

Student Handbook 2014-2015



Welcome to

**ONCAMPUS
SUNDERLAND**



**University of
Sunderland**

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Please note that every effort is made to ensure that the information is accurate and up to date at the time of publishing, however, rules regarding International Students change frequently.

Timetable and module changes need to be authorised by the Centre Head or Deputy Head.

Finding us

Sunderland is situated on England's North East coast and is the largest city between Leeds and Edinburgh.

The Tyne and Wear Metro service is an easy means of getting around the Sunderland city region, as well as offering a 30-minute direct link into Newcastle city centre. There are international airports at Newcastle and Durham Tees Valley.

Grand Central Railway operates an interim timetable between Sunderland and King's Cross in London.

Air travel

Newcastle Airport is the closest international airport. EasyJet, American Airlines, Ryan Air, Air France and jet2 all have frequent flights to and from Newcastle from a range of destinations. The Metro runs directly to Sunderland from Newcastle International Airport.

Train travel

Sunderland has a well-connected rail service, with regular trains to London, York and Newcastle. A typical journey to London takes approximately 3 hours 30 minutes. The Metro to Newcastle takes 25 minutes.

For any rail enquiries contact:

National Rail Enquiries - (08457) 48 49 50

For regional Metro, bus and rail travel information go to: <http://www.nexus.org.uk/>

You are able to apply for a Metro Pass from the Student Gateway Building once you have a student ID card.



By bus – campus bus

The University operates a free campus bus available to our students. The Campus Circular route stops at the Halls of Residences and Ashburne House as well as City and St. Peters Campuses. The Campus Express runs continuously throughout the day between City and St Peters Campuses. During vacation periods the Campus Express visits Ashburne House as the Campus Circular does not operate.

The term starts on **29th September 2014**, but you can arrive earlier if you want to - check the start date of your visa. Please make sure your accommodation begins from the date you will arrive. You must also make sure that the University of Sunderland accommodation department is aware of when you will be arriving so that your room will be ready for you.

Campus map



01 & 02. UNIVERSITY OF SUNDERLAND CAMPUS AND ONCAMPUS SUNDERLAND



03. ST PETER'S CHURCH
Built in 674AD, the tower and west wall are original Saxon features and the church also has on display fragments of the oldest stained glass in the country, made by 7th Century European craftsmen.
1.2 miles | 24 mins | 10 mins



04. GLASS CENTRE
Dedicated to the history of glass-making, with numerous exhibitions and galleries. Visitors can also watch glass being made in the centre. A number of artists are located on site, and their work can be purchased by visitors in the glass shop.
1.4 miles | 24 mins | 9 mins



05. EMPIRE THEATRE
The Sunderland Empire is one of the largest venues in the North East, with 1,860 seats and the capacity to accommodate 2,200 when all standing positions are occupied.
0.2 miles | 5 mins | 2 mins



DISTANCES:

Newcastle: 10 miles | 28 mins
by train/metro

London: 240 miles | 3 hrs
30 mins by train

MAP KEY:

-  Railway Station
-  Metro Station
-  University of Sunderland Accommodation
-  Railway/Metro Line
-  Place of Worship Church
-  Place of Worship Mosque
-  Place of Worship Hindu Temple
-  Restaurant



06. MUSEUM AND WINTER GARDENS

Part of the Tyne and Wear Museums group, it contains the only known British example of a gliding reptile, the oldest known vertebrate capable of gliding flight.

0.5 miles | ⤴ 10 mins | ⤵ 3 mins



07. ROYALTY THEATRE

The Royalty Theatre is home to the (amateur) Royalty Theatre group who also put on a number of low-budget productions throughout the year. Renowned film producer David Parfitt is now a patron of the theatre.

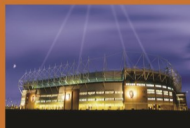
0.2 miles | ⤴ 5 mins | ⤵ 2 mins



08. AQUATIC CENTRE

Contains an Olympic-size swimming pool, a diving pool and a gymnasium. It is the only full Olympic-standard pool in North East England between Glasgow and Leeds.

1.2 miles | ⤴ 25 mins | ⤵ 8 mins



09. STADIUM OF LIGHT

Home to Sunderland A.F.C., With space for 49,000 spectators, the Stadium of Light has the fifth-largest capacity of any English football stadium.

1.2 miles | ⤴ 8 mins | ⤵ 21 mins

All distances are given from ONCAMPUS at the Johnson Building.

