Central Saint Martins
Welcome guide
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This guide is designed to help you settle into your new life as a student at Central Saint Martins (CSM), University of the Arts London (UAL). In this half you’ll find information specifically about Central Saint Martins and in the other half you’ll find information for all UAL students.

The information included within this guide was correct at the time of publishing. However, due to COVID-19, access to our sites and services may change. Please visit www.arts.ac.uk/students/the-big-welcome for the latest information and advice.

How to use this guide

* This means you can find out more online
* This means there is an email address
* This indicates information about sustainability
Welcome to Central Saint Martins. You join us during one of the most intense periods of global history; the intersection of COVID-19, climate emergency and issues of race and inequality creates a completely new setting for us all, and for creative arts education.

As a College and University, we are committed to using our ways of thinking, acting and making to address these extraordinary challenges. You may have seen from the online graduate showcase, that our graduates have adapted brilliantly to the unfamiliar working and social conditions of the past year. What they have shown is that a place like CSM is well positioned to imagine better new futures for all in a way that delivers social justice and climate justice.

I hope you have a great first year and beyond. But, if things are going wrong with your course, let us know sooner rather than later. If you have suggestions as to how the College could get better, please tell us. If things are going well, tell us. It is only by working together that we can keep developing CSM as one of the best places in the world to study art, design and performance.

We are very aware that your experience as a student is founded on the community that you are part of, and we have made the establishment of that community a central plank of the way that we will be delivering your learning and experience this year.

Although CSM and UAL are rightly proud of their famous graduates, I always say that we are only as good as our last year. It is the work of our current students that shows where we are heading as a leading creative institution. This means you! I look forward to seeing what you produce as part of the next generation of artists, designers and performers. You are coming to CSM at a fascinating and contested time and I see you in the vanguard of students in this new world that we all face.

Professor Jeremy Till
Pro Vice-Chancellor (Research) and Head of Central Saint Martins
Student voices

“Central Saint Martins is a place buzzing with energy and character.”
Memunatu Barrie
BA Textile Design

“The tutors challenge you to take a step back from preconceived ideas and to experiment.”
Nusra Nijimbere
BA Textile Design

“You get to meet people from different backgrounds and disciplines who you can collaborate with.”
Dominic-Afsheen Akhavan-Moossavi
BA Fashion Design Menswear

“My class is made up of people from many countries and it makes the experience so interesting.”
Kaitlyn Walker-Stewart
BA Fine Art
Need to know

Where to find us

King's Cross
Central Saint Martins
Granary Building
1 Granary Square
London
N1C 4AA

Nearest transport
- King's Cross Underground

† Find out more about King’s Cross
opening hours
+44 (0)20 7514 7000

Archway
Central Saint Martins
Archway Main Building
2 Elthorne Road
London
N19 4AG

Nearest transport
- Archway Underground

† Find out more about Archway
opening hours
During the holidays opening hours at Archway may vary. Please check with the staff there for details.
+44 (0)20 7514 7098

Finding your way around CSM
During your first term, you will be given tours of the buildings appropriate to your course as part of your induction. You can also take virtual tours of CSM and other UAL Colleges online.
† Find out more about where to find us

“Approach the course with an open mind and get involved with as much as possible.”

Peter Butler
BA Performance: Design and Practice

“My time at the College expanded my thinking in unimaginable ways.”

Lucie Davis
BA Jewellery Design
Need to know

Student Centre

The Central Saint Martins Student Centre is located at the main reception of our King’s Cross site. To ask a question, please contact us by telephone or email from your university email account:

+44 (0)20 7514 7202
CSMstudentcentre@arts.ac.uk

We can help you with any of the following queries:

- Enrolment confirmation letters
- Bank account or visa application letters
- Signing documents and forms
- Signposting to UAL services
- Student ID card queries

Please refer to our frequently asked questions before getting in touch, as your query may be answered here.

Term time opening hours
Monday – Friday: 10am – 5pm
ID Cards

You will receive a student ID card to grant you access to our buildings. UAL operates a strict no pass, no entry policy to ensure security across all sites, so please remember to bring your ID card with you every day. You’ll also need it for printing (find out how to do this further on in the guide).

Q: What should I do if I lose or forget my ID card?
If you have forgotten your ID card, you will need to request a temporary pass from reception. If you lose your ID card, you will be asked to purchase a replacement. New cards cost £5 and can be ordered on estore.arts.ac.uk. Your new card will be activated automatically next time it’s used on the entrance gates.

If you have a locker, please contact the Student Centre and ask a member of staff to help you transfer access to your locker onto your new card.

Q: What should I do if my card gets stolen or damaged?
If your ID card is stolen you’ll need to present a Police Crime Report Number to the Student Centre to receive a new card. If your ID card doesn’t work, contact the Student Centre – if it is damaged you can get a free replacement.

CSMstudentcentre@arts.ac.uk

Q: Can I share my ID card with another student?
No. ID cards are issued to individual students and must not be shared. Anyone found to be using another student’s ID card will have it confiscated and both involved could face disciplinary action.

Note
- If your ID card is lost or stolen, you should get a replacement as soon as possible to avoid other people using your old card to pay for printing or hiring out equipment that you are responsible for.
- You can only own one ID card at a time. If you lose your ID card, the old one will be deactivated as soon as a replacement is printed.
Library
The CSM library is located at our King’s Cross site, and the collections reflect the subjects taught and the research interests of the College. You can borrow books, DVDs and journals from the library, and reserve items online using our click and borrow service. You can access our extensive specialist online library resources online at libsearch.arts.ac.uk (use your UAL login when off site). We also subscribe to many journals and magazines you can read in the library.

A dedicated librarian works with your course team and can offer you specialist advice. You can book a one-to-one tutorial with them.

Find out who your Academic Support Librarian is

Got a question? Read our FAQs or live chat with us online at arts.ac.libanswers.com.

Learning Zone
The Learning Zone is a flexible and informal digital learning space. Here, you can use IMACs and PCs, hire Macbooks and use our lightboxes, paper trimmers or spray glue booth.

Check the Library and Learning Zone opening hours

@CSM_Library_LZ
@UALLibraries
+44 (0)20 514 2223

Platform Bar, ground floor at King’s Cross
This is your student bar. We look forward to welcoming you and very much hope you will join us for a drink! We work with local suppliers and breweries and you will find a range of vegan, gluten-free and low-alcohol products available. Look out for promotional signage and ask our friendly bar team for further information. Wherever possible, we use glassware rather than disposables.

Find out more about Platform Bar

Food and drink at CSM
We have several food and drink outlets at CSM, with a focus on health and sustainability. Please visit www.arts.ac.uk/students/canteens for more information and opening hours.

