

Welcome by the Students' Union President



Welcome to the University of Surrey and the University of Surrey Students' Union! I am Osama Salih your President for the year. This booklet will guide you through everything the Students' Union can offer you during your time at Surrey.

The Students' Union is the guardian angel for students at Surrey. It has a team of 5 sabbatical officers and 8 part time officers, voted in by the students, for the students. They are here to represent you throughout the year so if you would like to see something change then make sure you let one of the 13 of us know.

There is something for everyone here, with over 100 Sports Clubs and Societies, it is hard not to find something that interests you. Maybe you are interested in becoming a writer, a TV or Radio presenter? Maybe you would like to raise money for charity or volunteer? Maybe you would like to be a great athlete or just try something different? Whatever you're interested in we have something for you (and if we don't we can help you start something new!)

University is your chance to develop different skills and gain experience so that you can go out and get the best job possible. The Students' Union provides a range of training and volunteering projects, to help you get the most out of your time here.

Alongside all the fun the Students' Union also provides Support and representation if you are experiencing tough times on your course. Whether you need support or you have an issue with any other aspect of your student life, the Union is here to represent you and help resolve any issues.

Whilst we provide a lot of things to do, we also give you somewhere to relax and socialise with your friends. Chancellors offers food, drinks and events throughout the week whether it is Open Mic Night, Rock and Roll Bingo or watching the sports you enjoy. The Living Room or Young's Kitchen offers different oriental food during the day and in the evenings a place to come and play some computer games and relax with your friends. At night you may want to go out with your friends; Rubix is the Union's nightclub and holds 1,600 students and it has a range of different themed nights and guest acts.

Finally, have a great time here at Surrey and I look forward to seeing you all soon!

Osama Salih Students' Union President ussu.president@surrey.ac.uk

Your Union

what is the students' union?

The Students' Union is central to your student experience, but what is a Students' Union? Not only is it a busy building of entertainment and activities, but the Students' Union exists all around you - it is the students' voice and presence on campus.

The Students' Union is a charity run by student officers, elected by students - it voices your opinions, facilitates your clubs and societies, gives you entertainment opportunities, development opportunities and provides support if things get tough.

The Students' Union has five Sabbatical officers, or 'Sabbs'

- President Osama Salih ussu.president@surrey.ac.uk
- Vice President Education Sam Ratzer ussu.education@surrey.ac.uk
- Vice President Welfare Dave Halls ussu.welfare@surrey.ac.uk
- Vice President Societies and Individual Development Jake Willis ussu.societies@surrey.ac.uk
- Vice President Sport Trung ussu.sport@surrey.ac.uk

A 'Sabb' is elected by the student body, whilst a student at the University, to represent all Surrey students at the University. The five 'Sabbs' are responsible for the daily running of the Students' Union, and work alongside a dedicated team of permanent staff to make sure that your student experience is the best it can be.

The 'Sabbs' are accountable to all students as their position is held as a direct result of a democratic process. Their responsibilities are to push for the interests and benefits of students and to lead the student movement forward.

Supporting the 'Sabbs' are eight part-time Officers

- Union Chair Ollie Deed ussu.chairperson@surrey.ac.uk
- Postgraduate Development Officer ussu.postgrad@surrey.ac.uk
- Communications Officer Bakita Kasadha ussu.communications@surrey.ac.uk
- Community Officer ussu.community@surrey.ac.uk
- Equality & Diversity Officer Peter Smeed ussu.equality@surrey.ac.uk
- Ethics & Environment Officer ussu.ethics@surrey.ac.uk
- Events & Trading Officer Mazin Husien ussu.events@surrey.ac.uk
- International Students Development Officer Ramin Torabi ussu.international@surrey.ac.uk

The part-time officers are students who take a specific interest in a particular issue or section of the student population. Most importantly, they are part of a team of representatives and they are here to make sure the Union keeps a high profile around campus, communicates properly with students and takes everyone's interests into account.