Around campus

Taxi

Station Taxis – (0191) 555-5-555
Unit 11 Riverside Road
Southwick
Sunderland
SR5 3JG

City Council

Sunderland City Council
Civic Centre
Burdon Road
Sunderland
Tyne and Wear
SR2 7DN
Telephone: (0191) 520-5555

Library

The Murray Library University of
Sunderland - City Campus
Sunderland
Tyne and Wear
SR1 3SD
Telephone: (0191) 515-3691

University of Sunderland St Peter's Library
The Prospect Building
The Sir Tom Cowie Campus at St. Peter's
Sunderland
SR6 0DD
Telephone: (0191) 515-3691

Shopping Centre

The Bridges Shopping Centre
Sunderland
SR1 3DR
Telephone: (0191) 510-8581

Transport

Go North-East (Bus)
Telephone: 0845 60 60 260

Nexus – Metro (Trainline)
More information at <http://www.nexus.org.uk/metro>

Post Office

Sunderland City Post Office
45-47 Fawcett Street
Sunderland
SR1 1RR
Telephone: 0845 722 3344

Police Station (local to city centre)

Gillbridge Avenue Police Station
Gillbridge Avenue
Sunderland
SR1 3AW
Telephone: (0191) 454-7555

Student's Union

Ground Floor
Edinburgh Building
Chester Road
Sunderland
SR1 3SD
Telephone: (0191) 515-3030

Supermarket (local to city centre)

Tesco Metro
80 The Bridges
Sunderland
Tyne and Wear
SR1 3LE
Telephone: 0345 677 9649

Enrolment and induction

Enrolment at ONCAMPUS

On your first day please bring your passport, visa, sponsorship letter (if appropriate), personal details and documents as shown below. Once you have registered and enrolled with **ONCAMPUS**, you will be able to register with the police as per your Home Office Regulations. Please remember that it is important to enrol as early as possible in the academic session.

The induction sessions will give you the opportunity to meet the **ONCAMPUS** staff and other students on your course. You will learn about the University, the Centre and your programme of study, and join **ONCAMPUS** formally. You will also receive information about the University's Library services, student societies, and will complete the enrolment process which lets you join the University Centre formally.

Enrolment is an important part of your induction. After you enrol, you are officially a student of **ONCAMPUS**. At your induction session we will tell you when and where your enrolment will take place.

Documents you will need

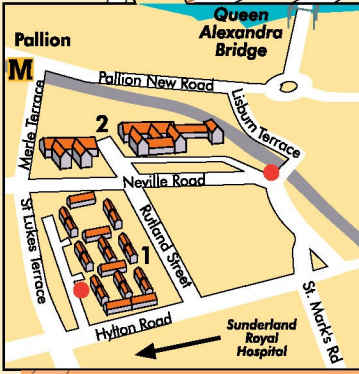
When you attend enrolment, please bring the following:

- Your passport
- Your visa
- Your **ONCAMPUS** offer letter and Certificate/Confirmation for Enrolment (CAS)
- Your Original certificates/transcripts (for example High School Certificate, AS-level results, IELTS Certificate, first degree certificates and other qualifications) as shown on your CAS statement
- Your UK address, telephone number and e-mail address
- Details of someone to contact in case of emergency (next of kin).
- Proof of payment or financial guarantee.

Please remember: ONCAMPUS will only accept original documents.

Map of Sunderland and University Campuses

lifechanging



Key to Symbols

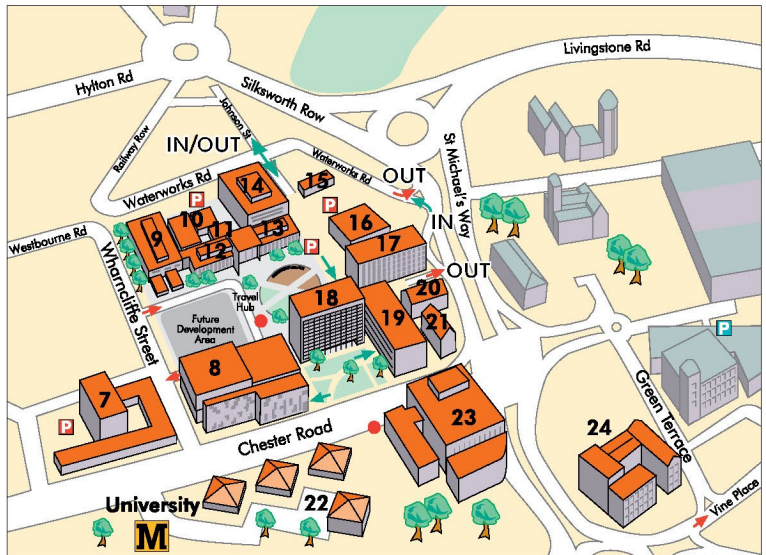
	University Buildings		Public Parking
	Other Buildings		University Parking
	One Way		Bus Station
	Building entrance		Metro Stations
	Campus Bus Stop		Train Station
	Cashpoint machine		Hot food
	Shop		Café