The CSM Canteen has received Gold accreditation in the Food for Life award for the 5th year. This means that our food is nutritious, fresh and sustainably sourced. Vegetarian and vegan options are available.

Discover foodie rewards and sustainable initiatives at @UALcatering

Locations:
- Canteen, ground floor at King’s Cross
- Coffee Bar, front of the canteen at King’s Cross
- Airstream Coffee, The Street at King’s Cross
- SU Café, first floor at King’s Cross
- Archway Cafetorium, ground floor at Archway
- Archway Coffee Shop, Reception at Archway

Water Fountains
You can find water fountains on every floor at King’s Cross and there’s also a drinks dispenser in the canteen with free water. We encourage you to use the fountains to help us be more environmentally friendly.

“The facilities and support at Central Saint Martins are amazing… Everything you need for your projects can be found under one roof, with the support of tutors and technicians.”

Bam Jansanjai
BA Jewellery Design
Spaces and resources

Lockers
To access a locker, please follow these steps:

1. Activate your card for lockers at the Student Centre.
2. Each course has set locker zones. Maps showing their locations can be found online or on the ground floor at King’s Cross to the right of the barriers and just before the Student Centre. Check the map to see where your course lockers are based.
3. Find an open and empty locker – one with a green display. You can only use one locker at a time, so choose wisely!
4. Place your belongings in the locker and close the door. Lock it by touching your student ID card against it and turning the handle. Make sure it’s definitely locked as the University cannot accept responsibility for the loss or damage of belongings.

Gender neutral toilets
The University designates some of its toilets as gender neutral. These toilets are for everyone to use, in addition to male and female toilets. At Central Saint Martins, you can find these at both our King’s Cross and Archway sites.

Bike storage
There are 276 bicycle parking spaces in the basement of our King’s Cross building. If you’d like to use a space, please email infrastructure@csm.arts.ac.uk from your University email address, and include your student ID number in the message (emails from non-university accounts will be automatically rejected). Spaces are allocated on a first come, first served basis. Please don’t leave your bike overnight unless there’s an emergency or a problem with your bike.

Quiet spaces
CSM has quiet spaces available for staff and students at King’s Cross and Archway for prayer, personal reflection, health requirements, breastfeeding and rest. Please be aware of people entering and leaving the space in order to ensure social distancing, and use a face covering as required.

King’s Cross – For health, breastfeeding and rest, use the Medical Room, located in D005.

Archway – Quiet Space, Room B06

Archway Annexe – Quiet Space, ground floor by the entrance

Roof terrace
The CSM roof terrace will be open for some special events and teaching, when a member of staff is also present. Please follow our guidelines when using the terrace to ensure your safety and the safety of others. Student ID cards will not work on the terrace doors, and the space is monitored by CCTV. The roof garden is maintained by The Green Roof Society. For more information on their work, read the Climate Emergency pages of this guide.

Showers
Showers are available for all UAL students to use at Central Saint Martins. They are located on the first floor of J Block.

Find out more about gender neutral toilets.
Find out more about CSM bike storage.
Spaces and resources

ε arts shop
arts shops sell a broad range of art, design and fashion materials. Your arts shops are not for profit, run by UAL and are staffed by graduates. The shops are stocked in consultation with course leaders and sell products according to the courses taught at each site.

In order to maintain social distancing, you may be asked to queue for the shop during busy periods. Thank you for your patience.

We work with our suppliers to provide ethically and sustainably sourced products and recycled options wherever possible.

Follow @csms_arts_shop on Instagram to keep up-to-date with special offers.

ε Printing
To use a Multi-Function Device (MFD) printer, you’ll first need to get some print credits. You can top-up online at ualprint.arts.ac.uk, or at the machines located outside the arts shop and in the library. You can then use your ID card on the printer to log in and print. You’ll find printers throughout our sites at King’s Cross and Archway.

Specialist technicians can also advise you on the environmental impact of different papers, inks and processes.

Find out more about larger scale, specialist or experimental printing on CSM Technical Moodle.

Central Loan Store
Located in Room K002 on the ground floor at King’s Cross, the Central Loan Store is where you can hire a range of audio, visual and media equipment on a short-term basis, for no additional charge.

Find out what’s available on orb.arts.ac.uk and the CSM Technical Moodle.

ε Workshops and technical resources
We have a huge range of workshop facilities available for CSM students, including 3D printing, casting, animation, ceramics, costume, digital media, wood and metal fabrication, large format and specialist printing, letterpress, photography, print and dye, theatre assembly, weave, performance spaces and more. Our technical staff will be a huge support to you throughout your time here, collaborating with you to help create your work.

Undergraduate and Postgraduate students
You will need to book an appointment to access our King’s Cross workshops, and complete the necessary safety inductions. You can book online and find more information on our technical resources, including how-to guides and online support, on CSM Technical Moodle. Students have access to the workshops essential to their course, as well as negotiated access for workshops outside of their disciplines.

All workshops now have an environmental statement available for students to refer to, as well as information about the environmental impact of different materials and processes.

Foundation students
You will find information on Archway workshops and technical resources on your Course Moodle pages.
Health and safety

Please note that our health and safety procedures may change as a result of COVID-19.

Find out more about student health and safety

Smoking and vaping
In the UK, smoking is not allowed inside public buildings, so please don’t smoke or vape inside any of the public areas. If you want to smoke or vape, please go outside and stay at least 5 metres away from any doors or openings.

Fire procedure
If you discover a fire, activate the fire alarm. The alarms are adjacent to all emergency exits. If the alarm sounds, immediately leave the building by the nearest and safest fire exit. To escape from the building please use the stairs and make your way out as quickly and safely as possible. Do not stop to collect personal belongings or use the lifts (elevators). Everyone will be required to move at least 100 metres away from the building and gather at the designated safe areas for a minimum of 20 minutes. Please follow social distancing guidelines and use a face covering. If you feel unable to social distance safely, please disperse away from the building and return after 20 minutes. Extra care should be taken if there is any building work going on around the area.

King’s Cross Assembly Point
South west side of Granary Square, on the far side of the fountains.

Archway
Archway Main Building Dispersal
Move away from the site completely for 20 minutes. Do not re-enter the building until instructed it is safe to do so by UAL staff or emergency services.

Archway Annexe Assembly Point
Corner of Elthorne Road and Old Forge Road.
While it’s unlikely that there’ll be a fire in one of our buildings we ask all our staff and students to treat every alarm as a real emergency.

Evacuation assistance
If you need assistance to evacuate a building in an emergency, your course leader will make sure a Personal Emergency Evacuation Plan (PEEP) is completed with you. Your PEEP will describe what you need to do in an emergency and what assistance will be provided by other people.

“The best advice I can give new students is to just make as much as you can make, see as much as you can see and use your journal or sketchbook to write down everything.”

