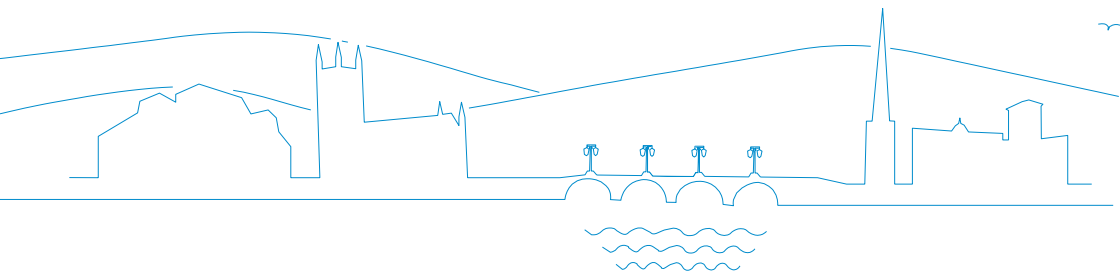


# PARTNER STUDENTS GUIDE

## Welcome to Worcester!

Here is a quick guide to help you settle  
into your new student life.

[www.worcester.ac.uk/partner-students](http://www.worcester.ac.uk/partner-students)



# WELCOME!

**Welcome to the University of Worcester.** We are delighted you have chosen to study with us at one of our academic partners. We hope that you will find your studies both enjoyable and inspiring. This guide is designed to help you to have an understanding of the services that are available at the University of Worcester to support you during your studies and there are also guidelines on how you can access them.

We hope to have the opportunity to meet you during the year and hear how you are getting on. Good luck with your studies!

**Mick Donovan** Pro Vice Chancellor (Partnerships)

**Ruttuja Mane** President, Students' Union (SU)

## Accessing Support from the University

Our academic partners have some excellent student services available to support you locally; however, you may sometimes want to access the main University services. You are always welcome to visit us on campus in Worcester but there are several other ways to get in touch with us. You can access the following services or make appointments online or over the phone. Face to face conversations are always better than phone conversations and we are happy to use MS Teams for appointments where possible, although phone appointments can also be used. When speaking with us from home or college, do think about whether any information you give is confidential. If this is likely to be the case, you should consider finding a room or space where you are on your own or less likely to be interrupted or overheard.

## General questions or queries - [www.worcester.ac.uk/firstpoint/](http://www.worcester.ac.uk/firstpoint/)

firstpoint is your first port of call for any general queries or support you require; the team is dedicated to helping you access the information you need. firstpoint is open Monday to Friday and you can reach them by dropping them an email at [firstpoint@worc.ac.uk](mailto:firstpoint@worc.ac.uk) or giving them a call on 01905 542551. Visit their website [www.worc.ac.uk/firstpoint](http://www.worc.ac.uk/firstpoint) for more information and opening hours. You can also reach them via your MyDay portal on your SOLE page. If your query or support need is more specific then you can reach the following services directly:

## Counselling/mental health – [www.worc.ac.uk/counselling](http://www.worc.ac.uk/counselling)

We are committed to supporting students experiencing emotional or psychological problems, so that they can gain maximum benefit from their university experience and develop their potential to the full. STAR (Support, Triage, Advice and Refer) appointments can be booked by emailing [firstpoint@worc.ac.uk](mailto:firstpoint@worc.ac.uk). Alternatively, you can find lots of useful self-help documents and resources on their webpage: [www.worc.ac.uk/counselling](http://www.worc.ac.uk/counselling)



## **Disability** - <https://www2.worc.ac.uk/disabilityanddyslexia/>

If you have a disability, medical condition or specific learning difficulty (e.g. dyslexia) we encourage you to contact us as soon as you can so that we can discuss all aspects of your studies, any potential barriers you might face and to discuss what sources of support and advice might be provided to overcome these. Contact the team on 01905 855531 or send them an email at [disability@worc.ac.uk](mailto:disability@worc.ac.uk)

## **Careers and Employability** – [www.worcester.ac.uk/careers](http://www.worcester.ac.uk/careers)

Students who are registered directly with the University can access the online portal myCareer. This offers a wide range of careers support including careers advice, job vacancies, applications, and job hunting help, and a range of employability tools including practice interview support, CV Builder, Career Planner, and Psychometric tests.

In addition, all students can find information through [www.worc.ac.uk/careers](http://www.worc.ac.uk/careers) or in the Careers resources area in firstpoint.