University of Sunderland



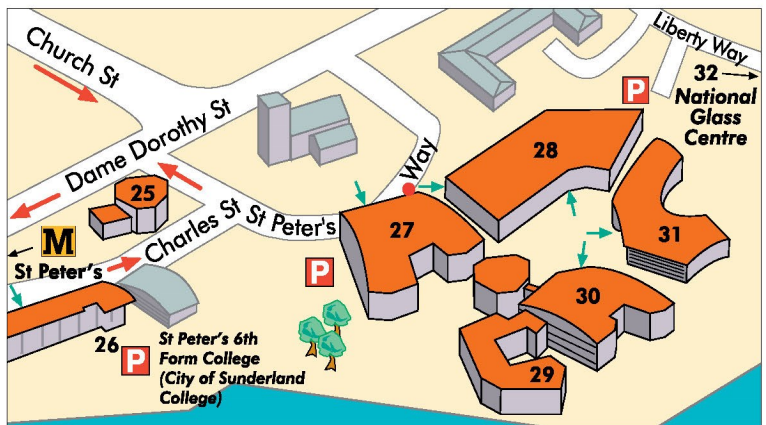
KEY TO BUILDINGS

- | | | | | | |
|---|--|------|--|----|--|
| 1 | Clanny House | 9-14 | The Sciences Complex | 23 | The Murray Library |
| 2 | The Forge – U Student Village inc. The Meeting Place (TMP) | 9 | Darwin Building | 24 | Priestman Building |
| 3 | Precinct | 10 | Darwin Annexe | 25 | North Shore - student nightclub & bar / Wearbank House |
| 4 | Panns Bank (Hart Court & Douglas Court) | 11 | The Ecology Centre | 26 | St Peter's Gate (Sunderland Science Park) |
| 5 | Scotia Quay (Allan House & Russell House) | 12 | Dale Building | 27 | The Reg Vardy Centre |
| 6 | Students' Union Bonded Warehouse | 13 | Pasteur Building | 28 | The David Goldman Informatics Centre |
| 7 | Forster Building | 14 | Fleming Building | 29 | St Peter's Library |
| 8 | CitySpace | 15 | ISOC Facility | 30 | The Prospect Building (inc. The Sir Tom Cowie Lecture Theatre) |
| | | 16 | Johnson Building | 31 | The David Puttnam Media Centre |
| | | 17 | The Design Centre | 32 | National Glass Centre |
| | | 18 | Edinburgh Building | | |
| | | 19 | The Gateway | | |
| | | 20 | St Mary's Nursery | | |
| | | 21 | Northern Centre for Photography | | |
| | | 22 | Technology Park (inc. Unit 3 – Print Centre) | | |



Sir Tom Cowie Campus ▼

▲ City Campus



Attendance

General attendance requirements

All classes are compulsory. The attendance requirements are explained in further detail in the 'attendance policy and procedures' document. We expect 100% attendance in all classes. Non-attendance will result in disciplinary action being taken, including in very severe cases, exclusion from examinations or termination of your programme of study.

If you encounter problems of any nature which prevent you from attending classes you must inform your personal tutor as soon as possible.

Additional attendance requirements

- Students are expected to be at the Centre during each term, arriving no later than the first day of teaching and not leaving before the last day.
- The attendance requirement includes the examinations, resits and results periods at the end of each term.

You are required to be in attendance on weekdays during each term. All students must inform the Attendance Officer as a matter of priority if they are absent as a result of illness or for any other reason.

A GP's medical certificate will be required for absences of more than two days. If you become ill and are unable to inform the Attendance Officer, you should arrange for someone to communicate with the officer on your behalf.

Academic life

Registering with the police

If you are from one of the following countries, you need to register with the police when you arrive in the UK within seven days:

Afghanistan	Iraq	Qatar
Algeria	Israel	Russia
Argentina	Jordan	Saudi Arabia
Azerbaijan	Kazakhstan	Sudan
Bahrain	Kuwait	Syria
Belarus	Kyrgyzstan	Tajikistan
Bolivia	Lebanon	Tunisia
Brazil	Libya	Turkey
PR China	Moldova	Turkmenistan
Colombia	Morocco	UAE
Cuba	North Korea	Ukraine
Egypt	Oman	Uzbekistan
Georgia	Palestine	Yemen
Iran	Peru	

You will need to:

- Download and complete the following form:
http://www.northumbria.police.uk/advice_and_information/visa/ovro_form.pdf
- Save the form and add as an email attachment
- Email to OVRO: ovro-new@northumbria.pnn.police.uk
- Once the police receive your registration documents an appointment will be allocated for you. This will be held either at the OVRO office (address below) or the University.

You will need to take the following documents with you:

- £34 registration fee
- your passport
- two Passport photographs
- Letter of enrolment from the centre
- Scholarship letter, if privately sponsored.

Address:

Gillbridge Avenue Police Station, Gillbridge Avenue, Sunderland, SR1 3AW

Telephone: + 44 (0191) 454-7555

If you change your UK address later, you will need to inform the police within seven days. There is no extra charge for this. The office team will help you with police registration if necessary.

Making international calls

Keeping in touch with your family and friends at home is important. You should make sure that you have a way of communicating with them regularly. Today's technology makes this very easy. Your options include using the internet, international dialling cards and mobile phones. The option that works best for you will depend on your individual circumstances and you should look at which method is the most cost effective and practical.

Internet

Software such as Skype allows you to call landlines, mobile phones and other Skype users over the internet. Calls between Skype users are free of charge. Call rates from a Skype user to a landline and mobile phone vary, depending on country.