You can contact the Union in the following ways:

- Telephone: 01483 689 223 or internally on 9223
- Email: ussu.information@surrey.ac.uk
- Web: www.ussu.co.uk
- Facebook: www.facebook.com/surreyunion
- Twitter: surrey union



Societies

welcome to the university of survey student's union societies!

Joining a society is a great way to meet new people and have fun at University. We have over 100 societies for you to choose from. Whether you would like to meet likeminded people or try something new for the very first time then you are sure to find the society for you!

Hi, I'm Jake, Vice-President of Societies and Individual Development for the next year at the Students' Union. At Surrey, there is a wide range of societies, and my role is to help guide and support them in creating the best possible experience for students. This involves general advice and oversight to financial and budgetary elements, always aimed at their development and evolution in creating a memorable experience.

If you feel that your particular hobby or interest is not represented by existing societies, I am also here to assist you in setting one up. My role also oversees training, activities and cultural events within the Students' Union, in ensuring it remains a welcoming and rewarding part of your student experience.

If you have any queries, always feel free to drop me an email or come see at the Union!

Contact me by email at: ussu.societies@surrey.ac.uk

Jake Willis - VP Societies and Individual Development

Visit: www.ussu.co.uk/ClubsSocieties/Societies

We have a number of part time officers who work closely with our societies. Our Communications Officer, Bakita Kasadha is Editor in Chief of Student Media (ussu.communications@surrey.ac.uk), and our International Development officer, Ramin Torabi, works with our many international societies (ussu. international@surrey.ac.uk) Our Postgraduate Development officer works with students from a range of societies including departmental societies (ussu.postgrad@surrey.ac.uk).





Sports Clubs

whatever your ability there is a sports dub for you.

Heya, I'm Trung, your VP Sports & Recreation.

I work at the Union and with the Surrey Sports Park to help run sport at Surrey. I also work with the SE (Sports Executive), a friendly bunch of student volunteers who assist me and help clubs in their development. I am also here to represent your views on sport here, to the University.

This is an exciting time for University Sport, especially with the formation of Team Surrey (a joint initiative between The University of Surrey, Surrey Sports Park and the Students' Union) and the London 2012 Olympics. Most Surrey teams take part in the BUCS (British University & College Sport) Leagues on Wednesday afternoons and in one-off individual tournaments. We also have teams in other competitions, as well as a popular football intra-mural league & social netball program.

Last year saw the opening of the Surrey Sports Park, the multi-million pound sporting facility at Manor Park. This has increased sporting opportunities for students and with this our BUCS ranking has risen to its highest place in Surrey's history. Whether you're a beginner or an experienced athlete, our sports clubs are open to all! Now really is the perfect time to get involved with Team Surrey.

All of our 38 clubs are run by student committees so it is best to contact the club directly to find out more about them. If we do not currently have the club of your interest, come see me at the Students' Union Offices for help in starting a new club.

If you have any queries, feel free to contact me by email: ussu.sports@surrey.ac.uk

Trung - Vice-President for Sports & Recreation

Visit www.ussu.co.uk/ClubsSocieties/Sport



Trips and Events

get out, meet people, try new things and get involved!

Events - www.ussu.co.uk/events

The Students' Union boasts three hugely popular entertainment venues on campus, all under one roof. The three venues provide a hectic social calendar throughout the academic year that is bubbling with variety and vibrancy.

Your Events and Trading Officer Mazin Husein is responsible for making sure the events we hold cater for our diverse student population. If you have any questions or ways in which you feel events at the Students' Union could be improved please contact Mazin at useunceta useunceta.

Rubix

Rubix is the main Students' Union nightclub that holds up to 1550 students. Rubix has three levels fitted with state of the art sound and lighting for maximum atmosphere. Rubix plays host to some of the best DJs and live bands around.

The Living Room

The Living Room is the university's most intimate venue with a capacity of 180 students. During the day The Living Room is the perfect place to chill out, and in the evening, it hosts a wide variety of sports club and society-led events.