## **Student Support & Wellbeing** - [www.worcester.ac.uk/studentssupport](http://www.worcester.ac.uk/studentssupport)

We provide a variety of online resources to support your life as a student, covering topics including safety, relationships and bullying. You can reach the student support team by emailing [studentlife@worc.ac.uk](mailto:studentlife@worc.ac.uk) or by visiting their webpage which has lots of useful information: [www.worcester.ac.uk/studentssupport](http://www.worcester.ac.uk/studentssupport)

Information about how you can look after your physical and mental wellbeing can also be found at [www.worcester.ac.uk/life/help-and-support/health-and-wellbeing/home.aspx](http://www.worcester.ac.uk/life/help-and-support/health-and-wellbeing/home.aspx)

We also have a range of online resources to support the development of study skills [www.worcester.ac.uk/studyskills](http://www.worcester.ac.uk/studyskills)

## **Money Advice** - [www.worc.ac.uk/moneyadvice/](http://www.worc.ac.uk/moneyadvice/)

If you need information on the financial support available to students, or tips on budgeting and making your money go further, you can access lots of useful advice here:

[www.worc.ac.uk/moneyadvice/](http://www.worc.ac.uk/moneyadvice/) For example, there are Educational Trust Funds and Charities that offer financial support to students, rail travel is cheaper with a 16-25 Railcard (also available to older students if they are full time), the NUS TOTEM card offers discounts on entry fees and in shops.

## **Access to Learning Fund** - <https://www2.worc.ac.uk/moneyadvice/accesstolearningfund.htm>

If you find yourself in financial hardship you may be eligible to apply for a non-repayable grant from the Access to Learning Fund (Hardship fund).



## **Library Services** - <http://library.worc.ac.uk>

As a University of Worcester registered student, you have access to thousands of online resources which you can access 24 hours a day wherever you are. If you are local to Worcester we would love to see you in The Hive (Worcester's joint University and public library). If you are not close enough to visit regularly our services for distance learners are for you: <https://library.worc.ac.uk/borrowing-services#distance-learners>

Cite Them Right Online shows you how to reference everything from books to body art. If you are new to referencing take a look at the Cite Them Right online tutorial. <https://library.worc.ac.uk/referencing>

Need help with our services, or with finding or referencing research? Just ask: <https://library.worc.ac.uk/ask-a-librarian>

## **Centre for Academic English and Skills** - <https://www.worcester.ac.uk/caes>

If you want advice on using academic English in your essay or presentation, you can reserve time with a tutor to look at your draft assignment or answer questions. This happens via email, online or face to face; it's up to you. Our tutors can help you write more effectively and advise you on your use of academic vocabulary, grammar, style, referencing and more. Please email us at [english@worc.ac.uk](mailto:english@worc.ac.uk) and we will help you book time with a tutor.

## **Scholarships** - <https://www.worc.ac.uk/study/fees-and-finance/scholarships.aspx>

All the latest information on scholarships and financial support is available online

**Students' Union** - The Students' Union (SU) is an independent organisation that supports students to develop and achieve. As a partner student, you are automatically a member of the SU. Find out more about the SU via our website – [www.worcsu.com](http://www.worcsu.com).

The SU also offers an impartial and confidential Help & Advice service. Our advisor can help you with a range of issues including academic problems, misconduct, appeals, complaints, and disciplinaries. Booking an appointment with our advisor is really easy. Just email us at [studentsunion@worc.ac.uk](mailto:studentsunion@worc.ac.uk) or visit the Help & Advice pages on our website [www.worcsu.com/helpandadvice](http://www.worcsu.com/helpandadvice).

The SU is responsible for the Academic Representation System. Our reps make sure your voice is heard and help you get the best possible academic experience on your course. To find out more, visit the Your Voice section of our website at [www.worcsu.com/yourvoice](http://www.worcsu.com/yourvoice), or get in touch with your Vice President Education, Elliot. Please note, some partner institutions will run their own student representation system, independent to the SU.

If you have any questions or concerns, get in touch with your Officer team:

Ruttuja Mane – SU President – [ruttuja.mane@worc.ac.uk](mailto:ruttuja.mane@worc.ac.uk)

Elliot Atkinson– Vice President Education – [elliott.atkinson3@worc.ac.uk](mailto:elliott.atkinson3@worc.ac.uk)

Jack Lambert – Vice President Student Activities – [jack.lambert@worc.ac.uk](mailto:jack.lambert@worc.ac.uk)

**Visiting us** Please come and visit the University if you get the chance. Find us at: [www.worcester.ac.uk/contact/campus/home.aspx](http://www.worcester.ac.uk/contact/campus/home.aspx)