

Campus Tour General Tour Crib Sheet – De Havilland

Using the Crib Sheet

This document is NOT to be shown to prospective students. It is for staff reference only.

Any underlined text is clickable- each page should navigate to the contents and the beginning of the section. Blue links direct to pages on herts.ac.uk.

If you have any problems, spot any mistakes or have any updates to inform us of, please email a.bullock@herts.ac.uk.

Last update:

Before you begin delivering campus tours, have a think about the following and point these out where appropriate:

1. Favourite place to eat on campus?
2. Things you like to do on and off campus with your friends?
3. Favourite study space?
4. Favourite hangout space?

Presentation tips

- **Start by introducing yourself** (first name, subject, year of study. If international, where you are from)
- **Stop at each point** and wait for everyone to gather round before speaking (use the crib sheet)
- Before moving to the next point, ask if there are **any questions**
- **If it is raining**, try to go inside at each stop so you and guests don't get soaked
- **Project your voice** so that even the people at the back can hear you
- **Try to match your walking speed** to your group's walking speed
- **Add in your own experiences** where you can

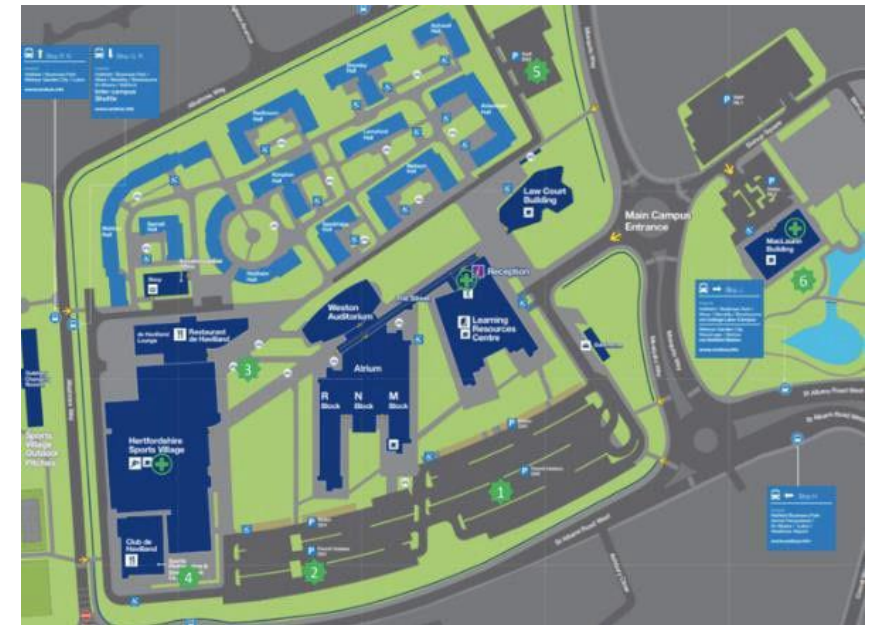
Don't forget to smile!

