

Dear Student

We hope that this communication finds you, your friends and family well.

Whether you are a new or returning student we are very much looking forward to welcoming you to our spacious and safe campuses this September and reuniting our learning community.

We are writing to you with another update on the work that we have been doing in preparation for your arrival, including various safety measures and social distancing arrangements that we have put in place to ensure that you have the best possible experience with us.

Our top priority continues to be delivering a high-quality, personalised and accessible experience of university life for all of our students. However, and as we hope you will understand, some things will need to be a little different at the outset of this academic year. You are important to us and we want you to know what to expect before you arrive. We are also asking for your support and co-operation. Accordingly, we hope you find the following updates helpful.

1. **Please watch our video.** We have made a video entitled 'Studying on Campus from September 2020' that contains some important messages that we want you to be aware of. Please take a few minutes to watch it. You can find it here:
<https://www.youtube.com/watch?v=neXceGN6dXI&t=11s>
2. **Face coverings.** Please note that, when you are on University property, face coverings must be worn in all indoor shared spaces, including teaching rooms, where alternative mitigation is not possible (for further detail about this, see point 3 immediately below).
3. **The University's Covid-19 Secure Policy.** We have agreed a policy that applies to everyone in our university community: to all of our students, staff and visitors. It contains details about our approach to working together supportively and effectively so as to help keep everyone safe and well. It contains lots of important information, e.g. the exceptional circumstances – set out in section 2.3.4 of the policy - where a face

covering will not be required to be worn. Please take the time to read this policy and return/refer to it whenever you need to. You can find it here: [Covid-19 Secure Policy](#)

4. **Your timetable.** From the end of this week new students will begin to have access to their Semester 1 timetables, if all processes relating to their admission to the University, including the setting up their University of Chichester email account, have been completed. Returning students will also have access to their timetables, unless they are returning to a new course or returning from intermission and these changes are still being processed. Please note that for all students, at this stage, your timetable will be for the first few weeks of Semester 1 initially, with later weeks populated as soon as possible. Thank you for your patience as we complete this process which has been even more complex than usual this year. Timetables for Semester 2 will be confirmed later in the Autumn. Your timetable will be accessible via Outlook calendars and/or ChiView (any changes to these arrangements will be communicated to you). Please also note that the scheduled teaching sessions showing on your timetable may not include tutorials, '1-2-1' meetings with your lecturers or extra-curricular activities, i.e. these could be in addition to the information on your timetable. If you have any queries about your timetable please contact your Programme Co-ordinator or Programme Administrator in the first instance.

5. **Your accommodation.** If, in the coming academic year, you are living in University owned and managed accommodation you will have already been sent information by email from the Accommodation Office.

6. **Catering venues on our campuses.** All catering venues are open for both takeaway and eat-in service. We are asking all students and staff using these venues to follow our Covid-19 guidance, including our contact tracing process for those opting to dine in these venue (as opposed to opting for a takeaway).

7. **Your Students' Union (UCSU).** The Zee Bar/The SHOP & the Hub are all open with social distancing measures in place and a range of activities scheduled. Keep up to date with your SU at ucsu.org.

8. Our support services remain ready to help you. The range of our Student Support and Wellbeing services will be available to you, with appropriate safety measures in place. They can be accessed as follows:

- The Student Money Advice service is running and ready to provide guidance. The best way to contact them is via email at stumoneyadv@chi.ac.uk
- The Nurse Health Advisors will be available to support you. Once you arrive you can contact them at: studenthealth@chi.ac.uk
- You can access a wide range of support from the Wellbeing team including mental health advice, counselling and student wellbeing advice and mentoring. Please email: wellbeing@chi.ac.uk and an adviser will get in touch
- International and EU students can access advice and support by contacting the International Student Advisory Service at international@chi.ac.uk
- You can contact our Disability and Dyslexia Support Service to access a range of additional support to meet your individual needs. Please email: disability@chi.ac.uk or dyslexia@chi.ac.uk
- The Support & Information Zone (SIZ) is available for extended hours, 7 days a week, to provide general support on University life and to provide access to a wide range of professional services. Please email help@chi.ac.uk, call 01243 816222 or visit us at our service desk located on the ground floor of each Learning Resource Centre (LRC)
- The Chaplaincy is here for the benefit of all students, those of all faiths and none. You can contact the chaplain, Alison Green, by email at alison.green@chi.ac.uk or by phone 01243 816041
- We also want to encourage all students to check-in with their student ChiView homepage as soon as they can where you will find additional information about who to contact in terms of academic-related queries and student support queries, as well as useful links to further guidance and information.

9. Our Learning Resource Centres (LRCs) and Costa. The LRCs and Costa are open for use with one-way systems having been put in place and the wearing of face coverings required. If you do not wish, or are unable, to enter the LRCs a click and collect service is available for books. The

current LRC opening hours can be found at <https://help.chi.ac.uk/opening>

- 10. Accessing the Careers & Employability service.** This service is fully functional offering support, advice and guidance on all aspects of your future career plans with a range of online, telephone and videoconferencing appointments available. The Careers Centre is open for drop-in and pre-booked appointments. Either e-mail careers@chi.ac.uk or visit <https://careers.chi.ac.uk>
- 11. Accessing the Equipment Loans service.** This service is fully functional, with slightly reduced service hours to allow for daily equipment sanitation windows.
- 12. Our joint commitment as a community (staff and students together).** When you join the University, you become a member of a community, with all students and staff who make up that community jointly committing to being considerate and respectful towards each other as well as our neighbours. The University of Chichester Community Commitment Charter (which you can read here: [Community Commitment Charter](#)) makes it clear that ‘everyone in the University community is charged with meeting the obligations set out in the Charter’ and that ‘as a community, individually and collectively, we are considerate and respectful of others at all times’. Specifically, the Charter emphasises the following: ‘We seek to ensure a safe and supportive community and respect the diversity of its members. We show consideration for all members of both the University community and the wider community. We are polite and courteous and act as we would wish others to behave towards us. We constantly strive for a safe, secure campus and a considerate community.’ In this challenging time of the Covid-19 pandemic, and with all the associated requirements and guidance that we are being asked to follow, it has never been more important that we work together to live out this commitment to the best of our ability. Of course, we want you to have an enjoyable and sociable experience throughout your time with us. However, and at the same time, we are also asking for your support in behaving responsibly towards all in both our University and wider communities. Thank you – we know that we can rely on your support.

13. Reassurance if you become unwell immediately before joining us.

Finally, and although we hope that none of you find yourselves in this situation, we want to provide some guidance and offer reassurance in the event that you become unwell immediately before travelling to University for the start of the academic year. In such situations, we would – out of a duty of care towards you as well as other students and staff – ask you to stay at home until you are fully recovered. The health and wellbeing of our students is of primary importance to us and we will do all that we can to be supportive of, and flexible towards, any student who cannot arrive at University to begin their studies until later than planned. Please don't worry about this but do let your Programme Co-ordinator/academic area know and they will have a supportive dialogue with you to put alternative arrangements in place; we will be there for you.

Once again, we hope that you find this information helpful and reassuring and (whether you are a new or returning student) we very much look forward to welcoming you to our University community this September.

With our very best wishes

Professor Jane Longmore, Vice-Chancellor, and Moyin Ekundayo, Students' Union President