially delay any student finance payments.

Student Identification Card

To complete enrolment we'll need to check ;

- your identity in person when you arrive.
- you have completed the required enrolment process
- you have provided the required paperwork i.e. certificates.

 You will be issued with a student ID card and lanyard, which you should wear at all times whilst on site at either of our campuses.

Student Finances

How and when do I pay my tuition fees?

Tuition fees are paid upon enrolment.

If you are doing this through **Student Finance** then we will need to see proof of your Student Finance SSN and CRN numbers on the day, and you will need to input it in the relevant place when you enrol online. Our team will then invoice the relevant Student Loans Authority for your tuition fee.

If you are **self funding,** you need to pay at least 1/3rd of the fees on enrolment. The balance of the fees would be uploaded to FlexEd and you would set-up a payment plan with FlexEd for the balance of the fees. The balance of the fees have to be paid 3 months before the end of the course, or 3 months before the end of the first year if a 2 year course. For every instalment payment you make to FlexEd they will be charged a £6.00 administration charge (but there's no interest). If you default on the agreed payment plan, you are at risk of the account incurring further 10% administration fee on the outstanding balance, and your account could be referred to a Debt Collection Agency.

Employer funded We would need to see a signed letter headed document from your employer confirming they are covering your fees. Your Employer will then be invoiced accordingly.

What happens if I do not pay?

Failure to pay your tuition fees means you will be withdrawn from the course you have applied to study and you will be unable to access any of the UCP services and/or facilities. Up-to-date tuition fee levels are available online: **www.ucp.ac.uk/fees**

You can contact **studentfinance@ucp.ac.uk** with any queries you may have relating to fees.

Course Timetable

Please refer to your Welcome Letter which contains the teaching days for your course. Your Course Leader will provide you with further details during your Induction.

Key Academic Year Dates

Students are expected to attend <u>all</u> sessions during the academic year. This is because there is a proven and direct correlation between attendance and academic success. Employers also ask about attendance dates during recruitment. If you are unable to attend a session, you must notify your course leader by email in advance.

Please refer to <u>www.ucp.ac.uk/key-dates/</u> for dates and holidays

Site Opening Times

For Peterborough campus please refer to
<u>www.ucp.ac.uk/key-dates/</u> for opening times.
For Stamford campus please refer to:
<u>www.stamford.ac.uk/college-life/term-dates</u>

Learning Resource Centre opening hours for both campuses are published at:

https://sites.google.com/peterborough.ac.uk/lrc/libraries-home

Key Dates

For Peterborough and Stamford campuses please visit our website for up-to-date teaching, examination and re-sit dates. This is applicable for all course and modes of study.

www.ucp.ac.uk/key-dates/

UCP is closed on bank holidays, which for 2022/23 are;

- Monday 26th December 2022

- Tuesday 27th December 2022

- Monday 2rd January 2023

- Friday 7th April 2023

- Monday 10th April 2023

- Monday 1st May 2023

- Monday 29th May 2023

Monika Kincinaite

Your Student Officer provides an important bridge between students and staff.

Monika's main responsibility is to impartially support you , both academically and pastorally, helping staff and students to work together.

Monika also keeps the HE Management Team informed of any areas for development and enhancement with regards to student satisfaction .

In conjunction with this role, Monika is also a Governor on the UCP Board – furthering commitment to the student body.

Student Influence

Students are represented at all levels at UCP, and their views are sought and valued as part of the learning partnership we have with you.

We ensure that students have a voice and are key in **everything** we do.

Student Representatives

A Student Representative is nominated by their peers for each level of programme we offer at UCP. These Student Reps are the 'collective voice' and provide feedback to UCP in a variety of forums. They are invited to attend meetings with support staff, academic staff and the Academic Director to ensure their queries, concerns and positives comments are heard, and provide a central student voice for our study body. You will be invited to nominate yourself as a Student Rep in the first few teaching weeks by your tutor.

Student Ambassadors

Our Student Ambassadors provide a friendly face from day one and will advise and guide you about course related and extra-curricular activities. We realise that sometimes you just want to talk to one of your peers.

Student Council

Chaired by the Student Officer, UCP's Student Council acts independently and is responsible for representing the voice of the higher education student body. Offering recommendation regarding learning and student experience, policy, public relations, education, and the wider remit of contributing to the future of UCP. The Student Council meets regularly throughout the academic year and is fundamental to the structure of UCP.

Student Engagement, Learning & Teaching Committee

This Committee is responsible for reviewing the quality of learning and teaching strategies which include enhancements to assessment and feedback practices. It monitors and reviews the quality of the academic experience and determines actions as appropriate. A key function is to disseminate good practice, ensuring that student engagement is central to the decision-making process. Student Representatives are invited to attend the committee to inform the agenda and report on student concerns and highlight good practice.