Supporting those with mobility impairments

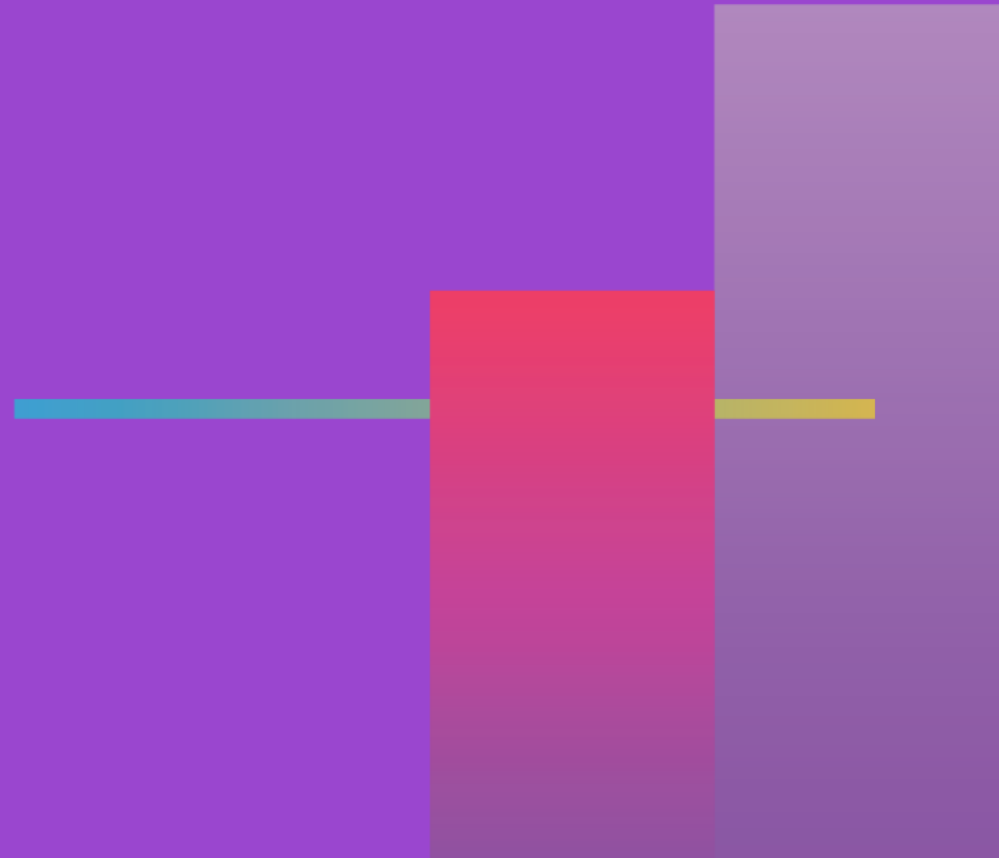
- Ensure to use the campus tour route planned out as this is accessible for those with mobility impairments
- Be sure to highlight that someone may still be in a building with mobility impairments to fire marshal and security on evacuation.
- Ensure you familiarize yourself with buildings you enter to be able to exit safely in an emergency