Caroline Weaver
Foundation Diploma in Art and Design

Find out more about Disability support
Contents

Health and safety

Risk assessments
During your studies you may need to complete a risk assessment. This is an important part of planning your work, where you can identify any hazards that can potentially cause harm, and then put in place controls to help keep yourself and others safe. You can find the general risk assessment form in your course handbook and on Moodle. Please speak to your Course Tutors if you need help.

Safe working
For your own safety we ask that you don’t work alone in our rooms. There should always be at least 3 people in a room at any time. This is really important because if an accident happens, one person can stay with the injured person and the other can go for help.

Find out more about Student health and safety

Hazardous substances
There are a number of activities, processes and pieces of equipment at UAL that require you to take extra care. You will receive inductions and training on these. For example, when using ladders, lathes, milling and cutting machinery, electrical equipment or chemicals. We take action to limit the risk of these hazards as much as possible, but we will also expect you to follow the instructions and safety rules. We may also ask you to wear protective equipment such as ear defenders or safety glasses, or to use equipment guards or appropriate access equipment when working at height. Certain activities must be carried out under supervision, such as work in high-risk areas. If you have any questions or need advice, please speak to your Course Tutor or one of the technicians.

First aid
If you need first aid at King’s Cross, call 6281 from a College phone or +44 (0)20 7514 6281 from a mobile. If you need first aid at Archway, call 7098 from a College phone or +44 (0)20 7514 7908 from a mobile.

A first aider will come to provide assistance and can call the emergency services if required.

If you need to call an ambulance first, please ensure you call the first aid number afterwards to make them aware. To contact the emergency services from an internal phone, call 5-999.

Accident and incident reporting
Please ensure that any accidents/incidents or near-misses are reported to your Course Tutor. This is required to help us see what we can do to avoid similar incidents occurring in the future.

Mental health first aid
Students who are concerned about the mental health of themselves or someone else should contact the Student Counselling Service. Mental Health First Aiders are located in all Colleges and can provide immediate support to people in crisis.

+44 (0)207 514 6251

College Medical Room
Our medical room is located on the ground floor at King’s Cross.

If you need to use the medical room on a regular basis, to store medicines in the fridge for example, please contact a Student Disability Advisor who can arrange for access to be added to your ID card.

+44 (0)20 7514 6156
disability@arts.ac.uk
Student support

Academic Support
Academic Support is here to help you progress and achieve your potential, both at University and in your future career. Academic Support helps all students to develop abilities and skills in areas such as critical thinking; reading; research and writing; time management; presentations; working independently and collaboratively; and more. Academic Support tutors will be introduced to you at the start of the academic year. There are one-to-one tutorials, and also group sessions - both within courses and across the College.

You can book tutorials and register for workshops, and access other useful resources on Academic Support Online. To register for an academic support session, login using your UAL username and password, and click on ‘face to face support’ in the menu.

Students can also go to University-wide workshops covering a range of Academic Support topics, where you can meet and share study practices with students from all levels and all Colleges.

+44 (0)20 7514 7003
studyupport@csm.arts.ac.uk

CSM Digital Learning Support
The CSM Digital Learning team is here to help you with the various online tools provided at UAL to assist your studies. Have a question or need some advice? Visit CSM Digital Learning for useful self-access videos and guidance, or to book a one-to-one appointment with one of the team. You can also email csmdigitallearning@arts.ac.uk

Language Development
If English is an additional language for you, Language Development offers specialist tutorials, classes and resources in the language, academic skills and approaches to learning expected at UAL.

Find out more about Language Development
languagedevelopment@arts.ac.uk
Making the most of CSM

Arts SU
Our Students’ Union is run by students for students and their work is directed by students who have been elected each year by their peers. While the SU has a central office at High Holborn, you can also find Arts SU at your College. We have a dedicated team of staff and students who bring Arts SU services and general fabulousness direct to your campus. If you want to find out more about events, campaigns, independent advice, leadership opportunities, creative opportunities, getting funding for a project, or to just have a chat, contact us at:

Arts SU main office, LCF High Holborn
+44 (0)20 7514 6270
or CSM SU Office (D126), CSM King’s Cross
+44 (0)20 7514 8450
email: info@su.arts.ac.uk
Visit arts-su.com/yourvoice/officers/ to find out who your full-time CSM student representative is.

Events
At CSM we have loads of events all year-round including screenings, talks, exhibitions, workshops, conferences and performances. You will be automatically signed up to receive our weekly newsletter, highlighting events happening across the College each week. Please speak to your tutor if you would like to organise an event.

• Find out more about what’s on at CSM

Student discounts / local area guide
Find local area guides for King’s Cross and Archway on our website. Each guide lists museums, galleries, places to eat, parks and shops in the vicinity of your campus, many of which offer a student discount. Simply show your CSM ID card to claim the offers.

• Find out more about the King’s Cross guide and
• Find out more about the Archway guide to find out more.

Museum and Study Collection
Open to everyone for inspiration and information, the Museum & Study Collection tells the story of CSM’s rich history. The collection includes work by staff and students over the past 100 years, 20 years’ worth of degree show materials, a teaching collection from the 13th century to the present day, the British Artist’s Film and Video Collection, as well as the College archive. You can find the collection on the ground floor at King’s Cross.

The Museum holds exhibitions at King’s Cross in the Museum Window Gallery, The Crossing and the Lethaby Gallery.

Students are welcome to book an individual study room visit to see the collection. Please try to do this a week in advance. You can also browse our online catalogue at

• collections.arts.ac.uk

• Find out more about Museum and Study Collection

email: museum.collection@csm.arts.ac.uk
twitter: @CsmMuseum
instagram: @csm_museum

Animation posters in the street, 2019 BA Animation, Central Saint Martins, UAL
Because of the effects of Covid-19, these spaces may be used in a different capacity in 2020-21.

† Please visit our website for the latest information and events.

Lethaby Gallery

With its doors opening onto Granary Square at King’s Cross, the Lethaby Gallery offers an ever-changing insight into one of the world’s best art and design Colleges. Founded in 1896, the gallery was named after William Richard Lethaby, the head of the Central School of Art and Design – one of the founding schools that became Central Saint Martins.

The gallery is dedicated to the creative talent of CSM students, staff and alumni. From fashion and art to design and performance, it’s open to the public and celebrates our past and present. All exhibitions are free.

† Find out more about future exhibitions at the Lethaby Gallery

Window Galleries

Central Saint Martins has four Window Galleries situated along The Crossing showcasing staff, student and alumni work throughout the year, as well as creative partnership projects. Always open, always free.

