

Student Handbook 2016-2017



Welcome to

ONCAMPUS LONDON





Contents

ONCAMPUS London & the surrounding area	2
Around campus	4
Teaching buildings	5
Enrolment and Induction	6
Attendance	10
Visas	12
Student Oyster Card	13
Student Support and Advice	14
Clubs & Societies	17
What's going on in the City?	18
Student Representatives	19
Paying your fees	20
Term dates	23

A list of useful centre staff contacts are listed on the back page.

ONCAMPUS London & the Surrounding Area



01. ONCAMPUS LONDON AT BIRKBECK UNIVERSITY OF LONDON



02. BRITISH MUSEUM
Dedicated to human history and culture. Its permanent collection, numbering some eight million works, is among the largest and most comprehensive in existence.

0.5 miles | 9 mins | 3 mins



03. THE NATIONAL GALLERY

Founded in 1824, it houses a collection of over 2,300 paintings dating from the mid-13th century to 1900. Entry to the main collection is free of charge.

1.1 miles | 22 mins | 9 mins



04. THE BRITISH LIBRARY

The library is a major research library, holding over 150 million items from many countries, in many languages and in many formats, both print and digital.

0.8 miles | 13 mins | 6 mins



DISTANCES:

- Kings Cross:** 0.9 miles
19 mins walk
- St Pancras:** 0.9 miles
19 mins walk
- Oxford Street:** 1.0 miles
21 mins walk
- London Eye:** 1.8 miles | 18 mins
by underground
- Queen Mary:** 4.8 miles
- To Highgate Hill
Murugan Temple:** 4 miles

MAP KEY:

- Railway Station
- Underground Station
- Student Accommodation
- Railway Line
- Place of Worship Church
- Place of Worship Mosque
- Place of Worship Hindu Temple
- Restaurant

05. VICTORIA AND ALBERT MUSEUM

The world's largest museum of decorative arts and design, housing a permanent collection of over 4.5 million objects. It was founded in 1852 and named after Queen Victoria and Prince Albert.

3.6 miles | 🚶 21 mins | 🚲 33 mins

06. THE NATURAL HISTORY MUSEUM

The museum is home to life and earth science specimens comprising some 70 million items within five main collections: Botany, Entomology, Mineralogy, Palaeontology and Zoology.

3.8 miles | 🚶 23 mins | 🚲 35 mins

07. SCIENCE MUSEUM

The museum is a major London tourist attraction, attracting 2.7 million visitors annually. Like other publicly funded national museums in the United Kingdom, the Science Museum does not charge for admission.

3.8 miles | 🚶 22 mins | 🚲 38 mins

08. TATE MODERN

Britain's national museum of international modern art. Each year, more than 5 million visitors visit the vast gallery to view some of the most famous (and bizarre) artworks in the world.

2.4 miles | 🚶 14 mins | 🚲 33 mins

All distances are given from ONCAMPUS



Around campus

Police station

10 Lambs Conduit Street, WC1N 3NR
(Urgent incidents can be reported with Birkbeck Reception or on 0207 631 6031)

Banks

Barclays Bank plc

6 – 17 Tottenham Court Road, W1T 1BE

HSBC Bank plc

1 Woburn Place, WC1H 0LQ
(opposite Russell Square tube station)

Multi-faith prayer room

Birkbeck, Main building, Room B06.
SOAS, Room L65 and B105 (women) –
main building, V220 – Vernon Square
campus (You will need your Birkbeck
student card to enter).

Library

Birkbeck, ground floor. Main building.
(Opening hours: Mon – Sun
8.45am – 11.45pm)

To access the library you will need your Birkbeck student card and a copy of your passport or BRP card.

Birkbeck computer facilities - main building

There are a large number of computer rooms at Birkbeck you can use, most of which are open 18 hours a day. They are located in rooms 313 and 413. To access these computers you will need your Birkbeck username and password.