Emergencies

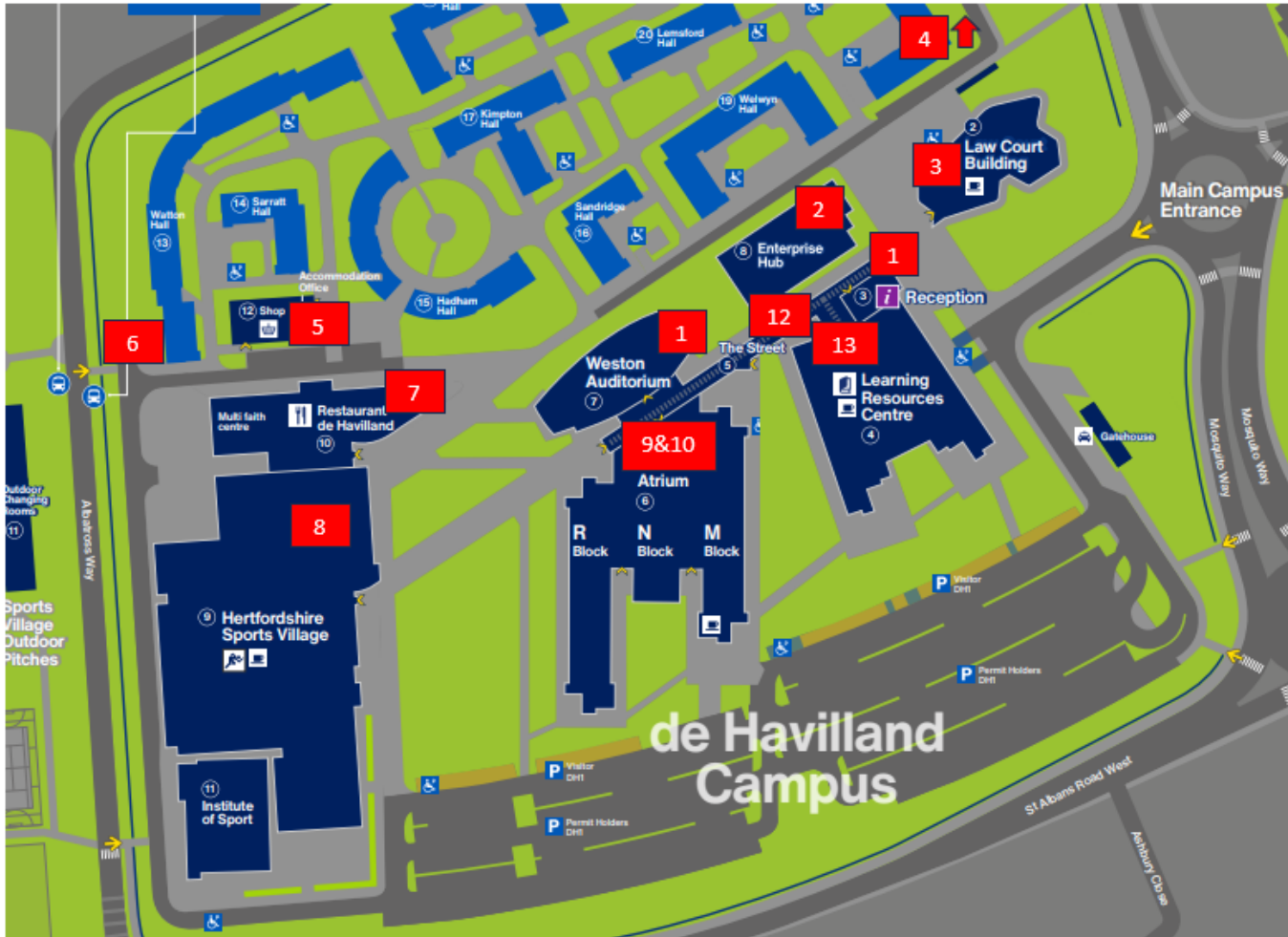
- When the fire alarm sounds, please move safely to the nearest exit. After, make your way to one of our assembly points.
- If you discover a fire, ensure to sound the alarm using a call point. These are situated on the exit routes of buildings.
- Anyone with mobility impairments will be able to evacuate to the nearest exit as the tour has been planned so there is always a ground level exit. Please show those with mobility impairments our DDA access room on the ground floor.



de Havilland



Open Day – Campus Tour route



1. Reception
2. Enterprise Hub
3. Law Building
4. Accommodation (Ashwell)
5. Premier shop
6. Bus stops
7. Campus restaurant
8. Hertfordshire Sport Village
9. Atrium (SU)
10. Atrium
11. Weston Auditorium foyer
12. The Street
13. LRC
14. Reception

1. Starting point - Reception

- **Start by introducing yourself** (first name, subject, year of study. If international, where you are from)
- Ask **where they have come from today?**
- **Ask what they want to study?** (this will help you to make your tour a little more bespoke)

This is where you'll register collect your ID badge when you start.

They'll also be able to point you in the right direction if you're not sure where to ask.

On College Lane there is our main information hub for students with access to support for pretty much everything, from finance, to wellbeing to accommodation.

(Remain in reception for next slide)

1. Reception (continued)

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Explain –

We are a **campus-based university**. So, that means we have pretty much everything a student needs on campus, except for a supermarket, but we have 3 within walking distance. ASDA, Aldi, Co-op, Tesco & Morrisons Express.

We have 2 campuses which are a 15 to 20 minute walk apart with a free shuttle bus that runs between them. We're on **De Havilland**, the smaller of the two.