International calling cards

You can buy cards from a number of places including grocery stores and the Post Office. Again, rates differ based on which country you are calling and whether you are dialling a landline or mobile phone. The Post Office phone card features monthly offers (e.g. free calls on Saturdays to particular countries). See their website for further information.

Mobile phones

A number of mobile phone operators cater for the needs of international students. These companies, including Nomi and Lebara, offer very cheap calling rates to a number of countries overseas.

Opening a bank account

You will need to open a bank account when you arrive in the UK. There are a number of 'high street' banks in the UK and all will provide special student accounts. To open a bank account in the UK you will need:

- proof of identity (passport)
- proof of address (letter or receipt from your landlord/Accommodation Office)
- opening deposit
- Student Status Letter (this means you will need to wait until AFTER you have enrolled).

List of banks and branches near ONCAMPUS Sunderland

There are many large high street banks operating in the UK and all will provide student accounts. Below we added the addresses of the branches nearer to the University.

Santander

12-13 Waterloo Place,
Sunderland, SR1 3HS
0845 765 4321
www.santander.co.uk

Lloyds

54 Fawcett Street, Town Centre,
Sunderland, SR1 1SF
0845 200 0000
www.Lloydstsb.com

NatWest

52 Fawcett Street,
Sunderland, SR1 1RS
0845 366 1997
www.natwest.com

HSBC

14 Fawcett Street,
Sunderland, SR1 1SJ
0845 740 4404
www.hsbc.co.uk

Barclays

53 Fawcett Street, Town Centre,
Sunderland, SR1 1RS
0845 755 5555
www.barclays.co.uk

Please note: some banks will charge a monthly fee for your current account. You might be able to avoid this so check with different branches and different banks.

Visas

Immigration

Students from outside the European Economic Area (EEA) will need to apply for entry clearance, more commonly known as a 'visa', before travelling to the UK. For further information visit the 'Study Visas' section of the UK visas website at www.ukvisas.gov.uk. Visa and immigration regulations frequently change so please make sure you contact British Embassy, Consulates or High Commissions in your country to get up-to-date information on the visa application process, requirements and supporting documents for your visa application. We can provide support and guidance on visa issues for students who are already in the UK. So if you have any questions you can contact our General Office for advice about your case: +44 (0)207 815 7045.

Applying for a UK student visa

It is important that you follow the instructions given to you very carefully.

For further information on the application process and documents required please see the UK Visas website: <https://www.gov.uk/apply-uk-visa>.

When you apply for a General Student Visa (Tier 4) you must include a Confirmation of Acceptance for Studies (CAS) number.

- We will send your CAS details when you confirm your unconditional offer of a place to study and pay your deposit/full fees.
- The CAS number will be included in a letter called a 'CAS Statement'. This will also include important information needed for your visa application.
- Your CAS will not be sent more than three months before the start of your course.
- You can only apply for your visa three months or less before the start of your course.
- The start date of your course is published on your CAS Statement. If you plan to arrive later you must let us know. This is very important as we must inform the UK Visa & Immigration (UKVI) if you do not arrive on time. If you fail to inform us about your delay, there may be problems when you arrive in the UK with the Immigration Authorities.
- If you change your mind and want to study at another institution, you have to tell us before you come to the UK so we can cancel your CAS with UKVI, and you can re-apply for your visa with a CAS from a different institution.

Renewing your Visa

If you are a current student and need to extend your student visa, you can obtain information on visa extension at: <https://www.gov.uk/tier-4-general-visa/extend-your-visa>. **ONCAMPUS** Central Admissions will be able to provide you with a letter for the Home Office or UKVI to say that you are enrolled on a course with **ONCAMPUS** and the University of Sunderland. Please allow plenty of time to renew your visa.

Your Responsibilities

You are required to ensure that you provide **ONCAMPUS** and The University of Sunderland with up to date personal contact details, including a local term-time UK address and mobile number.

You also need to provide us with a copy of your passport, identity card or UK immigration document (visa).

If at any time during the duration of your visa these documents are renewed, you **MUST** provide us with a copy of your new document.

Student support and advice

Personal Tutors

Every **ONCAMPUS** student is given a Personal Tutor who is a member of the academic staff.

Your Personal Tutor works as a contact between you and the rest of **ONCAMPUS** if you have any problems which need to be noted.

Changing Personal Tutor

- If your tutor leaves, another member of staff will be chosen as your supervisor.
- If you feel that the relationship is not developing and that you don't feel able to talk with them openly, you should speak to the Centre Head and request a change of personal tutor explaining your reasons why
- **ONCAMPUS** will not hold this request against you. If, for any reason, you feel unable to approach the Centre Head on this matter you should ask for help from another member of staff.

Privacy

If you have a private matter that you do not want to talk about with your personal tutor or teachers please see the Centre Head.

Student Union

As an **ONCAMPUS** student you are automatically a member of the Students' Union. The Union exists to make your experience at University exciting and fun whilst also giving you the opportunity to make your opinions about the University heard.

