

# WELCOME TO YOUR UNION

Welcome to the second edition of the Healthcare Students' Guide from the University of Nottingham Students' Union. This is your guide to the services, activities, support structures and opportunities that are available to you as a healthcare student at the University of Nottingham. This guide has been especially written for you, our members who are located at the various Education Centres based at hospital sites throughout Derbyshire, Nottinghamshire and Lincolnshire.

You may not be aware but regardless of which centre you are studying at, you are already full members of the Students' Union. Your membership is **free** and **automatic** once you registered onto your course. So there's no fee, no forms and no fuss!

Clearly the main thing that you're here to do at University is to gain your qualification. Higher Education though is also about personal development; learning new skills, meeting people from different backgrounds and developing your own interests, this is where the Students' Union comes in. Taking part in extra-curricular activities will allow you to have fun while you are studying, widen your horizons and increase your employability!

The Students' Union also provides help and support for its members. No doubt once you settle into the course, you'll be working to strict deadlines, juggling a hectic social life, doing placements and often working to a limited budget. Dealing with all these issues can sometimes lead to problems. That's why the Students' Union provides a number of welfare services that you can access during your time at the University.

To everybody who has just started their course at the University we would like to extend our congratulations to you for securing your place here and we wish you the very best of luck for the coming years ahead.

*Kind regards and best wishes,  
From all the Executive Officers & staff at the Students' Union*



## Who gets it?

### Healthcare students based at: Boston, Derby, Grantham, Lincoln & Mansfield

This publication provides you with information about the Students' Union and details the services and activities that you can access from your centre either directly on-site, or remotely by telephone or over the internet. It also contains information about the other Education Centres that you may have to visit for placements, lectures or conferences etc.

### Nottingham based: Nursing, Midwifery and Physiotherapy Students

You get this guide as well as the main Students' Union Publications. This publication highlights; our activities that are healthcare student specific and details our specialist healthcare associations such as: NAMA, Supa and MedSoc. It also provides information about the other Education Centres that you may have to visit for placements etc.

### Nottingham based: Medical Students

This publication is particularly useful for medical students who are about to go on long placements. This guide lists all the hospital sites throughout Derbyshire, Nottinghamshire and Lincolnshire where the University of Nottingham has Education Centres with facilities that you can use. The "Your Support Section" also contains information about how to access some of our services remotely, while bases away from Nottingham on placement.

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# *Your Students' Union*

What is the SU?

The Executive

SU Council

National Union of Students

Membership Cards

Discount Cards

Team Intersite



## WHAT IS THE STUDENTS' UNION?

The University of Nottingham Students' Union represents all students at the University and provides them with services, extra-curricular activities and entertainments as well as independent, impartial, advice and support.

The Students' Union is located in the Portland Building on the University Park Campus in Nottingham and the majority of our services and activities are based there. Regardless of which site you're located at all of our members can come and take part in our activities and use our services in Nottingham. However as most of you will be based away from Nottingham, many of these can also be accessed remotely through the telephone, email or via the web. Other services can be accessed directly at your centre via members of University staff or through our Intersite Support Worker.

The total sum of what the Students' Union offers varies between each centre (as you will see in this guide) but the core support services (such as providing free and independent advice, representation and welfare support etc.) are available to all our members at all sites. More details about these specific services and how you can access them can be found in the "Your Support" and "Your Surroundings" sections.

The Students' Union plays an active role in the Course Reps system that operates at each school within the University. Becoming a Course Rep is your opportunity to represent student views from your intake to key members of staff in your school via regular meetings throughout the year. The Students' Union provides training and continuous support to all Course Reps and we can also help you lobby the University for changes at a local level. Find out more information on page 30.

We have a number of student associations based at various Hospital Education Centres which are funded, trained and affiliated to the Students' Union. They provide: services, activities, opportunities and representation for their local students and generally act like "mini Students' Unions". Such groups include: NAMA, SUPA and GEMSoc. You can find out more about these groups in the "Your Activities" Section. If there is no such group at your site, this section will also tell you what to do if you want to help us set up one up. All students are represented by the Students' Union. Our Representational Associations are there to represent different interest groups within the student body and provide peer to peer support for their members, a full listing of these groups can be found on page 34.

