

# Campus Tour Open Day 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](mailto: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

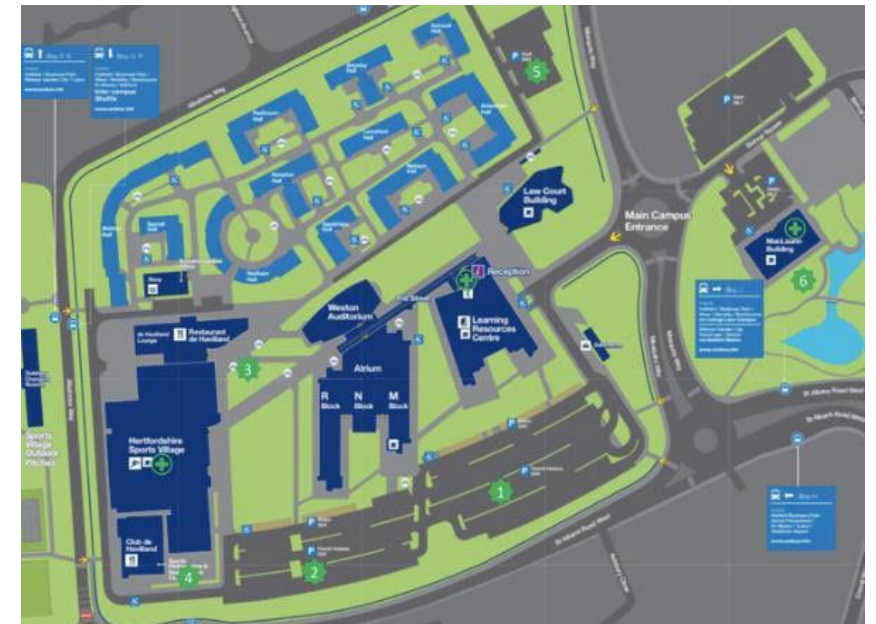
Don't forget to smile!

# Supporting those with mobility impairments

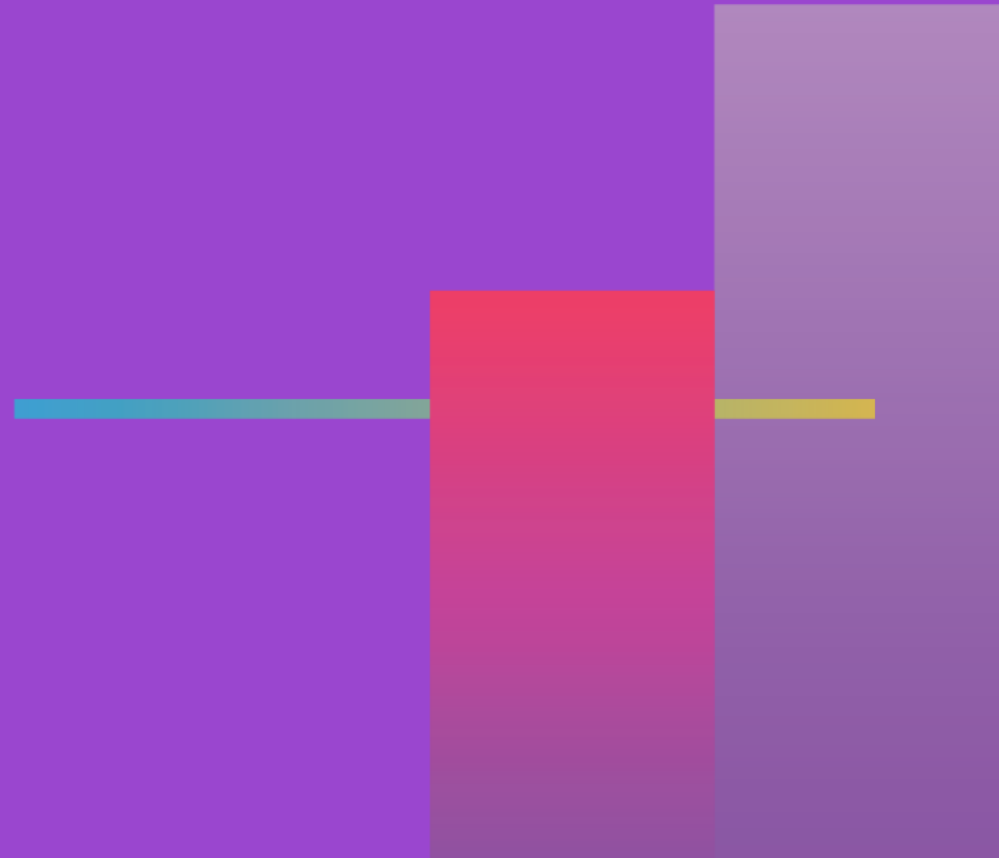
- Ensure to use the campus tour route planned out as this is accessible for those with mobility impairments
- Be sure to highlight that someone may still be in a building with mobility impairments to fire marshal and security on evacuation.
- Ensure you familiarize yourself with buildings you enter to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