Underground station

Russell Square (Piccadilly Line),
5 minutes walk

Mainline train stations

Euston (for Birmingham, Manchester & Glasgow)

King's Cross (for Leeds, Cambridge & Edinburgh)

St Pancras (for international rail services to Paris & Brussels)

Bus stops

Gower Street (for bus services 10, 24, 29, 73, 134)

Russell Square (for 7, 688, 168, 188)

Tottenham Court Road (10, 24, 29, 73, 134)

Supermarkets

Waitrose, Brunswick Centre, WC1N 1BS
(wide-range, a little expensive)

Tesco Express, 40 Bertrand Street, WC1N 1QJ opposite Russell Square tube station

Restaurants

Fifth Floor Eatery @ Birkbeck, Birkbeck Main building.

Opening Hours: 10am – 8pm (term time)
University of London Union (ULU), Malet Street, WC1E 7HY – cafe on the ground floor. Opening hours: 8.30am – 6.00pm

Post Office

33 Marchmont St, London WC1N 1AP
(near the Brunswick centre)

Teaching buildings



**Birkbeck Main Building, Library &
Student Central, Birkbeck, University of
London**

Malet Street, Bloomsbury
London
WC1E 7HX

**Clore Management Centre
Birkbeck, University of London**

2 Malet Street, Bloomsbury
London
WC1E 7HX

**25 – 26 Russell Square
Birkbeck, University of London**

London
WC1B 5D

**30 Russell Square
Birkbeck, University of London**

Bloomsbury, London
WC1B 5DP

**39 – 47 Gordon Square
Birkbeck, University of London**

London
WC1H 0PD

Enrolment and induction

Induction programme – enrolment

Enrolment is an essential part of your induction. After you enrol, you are officially a student of **ONCAMPUS** London.

You will need to bring the following documents when you attend enrolment

- Your passport
- Your visa
- Your **ONCAMPUS** offer letter and Certificate/Confirmation of Acceptance for Studies statement (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 London will only accept original documents.

Failure to bring the above may result in a delay to your starting the course, thus damaging your academic progress.

During the induction programme, we will give you:

- your timetable
- three copies of the Student Status Confirmation Letter – one of which you can use to register with the police, one you can use to register with a doctor (GP), and one which you can use to open a bank account. If you need additional letters please request these from the office.
- a meeting with a member of the academic team and your personal tutor so that you can choose your academic modules for the semester and discuss

plans for your progression degree.

- key dates for the upcoming term, to help you plan your time at **ONCAMPUS** London.

Biometric Resident Permits

All students on Tier 4 and planning to study for more than 6 months will have to collect a BRP card (Biometric Resident Permit) as soon as they arrive in the UK. **You must not wait until your course has started to collect this card.** The collection process will be explained in a Decision Letter given to you when you get your passport back following a successful visa application. The visa sticker in your passport will only permit you to travel to the UK but is not the evidence permitting you to stay in the UK for the full duration of your course; only the BRP is. Our office is open all year round (except public holidays) if you need any support upon your arrival and before the induction starts.

ONCAMPUS London welcomes students from across the world, many of whom require a visa to study in the UK. Students who study under the Tier 4 Points-Based System (PBS) are expected to fulfil a range of responsibilities via the college at which they study. At **ONCAMPUS** London, these responsibilities apply to all students.

Registering with the Police

Certain international students that come to study in the UK will be required to register with the police within 7 days of their arrival in the UK. **Please check** your visa sticker (or any Home Office letter showing the requirement to register and accompanying your BRP card) to determine whether you are required to register. In London, police registration is completed at the Overseas Visitors Records Office.

Location and opening hours

The address of the Overseas Visitors Records Office (OVRO)

323 Borough High Street
London, SE1 1JL

Tel: 0207 230 1208

Opening hours: Weekdays 9am – 4pm **except Thursdays**

Borough Tube station is the nearest underground station and is served by the Northern Line.

What you need to know

To register, you must take the following with you:

- a copy of the identity page of your passport
- £34 in cash (try to take the exact amount)
- a copy of the Visa page from your passport as well as A copy of both sides of your BRP (if applicable)
- two passport sized photographs
- completed OVRO Registration Proforma (a link to this electronic form will be provided by the centre)

Once you have registered, you will be given a Police Registration Certificate (PRC). You will need to bring your PRC into the office for us to make a copy for our records. You should keep this throughout your time in the UK, as you will need it in the event you wish to extend your visa from the UK. The PRC can also be used as an identity document in certain circumstances. In the event you change your address or obtain a new visa, you must update your PRC by reporting to your local police station (ie. you don't necessarily need to go to Brandon House). This must be done within 7 days of you moving

Looking after your health

Under new regulations, you may need to pay a healthcare surcharge (called the 'immigration health surcharge') as part of your immigration application. You'll then be able to use the National Health Service (NHS). You can visit <https://www.gov.uk/>

healthcare-immigration-application/overview for more information. Once you have paid the surcharge and enrolled with us, 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.