### Mission Statement

**To improve the experiences of student life by providing quality services, representation and development opportunities for all our students.**

The Students' Union has a huge number of Nottingham based clubs, societies, and Student-Run-Services. Examples of these groups include: Karnival, Europe's biggest student-run fundraising charity (this operates at some healthcare centres in partnership with the site associations); Impact, our award-winning student magazine which you can read on-line and URN, our nationally acclaimed student radio station that you can listen to on-line via the Campus Connection website.

[www.CampusConnection.co.uk](http://www.CampusConnection.co.uk)



Campus Connection is our dedicated Students' Union website for healthcare students based at the various hospital Education Centres. Here you can; find out the latest news from the different centres, catch up with the gossip on the chat forums, find updates to the information given here in this booklet, and get the low-down on any events taking place at your centre.

Don't forget this is Your Union too! Just because you do not live or study on University Park Campus, it does not mean that you can't be involved with, and reap the benefits from, being part of one of the biggest and most active Students' Unions in the country. So read on, get involved and see what the Students' Union can do for you!



# DEMOCRACY: BY STUDENTS FOR STUDENTS

Your Students' Union is directed by twelve Executive Officers who are elected each spring by students from across the different sites and centres. Your Union has proudly boasted the biggest election turn-out in the UK for the past two years running. Any student at the University of Nottingham whichever centre they are based at, are eligible to stand for an executive position.

Of the 12 students that make up The Executive Committee: 8 have finished their degree or are taking a year out and 4 are part-time officers who are carrying on with their studies.

As a collective the executive is there to: ensure fair governance within the Student Union, represent Students to the University, and make sure that the services (both commercial and non-commercial) are run for the benefit of you our members. The role descriptions and contact details for each of the officers can be found opposite.



Online voting has been available for the past two elections of the Executive Team.

This allows every student at every centre to view the candidate manifestos and then cast their vote using their Student ID over the net.

More information about how to stand for an executive position and how to vote for the candidates will be disseminated to you via email, closer to the time of elections.

Or visit [www.campusconnection.co.uk](http://www.campusconnection.co.uk)

# THE EXECUTIVE

Below you can find out more about each of the twelve Executive Officer roles along with the email address for each officer. To find out who currently holds these elected posts go to [www.campusconnection.co.uk](http://www.campusconnection.co.uk)

We are always interested in hearing from you, so why not give us a call or drop us an email. We rely on your feedback and involvement to ensure that the Students' Union is constantly working in your interests.

## Athletic Union Officer (Full Time)

[suathleticunion@nottingham.ac.uk](mailto:suathleticunion@nottingham.ac.uk)

The Athletic Union Officer is there to ensure everyone knows about the wide ranging opportunities the Athletic Union offers to all, providing everyone with the knowledge to lead an active, exciting and enjoyable lifestyle. With 76 sports clubs and a thriving Intra-Mural Sports (IMS) system there's something to suit everyone.

## Community Officer (Full Time)

[sucommunity@nottingham.ac.uk](mailto:sucommunity@nottingham.ac.uk)

This role has been created to try and develop closer relations between the student residents and the permanent residents who live in Nottingham districts such as Lenton, Radford, Beeston and Dunkirk. The community officer works with the University and external community bodies for the benefit of students.

## Democracy & Communications Officer (Full Time)

[sudemcomms@nottingham.ac.uk](mailto:sudemcomms@nottingham.ac.uk)

The main task in this role is to let all of you know what's going on in the Students' Union and make sure you're involved at every opportunity. This officer is also responsible for the cross campus elections for Exec and NUS delegates and helps organise our democratic structures like Union Council.

## Education Officer (Full Time)

[sueducation@nottingham.ac.uk](mailto:sueducation@nottingham.ac.uk)

The Education Officer campaigns on all aspects of education at the University. They work on Nottingham University specific issues such as gaining greater feedback from exams and pushing for more personal contact with tutors. Additionally they also work on national educational issues such as fighting any planned rise in tuition fees.