# Emergencies

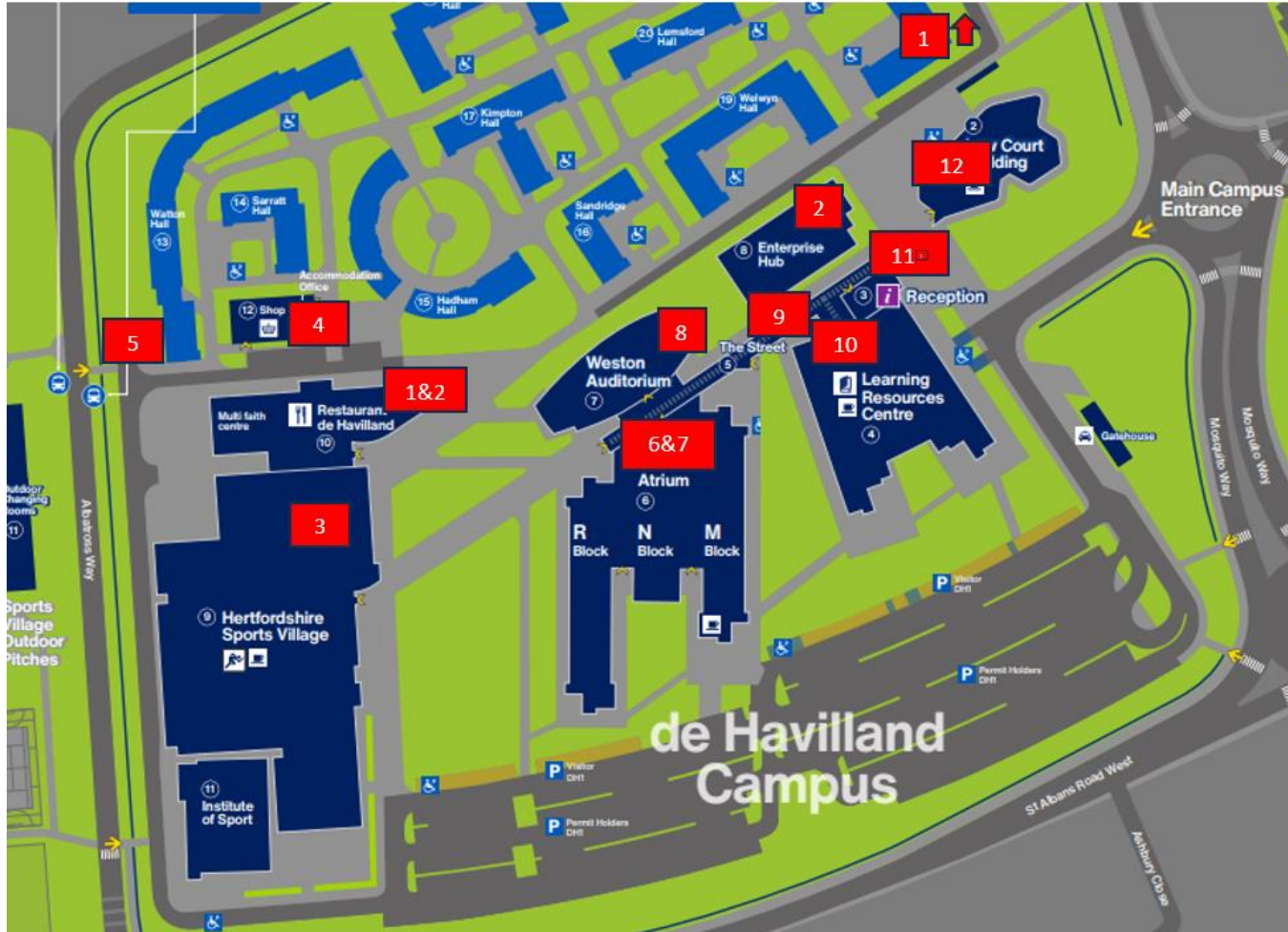
- When the fire alarm sounds, please move safely to the nearest exit. After, make your way to one of our assembly points.
- If you discover a fire, ensure to sound the alarm using a call point. These are situated on the exit routes of buildings.
- Anyone with mobility impairments will be able to evacuate 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. Campus Restaurant
2. Campus restaurant (continued)
3. Hertfordshire Sports Village
4. Premier shop
5. Bus Stops
6. Atrium/Students Union
7. Atrium
8. Weston Auditorium (foyer)
9. The Steet
10. LRC
11. Reception
12. Law Building
13. Accommodation