Clubs, Societies and Events

Each year students are allocated a budget to set up new societies so if you have any ideas for a society and feel it is something that others would get involved in, come and speak to the Student Council and let's get planning!

Student Discounts

All students across the Inspire Education Group are eligible to purchase the TOTUM discount card for a small annual fee,. This gives you access to lots of top brand student discounts, deals and flash sales on eating out and fashion, tech and travel plus much more. Students can also sign up for a free MyUniDays and Student Beans account using their student email accounts. These websites also provide lots of discounts to students.

Supporting You

We are dedicated to your success and will do everything in our power to help you achieve your goals. If you find yourself in need of some extra help with your studies we have a number of dedicated members of staff to help you with any queries or concerns, or even just to lend a supportive ear before and during your time with us. Our small class sizes allow the lecturers to get to know you personally and our students will be the first to agree that your knowledge and opinions are valued.

Student Support

The UCP Student Support team are dedicated to supporting students with their educational, learning and wellbeing needs. Our building has been carefully designed with the needs of disabled students in mind, and together with colleagues from our Peterborough and Stamford College campuses there is a team of experienced advisers to help students obtain the necessary support they need. Our Student support team are available at: support@ucp.ac.uk

Study Skills & Tutorials

Study Excellence Sessions: Optional skills sessions designed to improve your academic performance are delivered in addition to your timetabled sessions. Sessions include; using eBooks, persuasive writing, critical thinking, developing research skills, preparing for presentations, and debates to name a few. The 2022/23 Study Skills timetable will be published in your first week.

Personal Tutor

Throughout your time at UCP you will also have a personal tutor who will listen to you, encourage you and support you, as well as help you maximise your academic opportunities.

Additional Learning Needs

We strongly urge students who have a disability, long-term health condition, learning need or mental health condition to disclose this to the institution at the earliest opportunity. This is to make sure that support is put in place as quickly as possible, so that you are not placed at a disadvantage. You can notify UCP about a condition by contacting **support@ucp.ac.uk** and completing an ALS Disclosure Form.

Disabled Students Allowance (DSA)

If you have a diagnosed condition, we recommend that you apply for the **Disabled Students Allowance (DSA)**. These are funds that are available from Student Finance England (in addition to your other student finance) that help to pay for:

◊ Specialist equipment, for example a computer if you need one because of your disability;

◊ Non-medical helpers;

◊ Extra travel because of your disability/condition;

◊ Other disability-related costs of studying.

The DSA application process can take up to 14 weeks. It may also take a while to implement equipment, training and other support, so it is important to apply for DSA at the earliest opportunity. DSA applications can be held open for up to 12 months, so if you are pending diagnosis, we recommend submitting an application; confirmation of diagnosis can be supplied later. You can contact support@ucp.ac.uk for advice. More information about DSA can be found here:

www.gov.uk/disabled-students-allowances-dsas

Your Employability Hub

The Employability Hub provides training and support for all areas relating to your career including

- A range of training including identifying career paths, developing LinkedIn profiles, preparing for interviews etc.

- 1-2-1 support

- Promotion of jobs, work experience, placements and internships

- Employer talks & visits

- Contact details: employerhub@ucp.ac.uk

Follow University Centre Peterborough on LinkedIn for current employer related information and opportunities

www.linkedin.com/school/university-centre-peterborough/

Library & Digital Resource Hub (LDRH)

The wider Peterborough and Stamford campuses have excellent, newly refurbished Library & Digital Resource Hubs. Your Course Leader will arrange for LDRH staff to visit your cohort and demonstrate UCP resources. You can also contact the highly approachable, knowledgeable, and helpful LDRH staff to obtain individual guidance on accessing and using the best resources for your studies.

UCP students benefit from online databases of eBooks and electronic journals. The LDRH service also provides a range of print resources and facilities.

Peterborough email: library@peterborough.ac.uk

Stamford email: library@stamford.ac.uk

Canvas, the Virtual Learning Environment

Once successfully registered on a module you will have access to the modules area on Canvas, the VLE here at UCP. Module guidelines are uploaded onto Canvas, providing you with the weekly programme of study, further reading materials, important notices and announcements, and details of the assessment.

Tutors may also upload their lecture notes and further materials for you to study. Students can also share documents and discuss the module content with each other on Canvas.

Canvas is available (once you have enrolled)
at: **https://canvas.ucp.ac.uk**

Key Web Resources

To help you study more effectively and become familiar with the many tools and support offered we recommend you have a look at these resources before you start.