**Environment & Social Justice Officer (Part Time)**

[suenvironment@nottingham.ac.uk](mailto:suenvironment@nottingham.ac.uk)

This officer is there to improve and raise awareness of issues relating to the environment and social justice within the SU. This includes a lot of issues such as recycling, fair-trade, clean investment and ethical banking. Examples of the campaigns and events they co-ordinate throughout the year include One World Week and Fair Trade Fortnight. See page 13 for more info about getting involved with these issues.

**Finance & Services Officer (Full Time)**

[sufso@nottingham.ac.uk](mailto:sufso@nottingham.ac.uk)

This officer oversees the Union's finances which means giving your student groups the grants that they need, making sure that the Union receives its funding and that the Union spends its money effectively.

The other side of this role is to develop the SU's commercial services.

**Equal Opportunities Officer (Part Time)**

[suequalopps@nottingham.ac.uk](mailto:suequalopps@nottingham.ac.uk)

REPRESENTATION. INCLUSION. ACCESSIBILITY.

The Equal Opportunities Officer is elected to represent all students but particularly those that are misrepresented and under represented. They work to build consensus and ensure that our Students' Union is more accessible and inclusive for all our members.

**Intersite Officer (Part Time)**

[suintersite@nottingham.ac.uk](mailto:suintersite@nottingham.ac.uk)

This officer ensures that the Students' Union represents and caters for students at all University of Nottingham campuses.

This also means pestering the University to improve infrastructure and the provision of University-wide services. See the "Team Intersite" page 18 for more information.

**President (Full Time)**

[supresident@nottingham.ac.uk](mailto:supresident@nottingham.ac.uk)

The president's role involves representing the Union's members to the University and on a regional, national and international level. They work closely with each department and officer to help them achieve their objectives and ensure the Union's staff help us shape the direction of the Union.

**Student-Run Services Officer (Part Time)**

[sustudentrunservices@nottingham.ac.uk](mailto:sustudentrunservices@nottingham.ac.uk)

The Student-run Services Officer is responsible for Karni: Week One, Impact, URN, Nightline, Forum, New Theatre, CD & Record Library and TEC PA & Lighting. They provide a link between these services and the SU. This officer is also there to try to get more of you involved in the SRSs!

**Societies Officer (Full Time)**

[susocieties@nottingham.ac.uk](mailto:susocieties@nottingham.ac.uk)

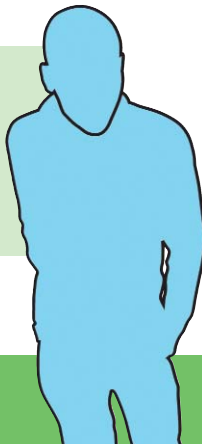
This officer is responsible for providing information and support to all the societies at the university. They provide a link between the many different societies and the Students' Union. Along with the Societies Executive Committee, they are also responsible for making societies as accessible & successful as possible. Lots more information about societies is given in the "your activities" section.

**Welfare Officer**

[suwelfare@nottingham.ac.uk](mailto:suwelfare@nottingham.ac.uk)

Your Welfare Officer is responsible for representing the welfare of students to the University and other, external bodies. They also run campaigns, raising awareness on topics such as housing, health, financial difficulties and personal safety.

To find out who this years' officers are visit [campusconnection.co.uk](http://campusconnection.co.uk)



## YOUR NUS

Each year each Students' Union decide whether they wish to affiliate to the National Union of Students and pay an annual subscription fee. Your Students' Union is a member of the NUS and we pay approximately £50,000 a year. This means that as well as being a member of the University of Nottingham Students' Union, you are also a member of the NUS. The money raised from the NUS affiliation fees is used by the national body to fund its campaigns, services and activities.

The National Union of Students (NUS) is one of the largest student organisations in the world and represents the interests of around five million students in further and higher education throughout the United Kingdom.

When most people think of the NUS, one of the first things that comes into their minds are the student discounts, but there's a lot more to the national union than that. The NUS is a voluntary membership organisation comprising a confederation of nearly 750 local student representative organisations - from nearly every University and college in the country.