The Union provides a network of student support, including:

- Student Representation
- Academic and Welfare advice and support
- Entertainments and social activities
- Commercial outlets
- Sports and activities.

CONNECT friend group

CONNECT is a social group that meets on a regular basis, run by the Students' Union. It is open to all students and is a great way to meet new people and make friends and it's FREE to join! Go to: <http://www.sunderlandsu.co.uk/clubs/connect> to join now.

Student Advice

The University of Sunderland is committed to ensuring equality and a supportive learning environment for all students and staff. The University provides various services, such as:

- Skills for Learning
- Disability and Dyslexia
- Student Advice
- Jobshop and Careers Advice Service.

The gateway will be able to direct you to the services you require.

The Gateway

Chester Road, City Campus, SR1
3SD

Tel: +44 (0) 191 515 22 22

Email: gateway@sunderland.ac.uk

Working in Sunderland

As a full-time student at **ONCAMPUS** with a valid student visa you **may** be allowed to work up to a maximum of 10 hours per week during term time and longer hours (up to 40 hours per week) during holidays and vacations.

We always advise that you should pay careful attention to the rules written on your visa or biometrics card before taking on employment and if you are still unsure what you are allowed to do please always make sure to ask for advice in the office or at The Gateway careers desk.

In Sunderland you will find lots of part-time work available to you, the Careers & Employability Service in The Gateway can help you find part-time work. You will get advice and guidance to help you explore your options and help develop a career focus to make good job applications. To find out more visit: <http://sls.sunderland.ac.uk/ces/>

Gifts for Staff

Please do not embarrass your tutor or any Centre staff member by offering expensive gifts as they cannot accept gifts of more than a modest nature.

Disability

For the purpose of this statement, disability is defined as: "A physical or mental impairment with substantial and long term adverse effect on normal day to day activities."

The centre ethos is to provide a high-quality educational experience, designed to ensure that students excel both academically and personally. We aim to ensure that all students are treated as individuals and that needs are met accordingly. Those students that are within the scope of the definition of disabled will be supported with regard to integration into both the pastoral and academic programmes.

Looking after your health

Full-time courses lasting six months or more

Students registered in the UK for full-time courses of six months or more can receive full health care from the National Health Service (NHS) regardless of country of origin. You will have the same rights to health care as a UK resident. This means that you register with a GP (local doctor), receive hospital treatment, treatment for pre-existing conditions and full maternity services. You have to pay for dental (teeth) services. In addition, optical (eye) services are not available on the NHS so you may have to pay for them.

Important: You may be eligible for help with the cost of prescriptions, dental and optical services on the basis of low income. For further information, please refer to the NHS website for details of NHS costs and exemptions: www.nhs.uk

Courses lasting less than six months

Students studying at **ONCAMPUS** for less than six months will need to pay for all healthcare treatment. For these students we strongly recommend taking out health insurance before coming to the UK.

How to Register with a Doctor

Students registered in the UK for full-time courses of six months or more are eligible to receive full health care from the National Health Service (NHS) regardless of country of origin. You will have the same rights to health care as a UK resident. This means that you can register with a GP (local doctor), receive hospital treatment, treatment for pre-existing conditions and full maternity services. You have to pay for dental (teeth) services. In addition, optical (eye) services are not available on the NHS so you may have to pay for them.

It is important that you register with a Doctor (health clinic) if you become ill.

Documents needed to register with a doctor:

- Enrolment letter confirming you are enrolled at **ONCAMPUS** Sunderland
- Passport
- Complete the patient form from the doctor's reception
- Proof of address (this could be your contract from the University or a bill to your address)
- Use the NHS in England website to help you find a doctor <http://www.nhs.uk/service directories/Pages/ServiceSearch.aspx>

GPs near University of Sunderland

Park Lane Practice

1-6 City Green, SR2 7BA
0191 567 6828

Dr Mandal & Partners

3 Eden Terrace, Durham
Road, SR2 7PF
0191 567 5673

For those living in Panns Bank and Scotia Quay

Dr Nathan

West Lawrence Street,
Hendon, SR1 1XW
0191 565 3040

St Bede Medical Centre

Lower Dundas Street, SR6
0QQ
0191 567 5335

For those Living in Clanny House and The Forge, UStudent Village:

Hylton Medical group

Pallion Health Centre,
Hylton Road, Pallion,
SR4 7XF
0191 565 8598

For those Living in Hendon and City Centre:

Ashburn Medical Centre,
74-75 Toward Road,
SR2 8JG
0191 5674397

Deerness Park Medical Group

Suffolk Street, SR2 8AD
0191 565 8849

Minor Injuries Walk in Centres

Grindon Lane Primary Care Centre

Grindon Lane, Grindon,
SR3 4EN
0191 525 2300

You can also use the NHS in England website to help you find a doctor
<http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx>

Important: You may be eligible for help with the cost of prescriptions, dental and optical services on the basis of low income. For further information, please refer to the NHS website for their information on NHS costs and exemptions.

Dentists in Sunderland

Dentist clinics are available everywhere. As a student you might be entitled to some discount. Ask your Doctor about how to apply for student exemption.