International students who meet the following three conditions may be entitled to a range of free healthcare services under the NHS (the National Health Service):

- be registered on a full-time course
- be on a course delivered by a recognised institution
- be enrolled on a course for six months or more in duration.

Students who do not meet these conditions are only entitled to emergency treatment from the NHS.

In order to access these free services, students must register with a doctor (GP). You should register with a GP as soon as you begin your studies in London. Do not wait until you are unwell as it will prove to be difficult to receive immediate treatment.

You are advised to register with a GP close to your residential address in London. To find your nearest GP, visit www.nhs.uk, click on GP in the 'services near you' section and enter your postcode. Choose a GP that is open in the evenings and on Saturdays, so you can arrange appointments around your timetable.

To register:

- visit your GP practice
- present your **ONCAMPUS** London

- student status confirmation letter
- complete registration forms
- request a male or female doctor
- you will be sent a medical card with your NHS number by post - Keep this card safe **apply to all students.**

Dentists near Birkbeck

Dentist clinics are available everywhere. However, as a student you might be entitled to a discount. Ask the receptionist about how to apply for student exemption.

Pharmacies near Birkbeck

Some medicines are only available on prescription, i.e., with a doctor's authorisation. However, there are a lot more medicines available over the counter. Pharmacists are there to help you too.

Boots the Chemist

16-17 Tottenham Court Road
Bloomsbury
London, W1T 7RJ
020 7580 3525

Council Tax

Students registered full-time at **ONCAMPUS** London are generally entitled to claim a discount or exemption from Council Tax. Please see a member of the office staff to obtain a Student Status Confirmation Letter.

Staying safe

London is a large city and observing a few basic rules could help you avoid being a victim of street crime.

Street robbers identify students as particularly easy targets as they often have expensive equipment such as laptops, music players, iPods and mobile phones. Obviously, foreign students are not from the local area so are unfamiliar with their surroundings. Muggers view them as being particularly easy to intimidate. By following some simple guidelines, you can avoid becoming a victim.

- appear confident; it is one of the best ways of staying safe when out and about on foot. It's a fact that confident people are less likely to be mugged or assaulted, so when you're walking alone try to look alert and walk tall.
- be aware of your surroundings; plan where you're going and how you're going to get there. It's also worth letting other people know where you're going and when you expect to get back - if you change your plans remember to let them know.
- if you're planning any journey on foot, even just a short walk, plan your route in advance so that that you don't appear lost.
- carry a mobile phone with you, and have useful numbers programmed into your phone for speedy access.
- stick to busy, well-lit places. Avoid underpasses or shortcuts unless the lighting is good and you're confident they're safe.
- if you can, avoid walking alone at night, especially in unfamiliar places.
- wear comfortable clothes and shoes that are easy to move in. Carry your bag slung across your body with any zips or openings on the inside.
- if you think you're being followed on foot, cross a road and keep walking. If you still think you're being followed make for somewhere busy and well lit.
- avoid carrying large amounts of cash with you.

Opening a bank account

Nearby banks

HSBC

1 Woburn Place, Russell Square, London WC1H 0LQ
39 Tottenham Court Road, London W1T 2AR

Lloyds TSB

37-63 Southampton Row, London WC1R 5HR
80 Tottenham Court Road, London W1T 4TH

Barclays

73 Russell Square, London WC1B 5BG
190 Tottenham Court Road, London W1A 3AT

Halifax

52 The Brunswick Centre, London WC1N 1AE

Santander

164-167 Tottenham Court Road, London W1T 7JE

Lloyds TSB

Southampton Row, London WC1R 5HR
107 Shaftesbury Avenue, London W1D 5DA

Metro Bank

227 Tottenham Court Rd, London W1T 7QF

Natwest Bank

45 Tottenham Court Rd, London W1T 2EA

Please note that some banks will charge a monthly fee for your current account, while others do not. Before opening a bank account, you are advised to look into the features of the different accounts available and make a decision on this basis.