Every year the NUS holds a national conference and a number of regional conferences. Each union elects delegates to represent their organisation at these conferences. At Nottingham we elect 17 delegates in November for the national conference and every student gets the chance to stand for a place and also vote for the delegates that they wish to send. If you are interested in standing for such a position you can find out more information on our website closer to the time. You can also email the Democracy and Communications officer on: [sudemcomms@nottingham.ac.uk](mailto:sudemcomms@nottingham.ac.uk)



Find out more about the NUS at:  
[www.nusonline.co.uk](http://www.nusonline.co.uk)

## STUDENTS' UNION COUNCIL: BY STUDENTS FOR STUDENTS

Union Council is one of the most important aspects of your Students' Union and is one of the main ways that it maintains its democratic nature. It's Your Union and at Union Council you can have your say! It is made up of a panel of student representatives from each of the different academic schools, halls of residence, associated bodies, and the Students' Union Executive Officers. They all come together approximately seven times throughout the year to discuss and debate the issues affecting the Students' Union.

At Union Council meetings the councillors are responsible for voting and debating the proposed policies ensuring that the aims of your Union are achieved. They also hold the Students' Union Executive Officers to account. In order for Union Council to achieve its full potential, we must make sure that everyone is represented effectively.

If you would like to become a union councillor, then there are special places for: Nursing, Midwifery, Physiotherapy and Medical students from each of the healthcare centres. Many of these places are often unfilled so this is an open door for you to have your say! If you are interested in standing for a position (which can be elected all year round if unfilled) please contact the chair of council. See contact details below.

To find out who your Union councillor is and how it all works visit the main Students' Union website which is accessible via the Campus Connection Website:



[www.campusconnection.co.uk](http://www.campusconnection.co.uk)

Here you will also find the dates, times and locations of the meetings. As a student you are more than welcome to come along to listen and join in with the debates, although only council members can vote.



Chair of Union Council:  
0115 84 68773  
or email [sucouncil@nottingham.ac.uk](mailto:sucouncil@nottingham.ac.uk)





**Been There!  
Done That!  
Got The T-Shirt?**

**University of Nottingham  
clothing available on-line**  
[www.nottingham.ac.uk/merchandise](http://www.nottingham.ac.uk/merchandise)

## STUDENTS' UNION MEMBERSHIP CARDS

### Full-Time Students

If you are enrolled on a full-time course at the University of Nottingham (regardless of which centre you are based at) you need to obtain a University Card. Not only does this provide you with your University ID, it is also your Students' Union (and NUS) Membership Card as demonstrated by the logos featured on it.

Even if you are based at a Lincolnshire hospital site where you may not need to use this card day-to-day, you should still obtain one to demonstrate that you are part of the university and a member of the Students Union and NUS. You may also need the card when visiting other University sites for lectures or placements etc.

### University Card Functions:

- Nottingham University Identification
- Students' Union & NUS Membership Card (Nottingham, Derby & Mansfield)
- Library & Photocopying Card (Nottingham, Derby & Mansfield)
- Building Access Card (Nottingham, Derby & Mansfield)
- Travel Card (On Nottingham City Transport bus services and on the tram)
- University Sports Centre Card (subject to joining)



**Local Student Discounts:** As this card proves that you are a student, you may be able to use it to obtain discounts at local leisure centres or cinemas etc. However many national companies and chain store retailers only offer student discounts to holders of an NUS Extra Card. Find out about the NUS Extra Card and how to obtain one on page 16.

**Applying for your University Card:** When you start your course you should be sent an email inviting you to apply for the card. This email will contain your login and password information along with a web link. If you do not receive this email then you will need to visit the University Card Website: [www.nottingham.ac.uk/universitycard](http://www.nottingham.ac.uk/universitycard)

### Part-Time Students

The university permits students on some part-time courses to apply for a University Card (depending on the number of credits and hours of study etc). If you are undertaking a course where you are able to obtain a University Card then you can apply for a Democracy Card. This card will demonstrate your membership of the Students' Union and the NUS and generally proves your student status (allowing you to get local student discounts etc). When you start your course you may receive an application form for this card, but if this is not the case you can download it from our website at: [www.campusconnection.co.uk](http://www.campusconnection.co.uk), click on Your Union, then Membership Cards.