You can also apply for a NHS card to help you with your dentistry costs.

I Gray & S Gray

180 Chester Road
Sunderland
0191 510 8686

Oasis Dental Care

495 Hilton Road
Sunderland
0191 534 1167

Silver & Charlton

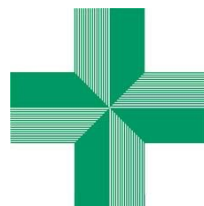
50 John Street
Sunderland
0191 567 2604

Mr F A Ardabili

10 Derwent Street
Sunderland
0191 567 4844

List of Pharmacies in Sunderland

Some medicines are only available by prescription with a doctor's note, however, there are a lot more medicines available to buy without this. Pharmacists can give you medical advice too.



Boots the Chemists Ltd

45 The Bridges
Sunderland
SR1 3LF

McCarthy's Pharmacy

Saville Place
Sunderland
SR1 1PA

Boots the Chemists Ltd

2-3 Park Lane
Sunderland
SR1 3NX

Superdrug Stores Plc

Unit 3 Walworth Way, The Bridges
Sunderland
SR1 3LB

Health and Wellbeing

The University has registered nurses who are available on Level 1 of the Gateway Building to offer help and advice on a range of issues such as:

Support for those with on-going or newly diagnosed physical and mental Health problems.

Many other general health issues (all aspects can be dealt with)

Health & Wellbeing Service

Student Support

Level 1, Edinburgh Building

The Gateway

Chester Road

City Campus

SR1 3SD

0191 515 2938

health.wellbeing@sunderland.ac.uk

Accessing University Computers

To activate your University of Sunderland IT account you can open the link below and follow the instructions on the screen: <http://library.sunderland.ac.uk/it/stu-start/>

You can also attend a library induction day where members of staff will help assist you.

Murray Library

The library has much more than just books. It also have electronic databases and catalogues covering all subject areas. The Libraries provide one-to-one help at the Enquiry Desk and also offers training in how to get the best from all these electronic sources.

Chester Rd, Sunderland, SR1 3SD
Tel: 0191 515 3691
Email: library@sunderland.ac.uk

University of Sunderland Student Card

To get your University Student ID the University needs a recent head and shoulder digital photograph of you. This will be kept on your record and put on your Campus Card.

It is very important that the photograph you upload:

- Shows only you and no one else
- Is a clear head and shoulders portrait
- Shows you facing the camera with nothing obscuring your face

(A valid passport photograph is ideal)

To upload a photograph, you need to access the University of Sunderland website: <https://my.sunderland.ac.uk/pages/viewpage.action?pageId=11141182>

Step 1: Change your Password:

Click on Step 1 – Change your password

To reset your password:

- Log-in to SelfCare with your user ID and password which will be your date of birth in the following format: DDMMYYYY
- Choose **'RESET YOUR PASSWORD'**
- Follow the on-screen guidelines to create your new password
- Ensure your password has been accepted before logging out of SelfCare
- It can take up to ten minutes for changes to your password to take effect
- You have now activated your User ID and password. Please remember them and do not reveal them to anyone.

Step 2: Upload your Photograph:

To upload a photograph click on Step 2.

This will take you to the following screen:

- Enter your User ID and Password and click Login
- Follow the onscreen instructions MyPhoto will accept JPEG or PNG images up to 2MB.

NOTE: If you upload a photograph that is not appropriate, you will be charged the £10 cost of replacing your campus card.

Magellan and Student Email

Magellan is **ONCAMPUS**' student intranet and gives you access to your own personal page.

https://magellan.ceg-uk.com/login_new.php?goto=/asp/updateADPassword.php&qry

You can use Magellan to:

- View your timetable
- Access your emails
- View your exam results
- Create absence requests
- Monitor your attendance
- Check your personal information

All **ONCAMPUS** students will also be given their own **ONCAMPUS** email account which you can access through Magellan by clicking on the Blue envelope on the left hand side of the screen.



This email account will be used for ALL official information; you must check your **ONCAMPUS** email at least once a day.

To set your own password you will need to 'verify' your email address.

1. To do this you will be sent an email to your personal email address with a special "one-time" link.
2. Click the link in this email this will take you back to the Magellan login page
3. Login with username and password we have given you. When this is done you will see a message on screen that says your email has been verified

To create your own password:

4. sign out
5. click on the "forgotten password" link in Magellan
6. Type your CEG user name and press the "Reset Password" button
7. You will receive an email at your personal email address with a "one-time" link in it
8. Click this link which will take you to a new page where you can enter your new password
9. Once you have done this a message will show that your password has changed.

Sport, CitySpace Gym and Classes

These are truly exciting times for sport at the University, with new facilities being built on campus, new partnerships being established, new academic courses being introduced, and new initiatives being developed.

So if you want to **play, coach, study** or **watch** sport, the University can cater for all of your sporting needs and that's a promise - just get in touch with our team of excellent staff and find out how.

