

General Information for MSc course participants

Mail

You will be assigned a mail drawer, next to the WEDC Lecture room (HH.0.22) – any mail or messages sent to you at the WEDC address will be put there.

If you wish to post mail, and you have already put the correct postage stamps on it, you can hand it in to WEDC Reception for inclusion in the University mail bag (the collection from WEDC is around 2.30p.m). If a letter is to be mailed urgently after this time on the same day, you should post it elsewhere, such as the campus post room (located in the Herbert Manzoni Building) or public post-boxes off campus.

Drinks and snacks

Vending machines selling snacks and cold/hot drinks (for payment by coins) are located on the ground floor in Civil and Building Engineering. There are numerous food outlets on campus, to find out more visit:

<http://campuslife.lboro.ac.uk/food/catering/cafes/>

PLEASE DO NOT TAKE DRINKS INTO THE LECTURE ROOMS

Photocopying

The Pilkington Library and Design & Print Services (based within the Manzoni building) offer black/white and full colour photocopying.

Pilkington Library: www.lboro.ac.uk/library/students/usingthelibrary/printingandcopying

Design & Print Services: www.lboro.ac.uk/designandprint/print/students/printing-copying

Telephones

UK Public telephones are coin-operated, and also accept VISA/Master Card type credit cards.

Please do not ask your friends or relatives to telephone you via the WEDC General Office, unless it is an emergency or they need to leave an important message.

Smoking

It is against UK law to smoke in public places. If you wish to smoke, please do so outside University offices and public spaces, well away from entrance doors and windows. Loughborough University includes e-cigarettes in this instruction.

University library

After you have visited the WEDC Resources Centre, you will be shown round the University (Pilkington) Library. Your student card will allow you to borrow books. Please make use of this facility as well as the Resources Centre

during your studies and when you are writing your Research Dissertation.

University sports facilities

If you would like to use the University's sports facilities, please visit the Sports Development Centre website: <http://www.lboro.ac.uk/sport/> or telephone 226250.

Banks

There are a number of banks situated on campus, located near the Student Union Building. There are cashpoints near the Elvyn Richards Hall and also outside the Edward Herbert building.

Fire drill

The fire bells in WEDC are tested every Tuesday around 12.15pm. If you hear the fire bell at any other time it could be a real emergency! When this happens you will evacuate the building as quickly as possible and assemble in **Assembly Point 31a** (please familiarise yourself with the notice on display at the entrances to the WEDC building, and the 'Emergency Evacuation Plan' also supplied in this pack).

First Aid / Health & Safety

If an emergency occurs requiring first aid, contact **ANY** member of staff immediately.

WEDC has two trained first aiders:

Helena Geary

(ext: 222641, email: H.Geary2@Lboro.ac.uk)

Martine Morton

(ext: 222885, email: M.C.Morton@Lboro.ac.uk)

The WEDC Health & Safety representative is:

Martine Morton

(ext: 222885, email: M.C.Morton@Lboro.ac.uk)

Electrical items

ALL electrical items used/brought onto campus for use **MUST** be PAT tested.

Travel policy

with someone who may be able to help or advise (this is usually your course tutor).

If you have a concern which you do not wish to discuss with a member of WEDC staff, you are advised to make an appointment to see one of the University's counsellors:

<http://www.lboro.ac.uk/service/counselling>

The Counselling Service is situated in a red brick house on the edge of campus in car park 5, close to the Edward Herbert Building (access is only via car park 5).

The Student Advice and Support Service may also be able to assist with some problems: www.lboro.ac.uk/student-services