# NUS EXTRA CARDS: STUDENT DISCOUNTS

The NUS Extra scheme was launched nationally in August 2006 and is now the only student card that gets you discounts with national retailers and when you're shopping on-line. It's packed with offers and vouchers designed to save you money. You can apply for your card over the internet and in most cases it can be delivered directly to the site where you study.

## How much does it cost and why do I have to pay for it?

The NUS Extra card costs £10 per year and offers a larger range of discounts with a lot more companies participating than in the previous price scheme. Each year different companies take part in the scheme, so check on the campus connection website and follow the links for the up-to-date list: [www.campusconnection.co.uk](http://www.campusconnection.co.uk)

By using all the amazing discounts on offer, there is no doubt you will get your £10 back in discounts over the next year!

## Do I need an NUS Extra Card to be a member of the NUS and the Students' Union?

No, these cards are only for students who want discounts. Students without NUS Extra cards are still full members of the NUS and the Students' Union as shown on your University Card.

## How long will my card last for?

As this scheme is still quite new, to keep things simple all cards issued between September and the following July will cost £10 regardless of the time of year that you buy your card. Clearly there will be some disadvantage for students starting in the spring intakes, as if you buy a card at the start of your course it may only last for 6 months or less.

Your Students' Union is currently talking to the NUS regarding this issue and we hope that things may change in the future.

## How do I get one?

You can apply on-line from home using a credit or debit card, your e-mail address and a method of uploading a suitable photograph.

## Go to: [www.campusconnection.co.uk](http://www.campusconnection.co.uk)

Follow the easy steps on the web to upload your photo and make your payment.

## What happens after I have applied for my card?

Within 7 days of your application you will receive an e-mail to say that your card is ready for collection

## Where do I collect my card from?

When you apply for your card you will be offered a number of delivery address options; there should be an option for delivery at your centre or for another centre close by. See the Centre Profiles in the "Your Surroundings" section at the back of this booklet for more information. Please allow seven days for delivery.

When collecting your card you will be required to provide proof of identity to demonstrate that you are a University of Nottingham student i.e. University Card or enrolment Letter. After signing for your card you will then be given your sealed NUS envelope containing your card and your discount booklet.



Apply on-line today by visiting:  
[www.campusconnection.co.uk](http://www.campusconnection.co.uk)



# TEAM INTERSITE

Team Intersite™ is made up of the Intersite Officer and the Intersite Support Worker. Our office is located in the Portland Building (University Park Campus); however our focus is firmly on you and all the other students based at the University's Satellite Sites. Team Intersite is here to make sure that wherever possible you don't miss out!

## Intersite Officer

The Intersite Officer is there to represent the views and interests of students studying at all the different satellite sites around the East Midlands to the rest of the Students' Union and the University. This involves liaising with other Officers, the University and students to ensure that any relevant issues affecting students on these sites are dealt with effectively. This role essentially revolves around working closely with the Intersite Support Worker, to make sure that your views and opinions are represented to the relevant bodies. Healthcare students are just as much a part of the Students' Union and the University, and Team Intersite are here to guarantee that as much as possible, you are able to take part in all the different aspects of university life.

If you have any problems or questions regarding your time studying here at the University of Nottingham please do not hesitate to get in contact with the Intersite Officer or the Intersite Support worker. We are here to make your voice an even louder one here in Nottingham - so please make sure you use us. If you're not happy with the level of transport, support or facilities available to you, or if there is anything else you want dealt with, then get in touch! We wish you all the best with your time here at the University of Nottingham and hope to see some of you out and about. Remember, you are not alone - Team Intersite will save the day!

## The Intersite Support Worker

The Intersite Support Worker is a full-time member of staff here at the Students' Union. This person is here specifically for you – that's Nursing, Midwifery, Physiotherapy and Graduate Entry Medical Students. So if you have any questions, need any help, or just want to chat about an idea you have for your centre, please feel free to get in touch and we'll see what we can do!