† Find out more about the Window Galleries

Platform Theatre

The Platform Theatre at CSM comprises four performance spaces and a bar. It is a creative hub platforming new talent and ideas and an extraordinary springboard into the professional world for our students. We produce student public performances to a world class, professional standard, and foster creative exchange between students and visiting artists and professionals in these spaces.

† Find out more about the Platform Theatre

Postgraduate

Postgraduate study at Central Saint Martins is where new futures are imagined and made. We offer a broad range of taught courses across all our disciplines, and students are encouraged to pursue their own interests and agendas, always informed by a strong research base.

Our postgraduate students contribute to shaping where the creative industries and intellectual debate might go next.

† Find out more about Central Saint Martins postgraduate courses

Post-Grad Community

Looking to collaborate or network with students from other courses and Colleges? Want to share your project with other people?

Post-Grad Community provides MA and PhD students with access to other students and opportunities at UAL - across the six Colleges and 100+ MA courses!

A weekly newsletter is sent to your UAL email address every Friday which keeps you up to date with opportunities and events open to all postgrads at UAL. You can also join the Post-Grad Community’s thriving social networks.

† Find out more about Post-Grad Community

@UAL_postgrad_community
@UALPostgradCommunity
@UALPGCommunity
Making the most of CSM

Research
CSM has an established and thriving research community. Our staff are curious and innovative and their research ranges from practice driven investigation to theoretical study.

The results of our research take many forms including artefacts, designs, patents, catalogues, exhibitions, digital resources of various kinds, as well as published work such as books, journal articles and commissioned reports. Much of our work crosses disciplinary boundaries and is carried out in collaboration with industry, commerce, museums and galleries, governmental organisations and other academic institutions.

Find out more about Central Saint Martins research groups, networks and collaborations
@CSMresearch

External engagement opportunities
UAL is renowned for its opportunities to interact with external organisations, universities, businesses and communities, being among the top 30 universities in the country in terms of the funding it receives for these activities.

These include a huge range of sponsored student and graduate projects, community engagement projects, support for graduates and businesses, as well as public events and conferences.

All of you will have access to interactions like these during your time as a student at CSM, either on your course or in cross-College activities. Engaging with these opportunities brings enormous benefits and will enrich your personal and the creative development.

Archive Research by Damilola Ayo-Vaughan, 2020 BA Culture, Criticism and Curation, Central Saint Martins, UAL | Photograph: Alys Tomlinson
Climate emergency

 nostra intersecting social, ecological and climate crises call for urgent and deep transformation. Artists and designers are uniquely placed to address these complex challenges. We are working hard to make progress at CSM, and we need you to be a part of that journey.

avigation about our projects, research and student work

蒡 The Green Roof Society

The Green Roof Society is a student-run project which aims to transform the roof terrace at Central Saint Martins into an exciting green space. The group works to maintain an urban garden, growing trees, plants and various edibles.

If you're interested in gardening and maintaining an eco-friendly space, sign-up to join now.

縢 Maison/0

Maison/0 is a creative platform for regenerative luxury set up as part of the CSM partnership with the luxury group LVMH in September 2017. The platform runs student workshops and collaborative projects; symposiums; a degree show awards trail; and exhibitions that showcase creativity to regenerate our climate and biodiversity. Maison/0 is directed by Carole Collet, Professor in Design for Sustainable Futures. @maisonzero

Find out more about Maison/0.

縢 Materials and Products Collection

The Materials and Products Collection is a collection of material samples that guide student learning about pre-existing materials and their properties, manufacturing processes, innovations and developments in sustainable materials for design. The physical collection is viewable in our display cabinets in the King's Cross Library. You can also access lots of helpful information for researching materials on the Materials and Products library subject guide.

Find out more about the Materials and Products Collection.

 материалов@csm.arts.ac.uk

Find out more about MAKE@StoryGarden.

縢 MAKE @ Story Garden

MAKE @ Story Garden is a public space for creative collaboration with, and by, the local community in King’s Cross, based behind the British Library. The programme runs projects involving students that aim to bring together local communities around a series of arts activities, projects to address local issues, and skills development. It is a collaboration between Central Saint Martins, Somers Town Community Association, Camden Council and Lendlease.

@makestorygarden
@makeatstorygarden
MAKE@arts.ac.uk

Find out more about MAKE@StoryGarden.
Grayson Perry

Studying at UAL is the best way into a fulfilling life of visual creativity. The reasons for coming to UAL are the same now as they were for me 40 years ago when I began my own journey into the arts: I wanted to make art and I wanted to make my mark.

UAL is the world’s biggest factory for trouble. We encourage students to challenge us and I’m always on the lookout for exciting, creative talent coming through the University. I love the time I spend with our students as it helps me to take the temperature of where young people are at.

Grayson Perry CBE RA
Chancellor of UAL
“Come and show us the future and we can help show you the world.”

Grayson Perry CBE RA
Chancellor of UAL
I'm delighted you've chosen to start your creative future at University of the Arts London, which is made up of 6 world-renowned Colleges and 3 institutes:

- Camberwell College of Arts
- Central Saint Martins (CSM)
- Chelsea College of Arts
- London College of Communication (LCC)
- London College of Fashion (LCF)
- Wimbledon College of Arts

- UAL Creative Computing Institute (CCI)
- UAL Social Design Institute
- UAL Decolonising Arts Institute

You've joined a vibrant community of 19,000 students from more than 130 countries. You're also in one of the best cities in the world for art and design, with lots of opportunities to make the most of student life. To help you navigate your time at university in London, and to take advantage of all there is to offer, we've created this handy guide. In case you missed it, you can also take a look at our UAL student guide introducing you to UAL and London.

I hope you have a fantastic time at UAL, and I wish you every success for your future.

James Purnell
President & Vice-Chancellor
Need to know

Social distancing
We’ve made specific arrangements for social distancing in all our buildings. Please follow the signs. We will provide you with all the important information and guidance you need.

Set up your email account
Your username and password are used to access the UAL network, which includes Moodle, on-site computers and email. You’ll receive an email from us with your username and a one-time password link. Please set up your password as soon as possible.
It’s essential you check your UAL email account regularly as it’s where you’ll get important news and updates. You can access this from any computer, laptop, or your phone using the MyUAL app. You can also download the ‘Outlook’ app for iOS or Android to check in regularly. Let us know if you have a problem with your account or need to reset your password.

Find out how to reset your password
Make sure you enrol online and find out about any local inductions. You will receive information about these by email.

Download MyUAL
MyUAL is our free student app with all the essential info you’ll need in one place like your UAL email, timetable, events, jobs and news. You can log in using your UAL account details once you have enrolled.
We also use app alerts to let you know about incidents that may impact you – such as an IT issue or building closure. Make sure your notifications are turned on, so you don’t miss anything.