Don't be afraid to ask for help.

Cash points

Most of us use cash-points (ATM, the hole-in-the-wall) from time-to-time. To avoid losing your money at a cash point machine, the following precautions are recommended:

- never write down your personal identification number (PIN)
- if you are distracted at the cash point, cancel the transaction and leave - someone may have seen your PIN or be trying to create an opportunity to try to steal your money.
- do not let anyone see you input your PIN, and if you are interrupted or distracted by anyone when using a cash machine, cancel the transaction and try to recover the card.
- where possible, only use cash-point machines at reputable banks (Barclays, Nat West, HSBC etc.) and supermarkets

{Tesco's, Sainsbury's etc.}. Avoid, where possible portable cash-machines.

- if your card is not returned by the cash machine, report it to your card issuer immediately.

Emergency

- Police/Fire/Ambulance EMERGENCY number - 999 or 112
- Victim Support - 0845 30 30 900 - www.victimsupport.org.uk helps people cope with the effects of crime. There are separate advice sections for people living in England and Wales, Scotland and Northern Ireland.
- Crime stoppers - 0800 555 111 - www.crimestoppers-uk.org is an independent UK-wide charity working to stop crime. You can call them anonymously.

ONCAMPUS Student Portal

The Student Portal is our student intranet and gives you access to your own personal page.

Go to <http://my.oncampus.global/> and log-in to:

- Check your personal information
- View your timetable
- Monitor your attendance
- View your exam entries and results

You will be given your username and password in induction week.

You are advised to access your personal e-mail account daily, as important information and notices will be sent to this address.

Attendance

GENERAL ATTENDANCE RULES

- ◆ Required attendance: Attendance at all classes and examinations is compulsory. We expect 100% attendance and commitment from all students.
- ◆ Unsatisfactory attendance: A student who does not maintain an attendance level of above 90% will have disciplinary action taken against them and in severe cases, may be removed from their course.
- ◆ Lateness: If you arrive more than 15 minutes late for a class you will be permitted to attend but your attendance mark will be 'Late'.
- ◆ Religious/Cultural holidays: As a multicultural education centre, **ONCAMPUS** London has respect for all faiths. We may authorise 1 day's absence for religious holidays at the discretion of the Centre Head.
- ◆ Illness: If you are ill you **MUST** contact the **ONCAMPUS** London office as soon as possible on the morning of your absence.
- ◆ Phone: 0207 631 6262 or Email: london-attendance@oncampus.global
- ◆ Visit our office and submit an Absence Request Form
- ◆ You can self-certify your own sickness for up to 2 consecutive days. **After 2 days you MUST provide a sick note from a Registered Medical Practitioner. To find your nearest NHS doctor: www.nhs.uk/service-search. Please note sick notes from other practitioners may not be accepted.**
- ◆ Planned absences: If you know about an absence in advance (for example, you have a doctors/dentist/embassy appointment) you must fill in an Absence Request Form and provide evidence of your appointment (such as your appointment card or medical certificate). This form must be authorised and signed off before the absence takes place.
- ◆ Authorised absences: Self-certification will only be permitted up to reasonable limit unless you suffer from an ongoing and documented medical condition.
- ◆ Tier 4 Students: If you miss 10 consecutive days of lessons with no prior authorisation, your programme will be immediately terminated and you will be reported to the UKVI (UK Visas and Immigration).
- ◆ Personal Tutors: If you have any queries or personal problems that may affect your attendance please talk to your Personal Tutor. The name of your personal tutor is on your timetable.

A student who does not maintain an **attendance level of 90%** (at the discretion of the Centre Head) may not be guaranteed entry to the examination sessions and may be removed from their course. You are required to be in attendance on weekdays during each term.

DISCIPLINARY RULES

Non-attendance will result in disciplinary action being taken, and in very severe cases, termination of your programme of study.