As you will know, many of you are not traditional University of Nottingham students. Most of you do not follow the standard University term dates, many of you do not live in Nottingham, a significant percentage of your group will be mature students (often with family commitments) and to round it all off, you will also be out on placements for a significant part of your course. The role of the Intersite Support Worker is designed to go some way to help address the issues that these circumstances create and help you to get involved where you can.

The main services that the Intersite Support Worker provides for students based at healthcare sites are:

- A first point of contact for healthcare students and a signposting facility.
- Training and support for Course Reps across the different sites
- Training and support for Healthcare Associations at the different centres
- A general two way communication link between your centre and the Students' Union
- Co-ordination of developmental projects that benefit healthcare students based away from Nottingham

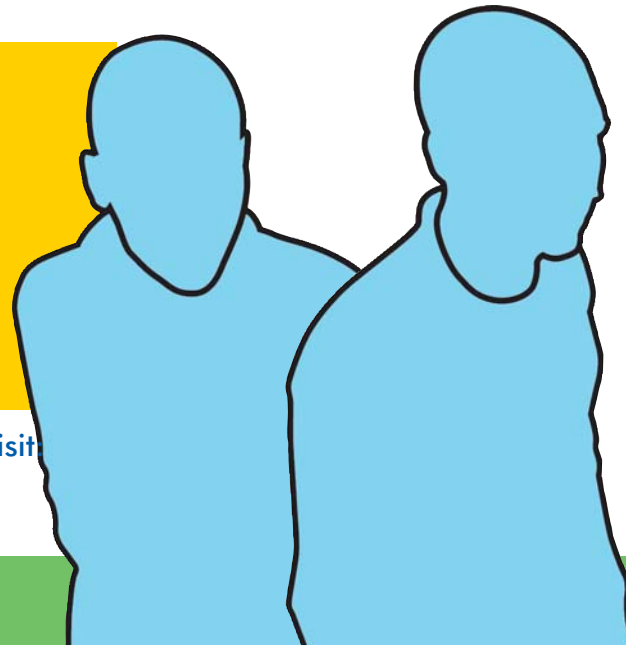
## Intersite Officer

Student Advice and Representation Centre  
 University of Nottingham Students' Union  
 Portland Building  
 University Park  
 Nottingham  
 NG7 2RD



0115 84 68771  
 suintersite@nottingham.ac.uk

To find out who currently holds this post visit  
[www.campusconnection.co.uk](http://www.campusconnection.co.uk)



**Intersite Support Worker**  
 Student Advice & Representation Centre  
 University of Nottingham  
 Students' Union  
 Portland Building  
 University Park  
 Nottingham  
 NG7 2RD