Find out more about MyUAL

Term dates
We have general term dates for 2021/22 but specific dates may vary for some courses. There are also several public holidays (bank holidays) recognised in the UK throughout the year. On these days the University will be closed, as well as most businesses and non-essential services.

Find out more about the term dates and public holidays

Morgane Sansay, 2021 Graduate Diploma Interior Design, Chelsea College of Arts, UAL
Our culture

Diversity
UAL believes the diversity of its staff and student community is fundamental to creative thinking and innovation in the arts. We are committed to removing barriers to progression and success, and promoting understanding and awareness of equality, diversity and inclusion for all.

We work in partnership with Arts Students’ Union on initiatives to support this. Arts SU provides confidential advice and guidance to all students including trans and non-binary students, student carers and parents and students from diverse faith, ethnicity, gender identity and sexual orientation backgrounds.

Tell Someone
The University does not tolerate any form of racism, bullying, harassment or sexual violence. If at any point you have concerns, or want to talk to someone in confidence, you can contact Tell Someone.

✉️ tellsomeone@arts.ac.uk

“Meeting like-minded people from all over the world inspired me to think outside the box, raised my self-awareness and opened my eyes on a different spectrum of professional opportunities.”

Khalil Madovi
Foundation Diploma in Art and Design
Our culture
Sustainability

Sustainability is central to everything we do at UAL. Many of our courses dedicate time and resources to teaching sustainable practices and our central operations teams are committed to working in a sustainable way. Our Sustainability Manifesto is our action plan to keep reducing our carbon emissions. We’re working to ambitious net zero carbon targets which will see us reach net zero on our direct emissions by 2030 and net zero by 2040 for our indirect emissions – this is 10 years ahead of the UK government’s deadline.

Green buildings
Camberwell was nominated for the “Campus of the Future” Green Gown award for our work in sustainable building. The Wimbledon Studio building also won the RIBA London Sustainability Award 2017 and a Green Apple Award for sustainability. It was the first time one of our buildings was recognised as ‘outstanding.’
More recently, LCF’s East Bank campus is one of the largest buildings in an urban environment to achieve BREEAM ‘outstanding.’

UAL Climate Emergency Network
The Climate Emergency Network is a growing community of students and staff who share the belief that urgent collective action is needed in the face of climate and ecological emergency. The Network publishes a regular newsletter, generates resources, curates exhibitions and organises events, while also lobbying the University and external bodies on matters concerning environmental policy, practice and justice. The Network is open to all and overseen collaboratively by both students and staff from across UAL.

Saving energy and recycling
We actively encourage all our students to be responsible when it comes to saving energy and recycling so please switch off lights and equipment after use, and use the recycling bins on site.

Green Week
Every February we have Green Week, which includes a wide range of sustainability-related activities across the University, including practical workshops, talks and debates.

Energy use
We’re reducing carbon emissions across all our Colleges, and since 2017, we’ve been using 100% renewable electricity. We’re proud to be the 5th most sustainable university in London according to the People & Planet University League.
Making the most of UAL

As a UAL student, you have special access to collections, archives, institutes, digital tools, employability support, international opportunities, events and more.

University archives, museum and special collections

Our libraries have outstanding physical and digital collections in art, design, communication, fashion and performance. These collections include historical archives and special collections such as zines, material samples and artists’ books.

You can also access the University Archives and Special Collections Centre at LCC which specialises in material on printing, graphics and film, including the famous Stanley Kubrick Archive. Other collections in the University include the LCF Archive and the Museum & Study Collection at CSM.

Institutes

Launched in 2019, UAL Creative Computing Institute (CCI) was the first of several new Institutes. We’ve also established the Decolonising Arts Institute and Social Design Institute.

CCI offers innovative and diverse courses, research opportunities and a public platform to explore computer science and creative practice. This includes a range of undergraduate and postgraduate courses such as BSc, MSc and MRes Creative Computing, MSc Data Science and AI for the Creative Industries and the new MA Internet Equalities and MA/MSc Computing and Creative Industry (Modular), plus an integrated research environment for MPhil/PhD students. There are also opportunities to take short and online courses alongside your current studies.

UAL Diploma in Creative Computing (year in creative computing)

By taking an extra year of study at CCI between years 2 and 3 of your UAL undergraduate degree, you’ll have the opportunity to study with other undergraduates from across UAL in a specialist environment.

The year in creative computing will enhance your UAL degree with the computational skills shaping the future of the digital creative industries. On successful completion of the diploma and the final year of your undergraduate degree you will graduate with an enhanced degree title, for example BA Hons, Design (with Creative Computing).

Find out more about CCI

Find out more about collections and archives
Making the most of UAL

Portfolio
Get creative with UAL’s showcasing platform Portfolio, where you can present your work alongside other UAL students from various subjects. You can create a profile from the start of your course and update your projects right through to 2 years after graduation.

Portfolio enables you to show the world your work and projects, share your creative skills and interests, as well as connect and network with peers from across UAL.

Find out more about Portfolio

Virtual tours
Our Colleges have an extensive range of professional workshops and facilities on offer. Things might look a little different this autumn, but you can get an idea of our shared spaces, studios and workshops by taking one of our virtual tours.

Find out more about virtual tours at UAL
For full access and route guides visit accessible.co.uk

Careers and Employability
You might want to work during your studies to earn some extra money and gain experience. UAL can help you with your job search and application process.

We empower our students to make a living doing what they love and strive to support those underrepresented in the creative industries.

Working collaboratively with UAL courses, we enhance students’ employability and creative attributes through experiential learning and access to industry. From the moment you arrive, you can:

- Find paid jobs, internships, competitions and volunteering opportunities on Creative Opportunities. For temporary roles, you can use UAL’s in-house temping service, Arts Temps.
- Work on any skills you might need to get a job, freelance, or start your own business using our online resources.
- Use our practical guides and workshops to take you through everything from CV writing and tips for interviews to pricing your work and coming up with a business plan.
- Attend industry-specific talks and events which take place throughout the year.
- Access funding to help you as a designer or artist, or to start a business, as well as providing opportunities to show your work at various exhibitions and trade fairs.
- Benefit from having a mentor by your side to help you transition into professional working life.
- Learn about your Intellectual Property by making use of our IP Education resources.

UAL does not have its own service for students who want to do voluntary work; however, students interested in volunteering opportunities could consider those offered by the Mayor of London’s office or those promoted on the Creative Opportunities board. If you’re an international student, make sure you follow the restrictions of your visa.

Find out more at student careers
Find out more at Creative Opportunities
Find out more at Arts Temps

“I was asked to help at the 2019 British Podcast Awards as assistant producer. It was an incredible work placement that taught me so much about the audio world of journalism.”