Whether you are completely new to sport, addicted to exercise or competition, or simply want to take part, the University has something for you. The new range of sport packages enable students & staff to participate in activities or sessions which suit everyone.

For more detailed information about the Union's facilities and services, have a look at their website at: <http://www.sunderlandsu.co.uk>

CitySpace

The University's £12m sport and social area was opened in 2009. Thousands of people have already used its excellent facilities including students, staff, local schools, and even some VIPs. The building has been awarded various industry awards and has also hosted major events such as the BBC North East and Yorkshire Sport Awards, International Netball, The BBC Politics Show - Election Special, and more...

Current opening times are:

Monday - Friday 7am - 10pm

Saturday - Sunday 9am - 8pm

The spectacular fitness suite is currently welcoming new members, giving you the chance to join up to one of the North East's leading facilities. Memberships to the fitness suite are limited and it is therefore advised that anyone wishing to join does so sooner rather than later to avoid disappointment.

Anyone wishing to know additional information in the meantime should email cityspaceenquiries@sunderland.ac.uk or call the CitySpace enquiry line on: 0191 515 2009.



Student societies

You can join many clubs and societies at the Student s' Union at the University of Sunderland including:

- Business School Society
- Afro-Caribbean Society
- Bethel Campus Fellowship
- Christian Union
- Coco-Society
- DJ Society
- Formula Student Motorsport Team
- Games Society
- Hong Kong and Malaysian Society
- Islamic Society
- Law Society
- LGBT
- Modern Foreign Languages Society
- Mount Kilimanjaro Society
- Nigerian Society
- Paintball Society
- Poledancing Society
- Romanian Society
- Unicef

University of Sunderland groups

- Big Band
- CineClub (also known as Film Club)
- Connect
- History Lab
- MAPLE
- Middle East and North Africa Group
- New Creative

What's going on in the City?

We like to get some of our students involved in local events and run many on campus and off campus activities and trips. You can help choose and organise these as part of the student social committee. Talk to us about your interest when you arrive.

Things to see and do

Visit local places of interest:

- National Glass Centre
- Sunderland Empire Theatre
- Sunderland International Airshow
- Split Festival
- Sunderland Museum and Winter Gardens

City sport facilities:

Marine Activities Centre: Sailing, canoeing, kayaking, power boating and climbing at Roker beach, Sunderland.

Sunderland Wall: one of the UK's highest competition-grade indoor climbing walls.

Silkworth Community Pool, Tennis and Wellness Centre: 13 indoor and outdoor tennis courts and 25m swimming pool.

Sunderland Sports Complex and Ski Centre: 165m outdoor dry ski and snowboard slope, floodlit outdoor 400m athletics track, two full-size astro-turf sports pitches, angling lake, skate park.

Sunderland Aquatic Centre: The only Olympic-standard swimming pool between Leeds and Edinburgh. Features a 10-lane 50m pool and a diving pool with 5m, 3m and 1m platforms.

The North Shore

The North Shore is the venue of the University of Sunderland Students' Union. It hosts student productions, club nights and live bands - and has featured Girls Aloud, Arctic Monkeys, JLS, Maximo Park, Coolio and Ne-Yo.

Based at the Sir Tom Cowie Campus at St Peter's, The North Shore is a multi-purpose student hub featuring a theatre, a Bar & Grill, the Green Centre (featuring a swapshop, book exchange and organic roof garden) and bookable meeting and rehearsal spaces.

Paying your fees

Fee payment information

Fees are due at the beginning of each term, please do not be late with payment as eventually this may lead to you being suspended from classes and even removed from **ONCAMPUS** Sunderland.

Sponsors

If your employer or government sponsors your study, we will require a letter from them confirming the following details:

- your name and course
- the amount of fees they will be paying (for example, 100%) the contact name, company name, telephone number and address where we should send the invoice.

Please note: student sponsor invoices will be payable in full within 30 days of receipt of invoice. If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.

Refunds

Acceptance of an **ONCAMPUS** offer on payment of the minimum stated deposit constitutes a binding contract between the student and **ONCAMPUS**. Tuition fees are non-refundable except in the case of visa refusal. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made available to **ONCAMPUS** before any refund can be initiated.

ONCAMPUS will check with the appropriate British Embassy/High Commission that the refusal is genuine and will charge an administration fee of £100 if a refund is given. Tuition fees are non-refundable after the course has begun. Any notice to withdraw or cancel must be made in writing. If the cancellation is received before the start of term we will charge the forthcoming term's tuition fees. If the cancellation is made after the start of term then we will charge both the current term's and the following term's tuition fees.

Fee payment information

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. See below for details of your payment plan for the remainder of your programme. Tuition fees for each term of study at the Centre are due before the course begins. All fees are payable in GBP (pounds sterling).