- Academic Regulations **https://www.ucp.ac.uk/policies/**
- UCP Rules, Regulations and Procedures **https://www.ucp.ac.uk/policies/**
- Student Charter **https://www.ucp.ac.uk/policies/**

Once you have enrolled you will have access to:
- ProPortal (for assessment results and progression details)

- Library & Digital Resource Hub

- VLE (virtual learning environment)

Other useful resources & contacts
- Chaplaincy **chaplaincyteam@peterborough.ac.uk**
- Student Support **support@ucp.ac.uk**
- Taverners accommodation **www.tavernershall.co.uk** **info@tavernershall.co.uk**
- Turnitin (for originality reports) **http://www.turnitinuk.com**
- UCP IT Support Pages including password reset link **https://sites.google.com/ieg.ac.uk/student-intranet/**
- UCP Google Drive Account **https://drive.google.com**

Campus Facilities

Parking

Parking on our campuses is very limited and operates on a first come, first served basis. Secure areas for cycles and motorcycles is also available on our campuses.

Peterborough campus

Our Peterborough campus does not offer parking to students who live within a two mile radius of the site, and car parking permits are issued after you have enrolled. Once enrolled, please visit our reception team to obtain a permit. Please note that a permit does not guarantee a parking space.

Details of alternative parking for our Peterborough campus are available at: **www.peterborough.gov.uk/residents/parking/car-park-locations/**

Stamford campus

At our Stamford campus, students are required to register their car during enrolment.

Details of alternative parking for our Stamford campus are available at: **http://www.southkesteven.gov.uk/index.aspx?articleid=8364**

Nursery

We have an on-site nursery at our Peterborough campus that offers high quality childcare for babies and young children aged 3 months to 5 years old. The nursery team consists of highly qualified staff who are here to care for your child/children whilst you study.

To find out more about The Nursery or to apply for a place for your child please contact us on the following.

01733 762180   **nursery@peterborough.ac.uk**

Campus gym

Our Stamford campus offers the Borderville Sports Centre, a newly £2.2 million renovated facility where you will find Stamford Fitness. More details can be found at **www.bordervillesportscentre.co.uk**

Lifestyle Fitness at our Peterborough campus offers a full range of facilities to help you achieve your wellbeing goals. More details can be found at **www.lifestylefitness.co.uk/ peterborough-regional-college**

Catering

There are a variety of food and drink outlets available at both of our campuses. Costa coffee and Parcs Restaurant are available at our Peterborough campus. At Stamford, we offer Starbucks and the finest gourmet dining at Gallery Kitchen.

Traveling to UCP (Peterborough)

Peterborough is easily accessible from all parts of the UK and overseas. It's just 80 miles from London and 40 miles from Cambridge.

On foot

The Peterborough campus is close to the city centre, so it's easy to walk to campus.

Travelling by bike

Peterborough is easy to get around by bike. It's flat and has an extensive network of over 200km of cycle paths. There are 11 named and numbered routes surrounded by a 45 mile Green Wheel route which circles the city.

Travelling by Bus

Most services operate from the main bus station which is adjacent to Queensgate shopping centre, and only a short walk from Peterborough train station and the city centre.

Travelling by car

There are fast road connections via the A1(M) for north-south journeys and the A14 and A47 east-west routes. If you're programming a Sat Nav the postcode for University Centre Peterborough is PE1 4DZ.

Travelling by Train

East Coast Main Line provides rapid rail connections. Some estimated journey times are:

- London King's Cross - 50 minutes
- York - 1 hour 10 minutes
- Leeds - 1 hour 30 minutes
- Newcastle - 2 hours 15 minutes
- Edinburgh - 3 hours 30 minutes.

Map of Peterborough city centre and UCP

Traveling to UCP (Stamford)

Stamford is easily accessible from all parts of the UK and overseas. It's just 105 miles from London and 48 miles from Cambridge.

On foot

The Stamford campus is close to the town centre, so it's easy to walk to campus.

Travelling by bike

Stamford is easy to get around by bike. With multiple historic routes, navigating around the town is easy and enjoyable.

Travelling by Bus

Alongside transport run by local councils, we also have 15 different bus routes throughout Lincolnshire, Rutland, Peterborough, Cambridgeshire and Northamptonshire.

Travelling by car

There are fast road connections via the A1(M) for north-south journeys and the A47 east-west routes. If you're programming a Sat Nav the postcode for our Stamford campus is PE9 1XA.

Travelling by Train

London North Eastern Railway provides rapid rail connections. Some estimated journey times are:

- London King's Cross - 1 hour 40 minutes
- York - 1 hour 30 minutes
- Leeds - 2 hours
- Newcastle - 2 hours 30 minutes
- Edinburgh - 4 hours

Map of Stamford town centre

Phone 01733 214466

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