Laura Scheepers
BA Journalism
International opportunities
In a global society, studying and living in a new country changes everything – especially you and your world view.
We offer opportunities to spend one or more terms studying outside of the UK at a partner institution or on a work placement abroad.
Find out more about student mobility

Events
There are loads of events you can get involved in to make the most of your time here. From summer degree shows to seminars, workshops, talks and symposiums, there really is something for everyone in our schedule.
Find out more about what’s on

Social Programme
The Social Programme is an award-winning events and wellbeing programme led by students, for students. There are around 30 Halls Reps who run free and low cost events for students in halls of residences and sometimes across the wider University.
Weekly events include yoga, afternoon tea and film nights as well as monthly quiz nights and much more.
Find out more about the latest event schedule
@UALsocial

Mariana Charuto, 2021 BA Production Arts for Screen, Wimbledon College of Arts, UAL
Get support

Student Services
In addition to high-quality teaching, modern facilities and creative space for you to explore your ideas, skills and unique vision, UAL can provide you with support for your studies and wellbeing. Our Student Services staff provide a professional, confidential and free service to all UAL students.

‡ Find out more about Student Services
+44 (0)20 7514 6250

Student Advice
Get support with financial and immigration questions and advice on any problems that may occur in day-to-day life.

‡ Find out more about Student Advice

Immigration and visas
Students who are from countries outside of the UK will need visa or immigration permission allowing them to live and study in the UK.

‡ Find out more about immigration and visas

Student fees and funding, including scholarships
The Student Advice and Funding Service provides students with information and advice about funding options available to cover tuition fees, living costs and course costs. You can also find out more about scholarships, bursaries and awards.

‡ Find out more about student fees and funding

Disability and dyslexia
The Disability Service provides advice and support for disabled students and students who are dyslexic or have any other specific learning difference. Support is available at any point throughout your time at UAL.

‡ Find out more about The Disability Service

Accommodation Services
Whether you choose to live in one of our halls of residence or in a privately rented home, our Accommodation Services team can help you find a suitable place to live throughout your time at University.

‡ Find out more about Accommodation and ‡ Halls Life
+44 (0)20 7514 6240
accommodation@arts.ac.uk
@UALhalls
@UALAccommodation

Visit a Helpdesk
UAL Student Centre
1st floor, 272 High Holborn, WC1V 7EY
Monday to Friday 9am - 5pm
+44 (0)20 7514 6900

London College of Communication
Student Services, WG 09
Elephant and Castle, SE1 6SB
Monday to Friday 9.30am - 4.30pm
+44 (0)20 7514 6590

Central Saint Martins
Student Centre, Reception
1 Granary Square, N1 4AA
Monday to Friday 10am - 5pm
+44 (0)20 7514 7199
CSMstudentcentre@arts.ac.uk

Camberwell College of Arts
Student Centre, A1C01
45-65 Peckham Rd, SE5 8UF
Monday to Friday 9.30am - 4.30pm
+44 (0)20 7514 6326
Academic support

Academic Support

At UAL we consider studying and learning to be creative practices. This is a core influence on your holistic development and experience of your chosen course. Academic Support Online is the place to go to find all classes, tutorials, resources and discussion spaces that will help you extend and progress your work, together with links to libraries, Learning Zones and digital tools.

Academic Support tutors are based in your College and across the University, and work closely with course teams and Language Development, Library and other Student Support staff. Academic Support tutors will be introduced to you during inductions.

Visit our website to find resources, and to register for group and one-to-one support sessions in your College and across UAL. You can also find more information through Moodle.

Contact us if you can’t find what you need: academicsupport@arts.ac.uk

Extenuating Circumstances

Extenuating Circumstances are things which are unexpected, significantly disruptive and beyond your control, which may affect your ability to meet assessment and course deadlines. If you’re concerned about your grades or think you might be eligible for Extenuating Circumstances, your course leader should be the first point of contact.

Find out more about Extenuating Circumstances

Library and Learning Zones

As a UAL student, you have access to all 6 College libraries. You can use your ID card to borrow from our inspirational collections and your UAL login to access our specialist online collections. Search the online catalogue to order books from other libraries and collect at your site.

Our libraries have bookable study with computers, photocopying and printing facilities. You can also borrow a laptop and get help from the library staff to develop your research or digital skills.

Our Learning Zones and IT areas are for social and activity-based study in an informal environment and are open to all students. This includes the 24/7 Learning Zone at Camberwell open all year round and 24-hour opening at CSM from Monday - Thursday, which is available during certain weeks in term time.

Find out more about our opening hours

We will tell you more about the library facilities when you attend an introduction during your first term, with other sessions offered later in your course. You can also find our workshops and tutorials on Academic Support Online.

Remember, the library staff are here to help, so ask at our desks or online using live chat if you have questions.

Find out more about library services, including support available for disabled and dyslexic students.

Moodle

This is the online home for your studies where you will find information, resources and online activities relating to your course of study. Your tutor may also use Moodle to communicate additional news or information about your course. Your course site will have important announcements and assignment details and should be checked regularly.

Login to Moodle

"Be proactive and take advantage of all the facilities. There are so many workshops and opportunities to learn new skills, create and be creative.”

Marie-Lilien Funk
BA (Hons) Design Management
Get connected

Wi-Fi access
Connect to UAL-Wi-Fi using your UAL username or email and password.

IT help and support
IT Services look after all the digital stuff at UAL including your account, your email, computers, printing and online security.
If you get stuck or need help with an account or system, call the IT Service Desk on +44 (0)20 7514 9898.
They're available 24/7, 365 days a year.
You can also raise a support ticket on MySupport or non-urgent enquiries.
Find more support at IT Services or use the IT support tile on MyUAL.

Printing
You'll find printers at multiple College locations, including all Libraries and Learning Zones.
There are many ways to print - you can even print from your own mobile device or from an off-site location!
Printing costs vary depending on size and colourway. You can top-up online by card at ulprint.arts.ac.uk or by using the machines at College Libraries. There's also a handy ‘Print credits’ tile on the MyUAL app.
Find out more at printing at UAL.
Stay informed

As well as following our social channels, we have a number of ways for you to know what’s going on. We’ll keep you informed in the following ways:

UAL Portal

The UAL Portal is where you can access key information regarding your application, enrolment and assessments throughout your studies with UAL. You can view your personal information and download status letters under ‘My Study Details’.

It is also important that you update us immediately if there are any changes to your contact details.

Find out more about the UAL portal

Student news

We’ve got a dedicated news feed just for you! Here, we’ll publish news, opportunities, and articles to help you in your time at UAL.

Find out more about the latest news from your College

UAL text alerts

Occasionally we’ll need to tell you about something important, such as building closures or other incidents. In this case, you’ll receive a text to your mobile phone with the key information.