It's home to Business, Education, Law & Sport

Our other campus is **College Lane**, and is home to Creative Arts, Humanities, Health and Social Work, Life and Medical Sciences, Physics, Maths, Engineering and Computer Science.

It's worth noting that you can live on either campus, regardless of where you are studying, so you want might to check out the accommodation on both.

(**Next:** Enterprise Hub)

2. Enterprise Hub - find a space to stand

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In the Enterprise Hub:

- Café Ambition with Starbucks, with its very own living moss wall!
- There are study and hangout spaces upstairs
- In the evening the café becomes a bar
- Business incubator is a designated space for students to work on their business plans with the help of an advisor

- On the other campus, College Lane, there is a pub, bar and nightclub. (Images on next 2 slide)

- Mention Galleria - In walking distance (10 minutes) with shops, restaurants (most offer student discounts) & 12 screen cinema. Point in the direction of where it is.

On Open Day – point out the support stands and encourage visitors to come back later to ask questions.

(Next: Law court building – inside)





3. Grace Ononiwu building (previously Law Court building)¹⁴

- Renamed in honour of Grace Ononiwu CBE, a Herts graduate who became the first Afro Caribbean person to hold the post of Chief Crown Prosecutor in the history of the Crown Prosecution Service.
- Law court is a full-scale replica, with a viewing gallery, which has featured in episodes of Eastenders and Holby city
- Debate society also use this facility
- Home of the Pro bono Law clinic which provides free legal advice to the local community.

Image of law court on next slide

[**Next:** Accommodation showrooms]



4. Accommodation Show Rooms- de Havilland

Block	Room Type	Floor	Flat	Room 1	Room 2	Room 3
Ashwell	Single En-suite		2	7	9 (Accessible Room)	

de Havilland Accommodation

- 1,600 single rooms
- 11 purpose built halls made up of self contained flats
- Large shared Kitchen & Dining area
- Individual rooms
- Each flat accommodates an average of 11 students
- Each room includes:
 - En-suite w/ shower, toilet & sink
 - Desk
 - Mini-Fridge
 - Wi-Fi
- Within easy walking distance of the College Lane campus
- Shuttle bus between sites, no cars allowed
- Cycle hire scheme
- 24/7 365 security team
- Common room
- Pool tables
- Foosball tables
- TV's
- Cosy seating area

Accommodation Prices

de Havilland campus- Weekly cost of single student rooms		
Room type	Location	Weekly cost 2024/2025
En suite	De Havilland Campus	£190.19

A **deposit of £100** is required for all types of accommodation. This is a security deposit which is retained throughout your stay.

FAQs

[One](#)

[Two](#)

[Three](#)

[Four](#)

[Accommodation College Lane](#)

(Next: Premier shop)

5. Premier shop (outside (or in common room if raining

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- Point out shop, de Havilland common room and multi faith space.
- Point to where the buses are and where campus shuttle stops

(Next: Bus stops)

6. Take to bus stop

Point out and mention:

- The free shuttle runs between our two campuses & park and ride (*if asked, our carpark is located at Angerland Common with is within walking distance*)
- Our university bus, the UNO bus, goes from campus to **Hatfield town centre** and **station** (where you can get a train into London in 25 minutes), the **near-by historic city of St. Albans** (with pubs bars and restaurants), **Watford**, **Welwyn Garden City**, **North London** and lots of other places too.
- There is a discount for students on the UNO bus of up to 40% off when show ID card. Maximum cost for a single trip is currently £2. That includes the Arriva buses too.
- Point out multipurpose pitches – also where varsity is held.
- Point out Ellenbrook Fields nature reserve (to the right of the bus stops on the other side of the road)

(**Next:** Campus restaurant)

7. Campus restaurant (outside)

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- Campus restaurant – has a rotating menu (with hot and cold options, catering for all dietary requirements including vegan, vegetarian, Halal, Kosher)
- Open Mon-Fri 11:30-15:00