0115 84 68735  
 0788 775 4795

suintersiteworker@nottingham.ac.uk

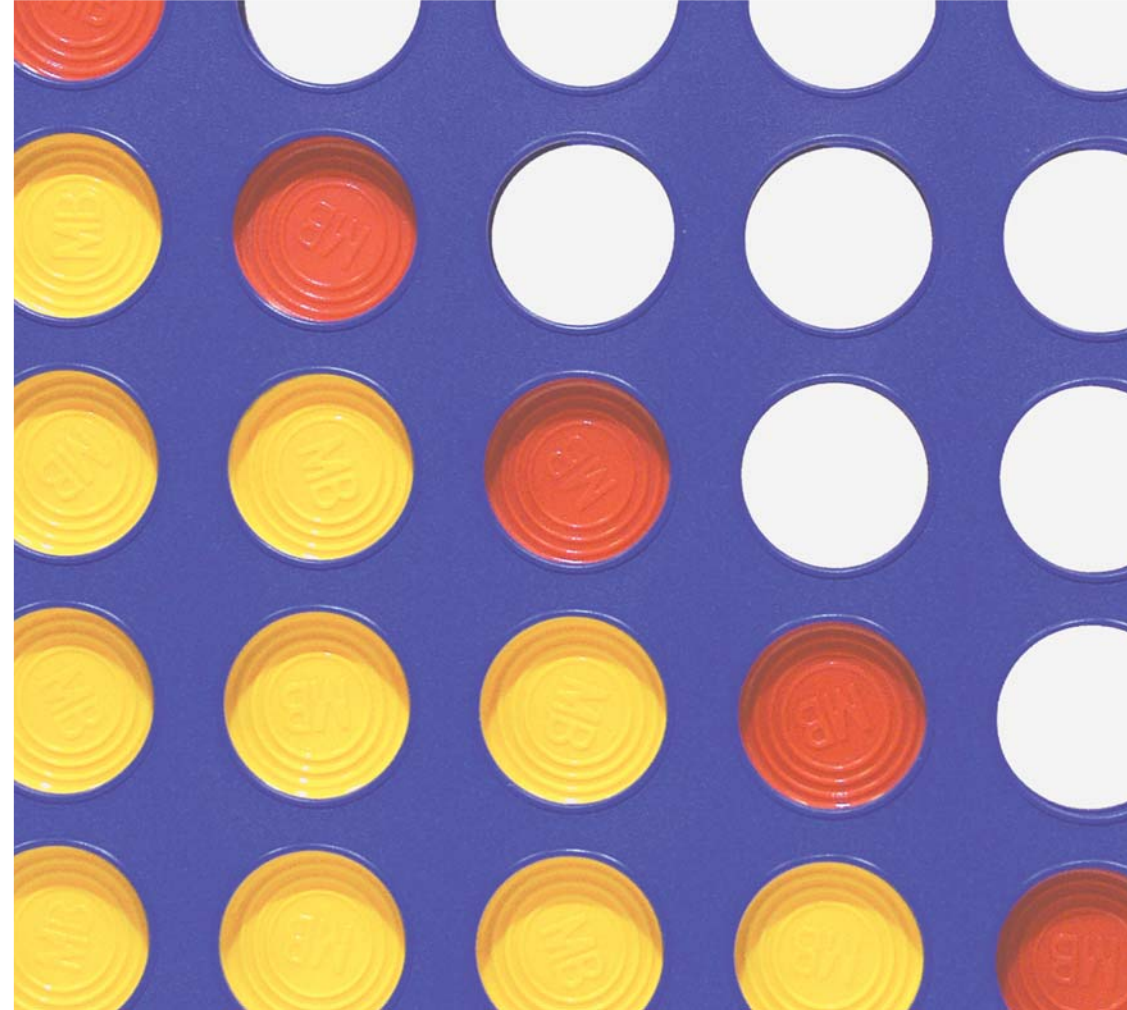


## WHAT IS THE STUDENTS' UNION DOING FOR HEALTHCARE STUDENTS BASED AT THE DIFFERENT SITES?

The Students' Union is constantly striving to involve students who are not based at University Park more fully. Students at all sites have always had access to the core Students' Union services such as advice and representation. However we are now working very hard to expand the range of provisions available via our long-term plan. The overall objective of this plan is to improve the experience of healthcare students across the different sites.

Here are a few examples of other projects that your Students' Union has recently been involved with . . .

- 1 Working with the School of Nursing to improve the Course Reps and student feedback systems.
- 2 Securing a Students' Union office at Mansfield when the centre is relocated. This will be used by our Course Reps and NAMA Mansfield (see page 57).
- 3 Re-launching the Campus Connection website (our dedicated site for healthcare students) and putting more of our services online.
- 4 Production of this Healthcare Students' Guide.
- 5 Developing an on-line voting system for cross campus elections, allowing students from all sites to take part in elections.
- 6 Launching a new Students' Union drop-in service allowing students across the different healthcare sites to speak to somebody face to face.
- 7 Developing Student Associations at each of the hospital sites to provide activities, welfare support and volunteering opportunities. See Page 46.
- 8 Establishing a publicity distribution network to ensure that students at healthcare sites are aware of relevant central campaigns and services.



# Connect Five!

**Lincoln Boston Mansfield**  
**Nottingham Derby**

Visit the Students' Union website for healthcare students

**www.campusconnection.co.uk**  
Your connection to Your Student's Union