Following any warning, reviews will take place until the end of your programme of study. Disciplinary actions will not be cleared or the percentage of attendance reset between each term.

- ◆ Early Stage Warning: This warning will be issued if you have missed a lesson with no valid reason.
- ◆ Verbal Warning: This warning will be issued if your overall attendance falls below 90%.
- ◆ First Written Warning: Failing to improve after your Verbal Warning will result in **ONCAMPUS** London issuing a First Written Warning. This will be notified to your parents/agents/sponsors.
- ◆ Final Warning: Failing to improve after your First Written Warning will result in **ONCAMPUS** London issuing a Final Written Warning. This will be notified to your parents/agents/sponsors.
- ◆ Notice of Withdrawal: Following a Notice of Withdrawal, you will be given the opportunity to provide any evidence justifying any absence since the Final Warning was given to you. Students who do not submit satisfactory evidence within 5 days will be withdrawn from the course (and their Tier 4 sponsorship withdrawn with the UKVI), with no further appeal possible. This will be notified to your parents/agents/sponsors.

Visas

Your responsibilities

- Enrol at the right time at **ONCAMPUS**, and return at the start of each term. **ONCAMPUS** is obliged to report to the UK Visas & Immigration (UKVI) any students who have a Tier 4 visa and who fail to enrol by the stated enrolment deadline.
- Inform **ONCAMPUS** of any letters or e-mails or other messages received from the UKVI. If you arrive with evidence of a valid pending visa application, you must inform **ONCAMPUS** of any correspondence received from the UKVI so that we can advise and support you.
- If you do not regularly attend your course, **ONCAMPUS** may be obliged to report you to the UKVI. **ONCAMPUS** is obliged to tell the UKVI if a student withdraws from a course, defers or suspends their studies, or if a student fails to attend their course regularly. You are expected to attend at least 90% of your classes.
- You must keep **ONCAMPUS** informed of your contact details at all times; it is your responsibility to inform **ONCAMPUS** if your contact details change. You will need to come into the **ONCAMPUS** office and complete a pink change of details form.
- You must comply with the working conditions of your visa. Most students on **ONCAMPUS** courses are unable to work under the new rules.
- You must inform **ONCAMPUS** immediately of any changes in your personal circumstances (eg. marriage/civil partnership/cohabitation/birth of a child in the UK; change in dependant circumstances; divorce; dissolution of civil partnership). Also, you must inform **ONCAMPUS** when you need to extend your visa, and to provide your passport and any new visa documents to the office for copies to be taken.

Student Oyster photocard

As a student at **ONCAMPUS** London, you are eligible for an 18+ Student Oyster photocard.

Why should I get one?

A Student Oyster photocard will entitle you to a 30% discount on adult Travelcards and bus and tram passes valid for seven days, one month or longer periods. You can use a Travelcard on all Tube services and the majority of London's bus services in zones 1 – 6. If you use public transport frequently (eg. a few times a week, or daily), buying a Travelcard is much cheaper than buying single tickets.

Types of Travelcards and sample prices

With Student Oyster photocard

Zones	Weekly	Monthly	Annual
1-2	£22.60	£86.80	£904
1-4	£32.50	£124.80	£1,300
1-6	£41.30	£158.60	£1,652

Without Student Oyster photocard

Zones	Weekly	Monthly	Annual
1-2	£32.40	£124.50	£1,2596
1-4	£46.50	£178.60	£1,860
1-6	£59.10	£227	£2,364

How do I get a Student Oyster photocard?

Please go to the link below to apply for your student oyster card:

<https://photocard.tfl.gov.uk/tfl/showLogon.do?selection=student#middle>

On the drop down menu, type in '**ONCAMPUS London**'.

To complete your application, you will need:

- your university enrolment number. This is your CEG number (CEG080****)
- your course dates
- an electronic passport photo (your face must be clearly visible)
- a debit or credit card to pay the £20 application fee.

Student support and advice

Personal tutors

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

- It is your responsibility to make contact and keep in touch with your Personal Tutor during your studies at **ONCAMPUS**.
- The Personal Tutor will act as a contact between you and the rest of the Centre should there be problems which need to be notified.