Point in direction of our institute of Sport Building

- Sports science teaching space with
- Performance labs
- Sports injury and sports therapy area
- Specialist environment room
- Facilities for the public to be assessed by students for sports injuries

(**Next:** Hertfordshire Sports Village)

8. Hertfordshire Sports Village (go into foyer, say to reception you are giving a tour)

The leisure centre is also open to the public, but students get discounts ([membership](#))

- café sport (with starbucks, salads, wraps, sandwiches, paninis, cakes and pastries)
- 25m, 8 lane swimming pool
- 12m rock climbing wall
- Gym, with cardio, machine and free weight sections
- 3 sports halls for Badminton, Volleyball, 5 aside football, netball, basketball and more.
- Cricket hall, 2 squash courts
- Outdoor floodlit pitches and hart courts
- Physiotherapy and sports injury clinic
- We have 29 sport clubs currently ([view them here](#)) that compete against other universities
- We have Active Students which is free for students and gives everyone a chance to try new activities
- Hosts Herts Coach Education week (lots of student discounted coaching qualifications)

[Next: Atrium, outside SU]

9. Outside Student Union Office

- SU organise all on campus events, freshers fair, summer ball, guide dog puppy play days, etc.
- Offer Ikea trips
- Off campus trips have included to Cambridge, central London, the beach, Harry Potter Studios tour, etc.
- They offer part-time jobs on campus outside of ambassador programme and volunteering opportunities
- SU is responsible for our 120 plus societies (societies tend to surround hobbies but not always). If you can't find one for your interest, you can always create one!
- Offer independent support and advice
- **Zero tolerance report policy**

[**Next:** Find a space within the atrium away from the main door]

10. Atrium

- Mostly accessed from this main atrium, we have 38 teaching spaces, including lecture theatres and classrooms.
- Point out study booths and study space in mezzanine

(**Next:** The Weston Auditorium)

11. The Weston Auditorium (foyer)

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- 450 seat theatre
- The venue hosts a diverse programme of events throughout the year including
 - – film, music, theatre and dance
 - - guest lectures and speakers

If not in use and unlocked, let the guests take a look inside

[Next: The Street]

12. The Street

- Herts has a diverse community representing over 120 nationalities
- The flags above represent the nationalities of all current students and Herts graduates – the result is an opportunity to make friends from around the world.
- ✓ This also results in some great societies too.
- Encourage guests to see how many they recognise
- Flags are ordered alphabetically, so if someone is the first to graduate from their country, the flags will be rearranged.

[Next: LRC]

13. Learning Resources Centre (just outside)

- Almost 1 million resources to access
- Over 1,200 computers free for students to use
- Free laptop loan service
- Café for study breaks
- Different study spaces (group individuals, silent study spaces)
- Study skills workshops available to all students (e.g. reference help, essay structuring, LRC orienteering, disability support, etc)

Go inside, ask security to let you in as part of tour, so guests can take a look

[Next: Outside Reception]

Reception: Any Questions

Any questions?

This is the end of tour. I hope you have found it helpful.

If anyone would like to see accommodation, take them to showrooms for the self-guided tour.

Herts Sport Teams

- American Football
- Badminton
- Basketball
- Canoe & Kayak
- Cheerleading
- Climbing
- Cricket
- Dodgeball
- Football
- Futsal
- Golf
- Hockey
- Judo
- Kickboxing
- Lacrosse
- Netball
- Rowing
- Rugby
- Squash
- Swimming
- Table Tennis
- Taekwondo
- Tennis
- Ultimate Frisbee
- Volleyball

Gym

Gym

- 50 station gym
- 24/7 access,
- Cardiovascular and resistance machines
- Freeweights and CrossFit floor
- Studio Classes included in membership
- Sports Village in de Havilland campus

Memberships

- ❖ **All inclusive** (HSV gym, Oval gym, swim, group exercise, climbing, online platform) £31
- ❖ **Duo gym** (HSV gym, Oval gym, swim, group exercise, climbing, online platform. HSV gym – no access between 4 pm – 8 pm) £26
- ❖ **Oval gym** (Oval gym, online platform) £21

General Tours Accommodation: De Havilland

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Accommodation FAQ's 1

What is the accommodation like, is it mixed, what types of rooms are there?