UAL Post-Grad Community

Our Post-Grad Community was established in 2013 and now more than ever, community is a hugely important part of our lives. As well as providing a support network for our MA and PhD students we also offer access to cross-College and cross-disciplinary opportunities and events. This leads to an informed, connected and confident network of creative professionals who continue to inspire each other throughout their careers.

A programme of events encourages skills-sharing, networking, collaboration and new communities of practice. Events take place at UAL and further afield, and include talks with industry specialists, visits to artists’ studios, curator-led tours and student-led activity.

We support a growing number of issue specific, cross-disciplinary interest groups led by postgraduate students and academics. These connect creatives with shared research interests across different subject areas.

The weekly newsletter shares details of events, opportunities, student articles and open calls for collaboration. You can also join the community across the Post-Grad Community’s thriving social networks.

Find out more about the UAL Post-Grad Community

Tatiana Muringani, 2021 MArch - Architecture, Central Saint Martins, UAL
Wellbeing

UAL is here to support you no matter how big or small a problem. If you’re worried about something, feeling emotional or just want to talk, we want to help. Contact our support services - including counselling, health advice and more.

Find out more about wellbeing at UAL

Mental health

Our free and confidential help with emotional or course-related issues can keep you from feeling overwhelmed. Check out our Counselling Service.

+44 (0)20 7514 6251
counselling@arts.ac.uk

Health advice

Our health advisers offer one-to-one sessions to discuss lifestyle (including alcohol, drugs and smoking), sexual, physical and mental health. You can also find out about other services like registering with a GP and visiting a dentist in London.

+44 (0)20 7514 6251
studenthealth@arts.ac.uk

Chaplaincy

Our Chaplains are also on hand to offer faith-based support. Get in touch:

William Whitcombe
+44(0)7872 816157
w.whitcombe@arts.ac.uk

Mark Dean
+44(0)7843 329587
m.w.dean@arts.ac.uk

Modern Languages

You can also study a modern language course at the Language Centre, incorporating language learning with arts and culture topics from different countries. Our modern languages courses are open to University students, staff and members of the public.

Find out more about modern languages

English Language Development

If English is additional language for you, we offer one-to-one tutorials, weekly subject-specific classes and workshops to build your English skills. These classes will help you to understand the different types of assignments and become more confident in your studies.

Find out more about Language Development
languagedevelopment@arts.ac.uk
Arts SU and you

Arts Students Union (Arts SU) is run by students for students. It’s an independent, member-led organisation that is directed by you and students elect our full-time officers each year. While we have central office on the first floor at High Holborn, you can also find Arts SU at your College. Our dedicated team of staff and students bring Arts SU services and general fabulousness direct to your campus.

Chat to us about events, campaigns, academic representation, independent advice, leadership or creative opportunities, getting funding for projects and more. Your elected Student Officers are here to represent you. Their roles cover different parts of the student experience, so please do get in touch!

Find out more at arts-su.com

Students’ Union Officers

Armani Sutherland  
Activities Officer  
activities@su.arts.ac.uk

Rachel Williams  
Education Officer  
education@su.arts.ac.uk

Syahadah Shahril  
Campaigns Officer  
campaigns@su.arts.ac.uk

Georgia Spencer  
Welfare Officer  
welfare@su.arts.ac.uk

Find out more about your union

Esma Yildiz, 2021 BA Fashion Design Technology - Menswear, London College of Fashion, UAL
Making the most of Arts SU

Activities and Wellbeing
With over 40 societies and 17 sports clubs available to join, Arts SU can help you find your community. We offer both competitive and non-competitive sporting opportunities, with some teams competing in the national (BUCS) and London (LUSL) leagues, and others just offering social sport opportunities. Our clubs and societies are one of the easiest ways to meet people that share the same interests and passions as you, from across all 6 Colleges.

For those students already competing at a high level, we offer an Elite Athlete Programme. This is designed to support the very best student athletes in any sporting discipline competing at a national or international level, to help balance an academic and sporting career.

Our wellbeing programme, Arts Active, is also open for you to join. Recently we have been offering sessions covering creative writing, yoga, creative power hour and mindfulness.

Advice Service
Arts SU Advice Service offers free, confidential advice, which means we won’t tell your College you have talked to us (unless you want us to) and we are completely independent from the University.

We can help you with academic processes such as Extenuating Circumstances, appeals and complaints, as well as accommodation issues.

You can talk to us by booking an appointment for a time that suits you or visiting our website to find out where we are.

Find your community through our programmes

Course Representatives
Course Reps are students who volunteer to represent their course at University meetings. They have a lot of influence over issues like curriculum design, facility access, opening hours and their efforts ensure students are heard. It is a great opportunity to work directly with the Students’ Union and UAL staff members to support the student experience and develop a variety of skills yourself as a representative.

Each course will elect their course reps in the first few weeks of term. Talk to your course leader to find out how you can get involved.

Made in Arts London
Arts SU runs Made in Arts London (MiAL), a uniquely student-led enterprise. MiAL student artists can sell pieces online, exhibit in galleries, attend training workshops and support and learn from each other.

UAL also offers numerous and varied professional development opportunities and mentorships throughout the year to all current UAL students.

Find out more about creative opportunities

*Students who are on Tier 4 visas, or any other visas with a work restriction are not allowed to be self-employed, freelance, or sell work to have an income.
Living in London

It’s easier to think of London as lots of tiny towns rather than one big city. Every area in London has a different ambience, atmosphere and local vibe and before long, you will have your favourites. London can be both an exciting and challenging experience.

This section will give you an idea of what it’s like to live here, along with some useful tips about daily life to help you make this diverse and vibrant city your home.

Register with a doctor
You should register with a doctor near your new home so you can get to them easily if you need medical attention. Visits to the doctor and emergency treatment are free for those registered with the NHS, however, you will be required to pay a fee for any medication, or treatment for any pre-existing conditions.

Open a student bank account
You can do this by going into a bank branch of your choice – we’d recommend going to one close to your new home in London. If you’re not from the UK, you’ll need to bring a copy of your visa and a valid passport.

Get Council Tax exemption
Full-time students on most courses do not have to pay ‘Council Tax’, a fee that residents pay to the local government for waste collection, recycling and general maintenance. If you’re renting privately, to avoid receiving a Council Tax bill, you can request a Council Tax Exemption Certificate after you enrol on your main course.

“Go and visit the other Colleges and explore London.”

Sam Dawood
BA (Hons) Technical Arts for Theatre and Performance
Travel

Travelling around London

London has one of the largest transport networks in the world and once you get used to it, you’ll find it easy to use. With multiple ways of getting around, the best thing to do is plan your journey by using 🌐 Transport for London’s (TFL) ‘journey planner’, available on its website or as an app. Alternative apps to help you find your way around London are 🌐 Citymapper and London Transport.