3-term Programme*				
	Tuition fees	Deposit	Registration fee	You will pay
Term 1	£3,950	+ £2,400	+ £100	£6,450
Term 2	£3,950			£3,950
Term 3	£3,950	- £2,400		£1,550
Total				£11,950

2-term Programme*				
	Tuition fees	Deposit	Registration fee	You will pay
Term 1	£3,950	+ £2,400	+ £100	£6,450
Term 2	£3,950	- £2,400		£1,550
Total				£8,000

1-term Programme*				
	Tuition fees	Registration fee		You will pay
Term 1	£3,950	+ £100		£4,000
Total				£4,000

*This is a guide only. Your full payment plan is available on request. Please contact John Sadler for further details.

Fees can be paid via the following methods:



a. International bank transfer

ONCAMPUS has partnered with peerTransfer as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using peerTransfer you can be sure that your funds arrive on time and that **ONCAMPUS** will always receive the correct amount.

Payment by this method also means you do not have to pay any bank charges, which can be expensive; with peerTransfer the rates are clear so you can always be sure about the total cost of the transaction.

Over 40 currencies are available and they offer competitive foreign exchange rates. If you need help, they are always contactable. Please be aware that the process may still involve making a transfer through your bank.

b. Credit card (including Visa/Mastercard) or debit card

We do not accept American Express. A 2% fee is charged for payment by credit card. The following information is required:

- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on +44 (0)1223 347708.

c. Direct transfer of funds

Please see your pre-arrival information packs for bank account details. An additional GBP12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the College can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

Any students withdrawing from an **ONCAMPUS** programme of study will be reported to the UK Visas and Immigration and the British Embassy/High Commission in their home country as a curtailment of their programme. **ONCAMPUS** reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at **ONCAMPUS** and the enrolment is cancelled then all fees will be refunded.

Financial issues

Student Support operates in close liaison with the Students' Union Students' Advice Bureau in assisting and advising students who are in financial difficulties. Students are responsible for managing their own budgets and for some this presents a problem. If you encounter any problems please contact the **ONCAMPUS** Sunderland reception desk as soon as possible.

Council tax

Students registered full-time at **ONCAMPUS** are generally entitled to claim a discount or exemption from Council Tax. If you are living in non-University accommodation, at some point during the year you are likely to receive a demand for payment of Council Tax from the Local Authority.

To prove that you are a student, you should contact the **ONCAMPUS** Sunderland reception desk who will supply you with a 'Student Confirmation of Enrolment' letter, which you can then send to the Local Authority. The Local Authority will then decide if you are entitled to a discount or full exemption.

The confirmation letter will show your current term-time address so please make sure you keep your contact information up to date at all times. Please also remember to request a new confirmation letter if you move house.

To qualify for a student discount/exemption:

1. You have to be registered as a full-time student.
2. You should be able to prove it (by means of the letter explained above). It is important that you keep this letter for the duration of one academic year of study. Replacements for lost or incorrect letters due to change address during term time are available from your personal tutor free of charge.
3. Your course must be full time.
4. Your course must last for a minimum of 24 weeks during the academic year.
5. You have to live with other people who are also exempted from payment (usually other students).

If a house or property is occupied entirely by full-time registered students then the entire household is exempted from Council Tax. This includes the halls of residence and University-owned student houses, which are occupied entirely by students.

It also applies to private accommodation which is occupied entirely by students. Houses with one or more non-student residents will have to pay Council Tax (at least 75%).

Please remember that payment of Council Tax is a matter between individuals and the Local Authority. Except in certain circumstances (for example by issuing a Student Confirmation of Enrolment letter) **ONCAMPUS** has no responsibility in these matters.

Student representatives

Students from each course are elected by their peers to represent the views of students at the Staff-Student Liaison Committees. These meetings happen once a term and are designed to improve the management and enhancement of their programmes of study.

Staff and students consult each other on all aspects of their learning experience and future developments. Students will communicate with their peers on their courses and attend meetings to discuss this feedback in Centre and then with the other student representatives nationally once a term.

It is a chance to really make a difference, to improve your student experience. It's a great thing to put on your CV and will impress prospective employers.



Term dates

Academic year 2014/15

Term 1	Monday 29 September 2014	Friday 12 December 2014
Term 2	Monday 12 January 2015	Friday 28 March 2014
Term 3	Monday 30 March 2015	Friday 05 June 2015
Term 4	Monday 15 June 2015	Friday 26 August 2015



Notes

Notes

Contact Details

ONCAMPUS Office

The general office is where your course is managed. This is where you will get information/documentation and help with other general enquiries.

Location

ONCAMPUS Sunderland
University of Sunderland
Johnson Building
City Campus
Sunderland
SR1 3SD



Steven Douglass – Deputy Centre Head

Academic Issues/Health and Safety

Tel: +44 (0)191 515 3914

Email: sdouglass@oncampus.global

John Sadler – Student Recruitment & Support Officer

Visa/Finance/Accommodation/Bank/Council tax /Police registration

Tel: +44 (0)191 515 3916

Email: jsadler@oncampus.global

Jody Cain – Curriculum Information Officer

Timetable/Module changes/Attendance/Reporting absences

Tel: +44 (0)191 515 3917

Email: jcain@oncampus.global

If you need to contact centre staff in an emergency outside of office hours please call:

+44 (0)7964 058186