6 different room types of College Lane (townhouse, studio, enhanced, standard ensuite, single, and twin room) and on de Havilland we offer single ensembles.

If Herts is my first choice, is on campus accommodation guaranteed?

Accommodation is guaranteed for all first year students, as long as you meet the deadline, and we can meet your needs.

How much is the deposit and when do we have to pay it?

The deposit is £100. For UK students, not requested until after results day.

How do we pay?

Are made 3 times a year, in line with student finance. You can also choose to pay up front yearly.

Which blocks are the newest?

Newest - All College Lane accommodation except Telford court (which is the single room).

Accommodation FAQ's 2

When do accommodation applications open to students starting in September?

Around May/June time for new students.

When should we accept to see our offer of accommodation after we have applied?

Once you receive an accommodation offer you have 7 days to accept your offer or it will be offered to another student.

Are any of our rooms/flats/blocks designated as 'quiet' accommodation

Unfortunately, there isn't a designated quiet block as it is hard to control noise. However, we have security 24/7 who you can report any noise complaints to.

What appliances are supplied in the kitchen?

In the kitchen there are ovens, fridge/freezers, microwaves, kettles, iron, ironing board, hoover and bins.

What are the dates of the accommodation payments?

The dates of the exact accommodation payments change but they will be in October, January, and April.

Are the flats mixed?

All flats are mixed unless requested otherwise for a same sex flat.

Can you live with friendship groups?

Yes, when applying for accommodation you can request to live with friends in groups up to 4.

Accommodation FAQ's 3

Do I pay for my accommodation out of my maintenance loan?

The government gives you a maintenance loan based on your parents/ guardian's salary. This salary helps to fund your life style while at university and not working full time. Therefore, you can choose whether to put all or some towards accommodation and other expenses.

How to pay for accommodation

You pay for accommodation through an automatic bank transfer you set up with the university.

Other common questions were in relation to the application process for accommodation

To apply for accommodation, you have to fill out a form with your top choices and then accept the offer within 7 days once it comes through.

Can I move into halls if I live nearby?

Yes, you are able to live in halls even if you live in close proximity to the university.

Is there a curfew or anything like that?

There is not curfew at university

Can you stay on campus in year 2/3?

You are able to stay on campus in year 2/3 but accommodation is not guaranteed.

How do I find out the length of my course to know which contract length to pick?

Most courses require you to have accommodation for 42 weeks. If you are unsure please email ask@herts.ac.uk to check how long your course is

Accommodation FAQ's 4

Before Clearing Guarantee

Applicants must have:

Applied for accommodation before 18th August

Confirmed Acceptance of a place to study before 25th August

Clearing Guarantee

Applicants must have:

Been offered a place on a course or an interview by 19th August

Referred themselves via UCAS Track by 21st August Made

an accommodation application by 23rd August

Accommodation - College Lane

Bellingham, Spalding, Maclean, Newton & Schofield:

- 4ft bed with underneath storage
- Bedside cabinet and storage shelf
- Desk with drawers, bookcase and desk lamp, desk chair, Pin board
- Wardrobe with mirror
- Wi-Fi
- Power sockets
- TV aerial socket & ethernet port
- Access to communal common rooms.
- En suite and shared bathrooms.
- Twin rooms.

Telford Court:

- All single rooms
- 6 students live in each Flat
- Common room
- Internet
- 500 refurbished rooms
- Hand wash basins