Changing Personal Tutor

If your tutor leaves, another member of staff will be appointed as your supervisor. However, if you feel that the relationship is not developing and that for whatever reason you are unable to confide in your supervisor, you should approach the Centre Head and request a change of supervisor, explaining the reasons why this is the case. **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 seek the assistance of another member of staff.

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. As such, 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.

Taxi transfers

When you are ready to go home, you can book a taxi to pick you up from the campus and drop you off at the airport. Please contact us at liveinlondon@oncampus.global if you would like to make a taxi booking. Our trusted drivers will meet you at the campus and take you straight to your destination. You can pay for your taxi in advance whilst you are still in college, so you will not need to have cash ready for the driver.

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 from 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.

We strongly recommend that you open a bank account in the UK. Time is given for this during the Induction Programme. 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 or utility bill)
- opening deposit
- Student Status Confirmation Letter (this will be provided to you during the induction programme)

Culture Shock

Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effects it has on you may take you by surprise. If you find that you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal. This applies whatever country you come from, and wherever you are going to study, even though some cultures are more similar than others because of geographic, historic, demographic and other factors

Culture shock is entirely normal, usually unavoidable and not a sign that you have made a mistake or that you won't manage. In fact there are very positive aspects of culture shock. The experience can be a significant learning experience, making you more aware of aspects of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways now and in the future, and which will be part of the benefit of an international education. If you would like to talk to someone then contact your personal tutor, office staff or any student support services at **ONCAMPUS** London

Security and insurance

London is a city with a large population, and we suggest that you are careful in managing your personal security. Common sense measures, such as not walking alone at night, will help to keep you safe. In addition, we recommend you take out a comprehensive insurance plan to protect your belongings during their period of study at **ONCAMPUS** London. It is your responsibility to make sure that your possessions are sufficiently insured.

Sports centre

Students can become members of Energybase at the University of London Union using their student ID card. Membership includes access to the fitness room, swimming pool and a range of classes. Prices are extremely competitive for central London, starting at £32 per month. For more information, please go to the following link: <https://www.studentcentral.london/energybase/membership/>

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.

Clubs & Societies

Activities and sports

Full Student Central (students only) membership is free and enables you to get involved with everything the organisation has to offer including sports, societies, online tickets and access into our bars. In order to get your free student central card, you must take your Birkbeck student card. The student central is located on Malet street

There are over 40 clubs and societies available:

- Art
- Breakdancing
- Capoeira
- Debating
- Harry Potter
- Hip hop
- Jazz
- Mountaineering
- Orchestra
- OCF Shaolin Kung Fu



Energybase offers flexible memberships to suit a variety of needs ranging from a day pass up to an annual membership, please note you must have a student central card in order to join Energybase.

Each membership to Energybase includes:

- ◆ Full use of the gym and swimming pool during our opening hours
- ◆ Access to all fitness classes, seven days a week
- ◆ A full gym Induction
- ◆ An initial program with a trainer and follow up sessions every eight weeks.

What's going on in the city?

London is one of the most culturally diverse cities in the world. With over 240 museums, numerous art galleries, a variety of festivals throughout the year and a huge range of music venues for you to choose from, there are simply too many to mention. Here are some suggestions:

Parks

London boasts many beautiful parks. Regents Park and Primrose Hill are perfect for a stroll or picnic with friends. The popular Diana Memorial Walk crosses St James' Park, Green park, Hyde Park and Kensington Gardens. Or try St. James' Park for a fantastic view of Buckingham Palace.

Changing of the Guard

The changing of the Queen's Guard takes place outside Buckingham Palace every day at 11.30am in the summer and every other day in the winter. Get there early for a good view!

Art Galleries

London is home to many outstanding art galleries, which offer free entry, including the Tate Modern, the National Portrait Gallery and the National Gallery.

Street markets

Wander around many of London's street markets, selling anything from food to flowers or vintage clothing and antiques. Popular markets include Borough, Portobello Road and Camden.

Go to the recording of a TV show

If you want to be in the audience for a TV show, you can sign up for free tickets. Visit www.bbc.co.uk/tickets or www.tvrecordings.com for details.

