

**Please note:** This is a copy of the e-mail. There will be minor spacing/layout issues that have arisen from the content being copied into Word. These aren't in the final communications. It is intended only as a guide for your information.

Getting started with your studies at Gloucester



University of the  
West of England

# This is yourUWE.

A look at the top things you need to know before you start your course.

Welcome to UWE! We're really excited for you to join us at Gloucester. We've put together some information you might need for the start of your course. More information is on our [New Students web pages](#).

Now that you've activated myUWE, UWE will only send emails to your UWE email address, so check it regularly. There's some guidance about your UWE email, including how to set it up on your mobile device on our [IT support pages](#).

Throughout the year, we'll be sending you *yourUWE* - our student newsletter - which will tell you upcoming deadlines, academic regulations and events that will be of interest to you. Keep an eye out for it and please don't unsubscribe - you'll only get it twice a month and we wouldn't want you to miss out.

If you have any questions that we don't cover - don't hesitate to contact us. You can ring the [Information Points](#) on 0117 32 85600, email [gloucesterinfopoint@uwe.ac.uk](mailto:gloucesterinfopoint@uwe.ac.uk) or tweet [@UWEBristol](https://twitter.com/UWEBristol).

## Your UWE Welcome Guide is available online!



Your Welcome Guide is [available online as an Issuu](#). It has helpful information for new students coming to study at UWE Gloucester including what to do when you arrive, the student community and the UWE Charter.

## Starting your course

## What should I expect in my first week?

Your first week will be fun but full on! You'll meet lots of new people and there will be stacks of information to take in.

Your timetable and your [joining instructions](#) will tell you what course-related things you have during the first week. These sessions will give you a chance to meet your programme leader, who will outline the structure of the course.

You'll also get a chance to meet other people on your course. Remember, your induction session(s) are compulsory.

### Timetables

Your timetable is now live on myUWE. It will show you all the sessions you need to attend for the academic year. If you have any problems, please contact the Information Point.

## Who's who?

### What are programme and module leaders?

Your programme leader is the academic member of staff who is responsible for the structure and organisation of your course. They're the person to talk to if you have questions about your course.

Module leaders are responsible for the structure and organisation of individual modules. If you're having trouble with a specific module, they're the people to talk to.

### What is the role of my Academic Personal Tutor?

As a first year student you will have access to an [Academic Personal Tutor](#) (APT). They're on hand to support your academic and personal development during your time here.

### What and who are Student Reps?

[Student Reps](#) are run by the Students' Union and help you if you're having trouble with your course. You can talk to them and they'll work with academic and support staff to improve things if they're not quite right.

You can find out who your Student Rep is via [myUWE](#) - go to Courses and then Student Reps. If there's a \* next to their name, it means you share a module with them.

## What online resources will I be using?

### myUWE

You've already used [myUWE](#) a bit to complete registration. Once you're here studying myUWE is where you can easily access a range of online services, including Blackboard, UWE e-mail, InfoHub and Library Services.

On your dashboard myUWE will tell you if you have unread emails and when your next coursework is due. You'll also see a news feed called 'Student Information' which will tell you important messages, Blackboard announcements and whether you have outstanding Library fines or books.

### Blackboard

Blackboard is what we call a virtual learning environment - it's where your module leaders will upload module handbooks, lecture notes and other useful resources. You'll probably always access it through myUWE.

## Services to support you

### Disability support

If you have a disability or a long term health condition, the [Disability Service](#) can arrange [different types of support](#), such as note-takers, support workers or exam adjustments.

If you disclosed your disability or long term health condition on your application, we've probably already been in touch to discuss your needs and put support in place for when you arrive.

If you didn't disclose when you applied to UWE, we advise you to do so now. A range of support is available and you may be eligible for funding through [Disabled Students' Allowances](#).

Staff from the Disability Service are here to help - make an appointment with them via any [Information Point](#).

### Dyslexia and specific learning difficulties

If you have a specific learning difficulty (SpLD) such as dyslexia, UWE's [Dyslexia and SpLD Service](#) can help you access appropriate support for your studies.

If you think you might have a specific learning difficulty but it hasn't been diagnosed, consider booking in for a free screening. You'll be able to discuss your concerns with a specialist and it will help you decide whether or not to arrange a full diagnostic assessment.

Find out more about [what's involved in a SpLD diagnosis](#), or contact the [Dyslexia and SpLD Service](#) to have a chat about your options.

### Mental health support

The [Wellbeing Service](#) provides support services to help you with your mental health and personal development needs, including counselling, mental health support and specialist mentoring.

They offer flexible support that is tailored to you, and you can book appointments to suit your timetable.

You can register for an appointment online, or call **0117 32 86268** if you need urgent support.

### Safe spaces

We're committed to providing an inclusive and supportive environment, and don't tolerate language or behaviour that leaves others feeling embarrassed, unsafe, bullied or discriminated against.

If you see or experience unacceptable behaviour please report it to the [Information Point](#) and play your part in creating a safer university environment that you and all other students can enjoy.

### Having doubts?

Many students experience doubts whilst they're settling into university study. If you're thinking about [changing direction](#), such as changing course or leaving UWE, we recommend that you make an appointment with a [Student Support Adviser](#). They will be able to discuss your options and talk you through any next steps you wish to take.

## What else?

### Academic regulations

The [academic regulations and procedures](#) are in place to make sure all students are treated fairly during their academic journey.

Academic Services has worked with The Students' Union to develop the [Academic Survival Guide](#), which will help you make sense of all the words and phrases that you'll hear and read over your academic career.

### Term dates

Check your programme handbooks for key dates for the academic year, including when teaching starts and when assessment and vacation periods are, as your term dates differ from the [standard university term dates](#).

### Complete your Disclosure and Barring Service (DBS) and Occupational Health checks

If you are required to provide a DBS Disclosure and/or Occupational Health assessment as part of your offer to study with us, please complete your DBS application form and/or online health questionnaire as soon as you can.

If you haven't received your DBS certificate yet, don't worry - some can take longer to process. Just provide us with your copy of the Enhanced DBS Disclosure when you have it to help us to finalise your admission.

If you have any queries about this, please contact Admissions on 0117 32 83333 or [e-mail them](#).

## Who can help?

### Information Points

If you have any questions that we don't cover - don't hesitate to contact us. You can ring the [Information Points](#) on 0117 32 85600, email [gloucesterinfopoint@uwe.ac.uk](mailto:gloucesterinfopoint@uwe.ac.uk) or tweet [@UWEBristol](#).

## Follow us



[Information Points can help answer your questions >>](#)

## Talk to us

These emails come from the Student Communications Team. If you have any feedback on our current communication channels or how you think they could be improved, please [contact us](#).

Copyright 2015 © UWE Bristol | You are receiving this e-mail as you are a current UWE Bristol student. It is important that you are engaged with your course and your university. You will receive yourUWE fortnightly. If you unsubscribe you may miss important information about the University.

[Go online for more information about our e-mail privacy policy](#)

Registered address | University of the West of England, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY - United Kingdom