# 1. Starting point – Campus Restaurant

9

- **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)

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:** Campus restaurant continued)

## 2. Campus restaurant (continued)

10

- 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)

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

11

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 (on next slide) 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)

**Mention they can come back for a guided tour of the Sports Village.**

**[Next: Premier Shop]**

# 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

# 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

## 4. Premier shop (outside (or in common room if raining

- Point out shop, de Havilland common room and multi faith space.
- Point out the accommodation office – Mention they can come back after the tour to ask questions
- Point to where the buses are and where campus shuttle stops

(Next: Bus stops)

# 5. 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:** Atrium/Student Union Office)

## 6. Outside Student Union Office

16

- 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]



# 7. 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)

## 8. The Weston Auditorium (foyer)

18

- 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, let the guests take a look inside

[Next: The Street]

## 9. 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 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]**

# 10. Learning Resources Centre (go inside)

20

- Open 24/7
- An extensive collection of books and resources are available in print and online to support learning, teaching and research
- Computers, specialist software and self-service printing available plus a free laptop loan service
- Café seating area (with vending machines) for study breaks
- A range of study spaces (group, individual, quiet and silent study spaces)
- Study skills support available to all students (e.g. reference help, essay structuring, LRC orienteering etc)

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

**[Next: Outside Reception]**

# 11. Reception

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.

**Next:** Enterprise Hub

## 12. Enterprise Hub - find a space to stand

22

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.
  
- 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)**

## 13. Grace Ononiwu building (previously Law Court building)

- 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.

### **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.

# 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)	



# Accommodation FAQs - Payment

- **Can we choose the payment plans that is weekly or monthly?**

Payments are yearly or in 3 instalments in line with student finance payments.

- **What are the dates of the accommodation payments?**

The dates can change but the months of the dates are October, January and April.

- **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 lifestyle 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.

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

The deposit is £100, and you have to pay within 7 days of receiving your accommodation offer

# Accommodation FAQs – Application Process

- **When do accommodation applications open to students starting in September?**

You are able to apply for accommodation once you have your student ID number from around April.

- **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.

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

Once you have received an offer you have 7 days to accept and pay a £100 deposit

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

If you are unsure of which contract to pick, email [ask@herts.ac.uk](mailto:ask@herts.ac.uk) and mention the course you are looking to study

- **If Herts is my first choice, are we guaranteed accommodation on site?**

Accommodation is guaranteed to all first-year students, as long as you meet the deadlines and we can accommodate your needs.

# Accommodation FAQs – Communal areas & overall flat

37

- **What appliances are supplied in the kitchen?**

In the kitchen there are fridges, freezers, hobs, kettles, microwaves, toasters, an iron, an ironing board, hoover and a mop.

- **Can I have people stay?**

Yes, you are allowed to have someone stay over once a week.

- **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.

- **Are any of our rooms / flats / blocks were 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 too.

# Accommodation FAQs - MISC

- **Can I move into halls if I live nearby?**

Yes, you can 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.

- **Which blocks were modern and which ones were old**

The College Lane accommodation is our newest accommodation on campus.

- **Where do I clean my clothes on campus / concerns about laundry?**

At College Lane campus, there are card operated laundries in each of the courtyard common rooms. On de Havilland campus, there are five card operated laundries in the Halls of residence.

It's £3.60 per wash and £2 per dry.

# Accommodation FAQ's

## **Before Clearing Guarantee**

Applicants must have:

Applied for accommodation before 15th August 2024

Confirmed Acceptance of a place to study before 22nd August 2024

## **Clearing Guarantee**

Applicants must have:

Been offered a place on a course or an interview by 16th August 2024

Referred themselves via UCAS Track by 18th August 2024

Made an accommodation application by 20th August