The Young Vic shows

The Young Vic shows present a wide variety of classics, new plays, forgotten works and

music theatre. Residents of Lambeth and Southwark can see a Young Vic show for free. Get involved with 2 Boroughs. www.youngvic.org/taking-part/two-boroughs

Southbank

Take a stroll along the Southbank for a first class view of some of London's major landmarks including the London Eye, Big Ben and the fantastic skyline showing St Paul's Cathedral.

Museums

London is home to some fantastic museums including the Victoria & Albert, the Science Museum and the Natural History Museum – all free to enter.

Music

There are many places across the capital where you can regularly enjoy free music, recitals and entertainment, including the Southbank Centre, Trafalgar Square and the Royal Opera House.

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.



Paying your fees

Fee payment information

Undergraduate Foundation Programme (UFP)		
Programme dates	Per term	Annually (3 terms)
19 September 2016 – 16 June 2017	£5,150	£15,450
9 January 2017 – 18 August 2017	£5,150	£15,450

University of London International Foundation Programme (IFP)	
Programme dates	Annually (3 terms)
19 September 2016 – 16 June 2017	£17,850

International Year One (IY1)			
Terms	Programme dates	Per Term	Annually (3 terms)
3	19 September 2016 – 16 June 2017	£5,150	£15,450
4	19 September 2016 – 18 August 2017	£5,150	£15,450
3	09 January 2017 – 18 August 2017	£5,150	£15,450

Master's Foundation Programme (MFP)		
Terms	Programme dates	Tuition fees per programme
3	19 September 2016 – 16 June 2017	£9,900
3	19 September 2016 – 16 June 2017	£15,450
2	09 January 2017 – 18 August 2017	£10,300
2	27 March 2017 – 18 August 2017	£10,300

Fees can be paid via the following methods:



a. International Bank Transfer

ONCAMPUS has partnered with flywire as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using flywire 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 flywire 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. Visit oncampus.peertransfer.com to get started.

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 447795

c. Direct transfer of funds

Please see your pre-arrival information packs for bank account details. An additional £12 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.

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 the invoice should be sent

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** London offer on payment of the minimum stated deposit constitutes a binding contract between the student and **ONCAMPUS** London. 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** London before any refund can be initiated. **ONCAMPUS** London will verify the authenticity of the evidence of visa refusal with the appropriate British overseas posting (Embassy/High Commission), and will charge an administration fee of £100 in the event of such a refund. Tuition fees are non-refundable after the commencement of studies. Any notice to withdraw or cancel must be made in writing, if the cancellation is received before the start of term then the forthcoming terms tuition fees will be charged. If the cancellation is made after the start of term then both the current term and the following terms tuition fees will be charged.

Any students withdrawing from an **ONCAMPUS** London programme of study will be reported to the UK Visas and Immigration and British Embassy/High Commission in their home country as a curtailment of their programme. **ONCAMPUS** London 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** London and the enrolment is cancelled then all fees will be refunded.

A summary of refund criteria is available at www.uncampus.global/ugc-1/1/3/0/refund_criteria.pdf

Term dates academic year 2016/17

Students on all courses at ONCAMPUS London will follow the same term dates, as follows:

Term 1

19 September 2016-16 December 2016

Term 2

09 January 2017-17 March 2017

Term 3

27 March 2017-16 June 2017

Term 4

12 June 2017-18 August 2017

In order to help you make arrangements for returning home at the end of each term, we will give you a list of key dates when you enrol. Please do not book flights before the end of any term listed above. Students who leave London before the end of term may miss important assessments, and this will hinder your academic progress.



Notes

Notes

Contact details

ONCAMPUS London

london@oncampus.global

0207 6316643

Peter McLaughlin, Centre Head

pmclaughlin@oncampus.global

Anneliese Agrippa, Deputy Centre Head

aagrippa@oncampus.global

Student Recruitment and Support Officer

london@oncampus.global

Keyan Zhu, HE Progression & Partnership Co-ordinator (Undergraduate and External)

kzhu@oncampus.global

Sarah Tsai, HE Partnership & Progression Coordinator (Postgraduate and External)

stsai@oncampus.global

Attendance

london-attendance@oncampus.global

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

+44 (0)7730 321449



ONCAMPUS
Cambridge Education Group