Remember to follow current COVID-19 guidance when using public transport.

Underground trains

The most popular method of travel is the London Underground, also known as the Tube. It’s the quickest way to travel in and around London and has 11 ‘lines’, some of which are open 24 hours on weekends. Tip: Travelling outside the busiest hours (known as ‘peak time’ between 6.30am to 9.30am and 4pm to 7pm on the weekdays) is cheaper and less crowded.

Buses

Buses cover all zones of London, and you can get from one zone to another for a set fare. You can also travel on more than 1 bus for the same fare, but you must complete your journey within an hour. It’s a convenient way to get to know your surrounding area but you should factor in traffic on the roads when planning your journey. Some buses work 24 hours, with most stopping around midnight.

Ways to pay

There are a range of ways to pay for your travel and the cheapest method depends on where you live and which transport you’ll use most often. London buses do not accept cash payments but you can pay with a variety of cashless methods.

Sign up for a Student Oyster card

Students are eligible for discounted travel with a Transport for London (TFL) Student Oyster photocard. With a Student Oyster photocard, you will save 30% of the price of a Travelcard and Bus Pass, available to buy for daily, weekly and monthly use.

You can only apply for a Student Oyster photocard through the TFL website after you’ve been given a student identification number at enrolment. You’ll need a digital photo of yourself, your course start and end dates, your email address and a bank card to pay the £20 fee.

Find out more on 🌐 tfl.gov.uk and search for 🌐 Student Oyster photocard

“One of the best things about UAL is its location. You can travel easily in London to visit lots of museums and galleries.”

Bhavini Patadia
BA (Hons) Magazine Journalism and Publishing
Travel

Walking
The best way to travel in London is walking. Start somewhere central like Oxford Circus and walk in any direction, and before you know it you will reach another Tube stop you recognise. You’ll be surprised how small central London really is. If you get lost, Google Maps and other similar apps will help you find your way.

Cycling
Cycling is an affordable and healthy way to travel around London. If you don’t have your own bicycle, you can hire one from as little as £2. Simply go to any docking station in London with your bank card and touch the screen to get started. There’s no need to book - hire a bike, ride it to your destination, then simply return it to the nearest docking station. TfL also offers free Cycle Skills lessons, advice on how to protect your bike and has some great guides for when you’re ready to take to the road.

Travelling around the UK
You might want to travel to other parts of the UK while you’re here and you can do this with:
- Coaches: often the cheapest way to travel as sometimes you can get a ticket for as little as £1 when you book in advance.
- Trains: can be expensive so it’s best to book in advance using websites like Trainline to compare prices. You can get more information about train travel in the UK on the National Rail website.

Phoebe Carraro, 2021 BA Fine Art Sculpture, Camberwell College of Arts, UAL
Save money

Money-saving tips
There are lots of ways to save a little extra money during your time in London.
You can buy a TOTUM card which will save you money at over 200 places, including fashion, electronics and food retailers, as well as entertainment and travel. It also includes an International Student Card that can be used abroad. Shops don’t always advertise the discount, so always ask if they offer student discounts.

totum.com

Student Art Pass
Get your Student Art Pass and discounted entry to museums and exhibitions across the UK.

Local discount scheme
As a student, you might be able to get discounts depending on the area you chose to live in. Discounts are offered by the Borough Council (which looks after the area you live in) and can be used for local sport centres/gyms, restaurants and events.
Search your council’s website to see what discounts they offer to residents.

Online discounts
Websites such as VoucherCloud and Groupon have lots of offers and are great for treating yourself to anything from a massage to a meal. Buy a reusable cup and get discounts in many coffee shops as well as being more sustainable!

Find out more about student discounts and info about additional and living costs, as well as budgeting advice
Stay safe

We want UAL to be a safe place for all students, staff and visitors, so we take health and safety very seriously. You’ll be given detailed safety information during your course induction, like fire and emergency procedures and rules for using machinery in a safe and sensible way.

This year, we’ve also made specific arrangements for social distancing and continue to provide students and staff with all the important information and guidance about the Coronavirus pandemic.

UAL Health and safety

Evacuation assistance
If you need assistance to evacuate a building in an emergency, your course leader will make sure a Personal Emergency Evacuation Plan (PEEP) is completed with you. Your PEEP will describe what you need to do in an emergency and what assistance will be provided by other people.

Risk assessments
During your studies you may need to complete a risk assessment for your work. This is an important part of planning your work, identifying any hazards, keeping you and other people safe. You can find the general risk assessment form in your course handbook and on Moodle. You can speak to your tutors or the College Health and Safety Advisor for more information, or if your work is complex.

Safe working
When you start with us, we will give you an induction to the site and safe working practices while on and off site as well as an overview of how social distancing may impact the way you use our buildings. Your course team will be able to give you information about safe working at home.

For your own safety we ask that you don’t work alone in our rooms and that there should always be at least 3 people in a room at any time. This is really important because if an accident happens, one person can stay with the injured person and the other can go for help. You’re not allowed to use high-risk areas unless you have direct supervision from a technician.
Hazardous substances

There are a number of activities, processes and pieces of equipment at UAL that are potentially hazardous. We take action to limit these hazards as much as we can, but we will also expect you to follow the instructions and safety rules when using ladders, lathes, milling and cutting machinery, electrical equipment and chemicals. We may also ask you to wear protective equipment such as ear defenders or safety glasses, or to use other safety equipment like equipment guards. You will be told about these requirements at your workshop and studio inductions. If you have any questions or need advice, please speak to your tutor or one of the technicians.

Find out more about student health and safety

Stay safe

London is generally a safe city to live in, but like any new place, you should take time to learn how to look after yourself and your belongings. Here are some top tips:

- Keep your purse or wallet close to your body and don’t carry too much cash.
- Keep all valuables out of sight when out and about, especially when in crowded places.
- Carry your laptop in a rucksack rather than a laptop bag so it’s not easily seen.
- Register your pocket electronics (phone, iPad, iPod) for free on immobilise.com so if they get stolen and police have to search for them, they can check the serial number and track you as the owner.
- Plan your route before you leave; the Transport for London website tfl.gov.uk is a good place to start.
- Avoid walking alone at night; keep to well-lit main roads or take a taxi for longer distances and only use registered taxis or minicabs.

- Report any incidents, suspicious activity or stolen belongings to the police. Dial 101 for your nearest police service or 999 in an emergency.
- NHS 111 can help if you have an urgent medical problem and you’re not sure what to do. Go to an Accident and Emergency (A&E) department at your nearest hospital if you have a serious injury or illness.
- Students are sometimes targeted online by people using scams and trying to access personal information and bank details through things like email.

Find out more about staying safe in your accommodation, on transport and online.