Chancellors

Chancellors is the Students' Union's bar and restaurant. It serves meals throughout the day, as well as being the perfect place for pre-club drinks. Chancellors hosts regular quiz and open mic nights, along with the odd Rock n Roll Bingo and Comedy Club here and there. So make sure you're a regular!

Trips and Activities - www. ussu.co.uk/events/Trips-and-Activities

Your Students' Union also offers you a programme of trips and activities that you can enjoy in your spare time.

Whether you enjoy trips around the UK to different cities, towns and attractions, or even further afield to places like Prague or Paris, you will love the trips that we have on offer!

We also offer a variety of other workshops and activities – so you can learn a new skill such as knitting or pumpkin carving, or try out a new sport for the first time.

Our activity programme is on a 'pay-as-you-go' basis so all you need to do is decide which trips and activities you would like to participate in, come into the Union Shop and buy your tickets.

At the start of each term we publish a brochure with the whole term's trips and activities listed so make sure you pick your's up and make the most of your spare time by trying something new!

Email ussu.giveitago@surrey.ac.uk for more information







WRISTBANDS will be available online at https://boxoffice.ussu.co.uk from MONDAY 19th SEPTEMBER. Tickets will need to be purchased using a credit or debit card and can be collected from midday on Sunday 25th September from the Students Union.

You need to activate your University IT Account to use the online system http://www.surrey.ac.uk/welcome/

Wristbands cost £50 and give you payment access to ALL events. However due to high ticket demand you are only guaranteed entry before a certain time with the exception smaller events, which will work on a first come first serve basis.

For example comedy night can hold 200 people so the first 200 wristbands would gain entry. However if only 100 wristbands turned up by the guaranteed time of 8pm, we would then sell a further 100 tickets to everyone else. If you are a wristband holder and you really want to attend everything, just be EARLY! If you are a wristband holder and arrive after 11.30pm to a main Rubix event you will not have to pay but you may have to queue until others leave and there is space in the venue to accommodate you.

On MONDAY 26th SEPTEMBER 300 tickets for each of the main Rubix nights (Monday, Wednesday, Thursday, Friday, Saturday) will be available in the UNION SHOP.

A further 300 tickets will be available on the DOOR for each of these nights.

No non-students allowed (with the exception of Tease)

To collect your wristband and/or buy a ticket you will require proof of age. We will accept passports, driving licenses or a card carrying the PASS Logo.

Here is a rundown of freshers' week and the ticket details for each event (OTD means 'On the door'):

Saturday GU2 Welcome Party – Limited capacity. First come first serve basis. Free entry, no ticket needed. Sunday Rockaoke – Wristbands guaranteed until 11.30pm. All other tickets on the door at £7 Monday Loick Essien– Wristbands guaranteed until 11.30pm. 300 tickets in the Bookshop. 300 OTD Tuesday Comedy – Limited capacity. First come first serve basis with wristband priority till 8pm. Tuesday ACS – Limited capacity. First come first serve basis with wristband priority till 11pm. Wednesday Headphone Disco - Wristbands guaranteed until 11.30pm. 300 tickets in the Bookshop. 300 OTD

Thursday DJ Fresh – Wristbands guaranteed until 11.30pm. 300 tickets in the Bookshop. 300 OTD Thursday Open Mic – Limited capacity. First come first serve basis. Free entry, no ticket needed. Friday Foam Party - Wristbands guaranteed until 11.30pm. 300 tickets in the Bookshop. 300 OTD Saturday Tease with Aled Jones - Wristbands guaranteed until 11.30pm. 300 tickets in the Bookshop. 300 OTD

Sunday Loco La Fiesta - Limited capacity, First come first serve basis. No ticket needed

Volunteering and Training

improve your employability with some voluneering and training

Volunteering - www.ussu.co.uk/volunteering

Volunteering encourages students to participate in real life situations, gaining skills, experience and friends that will help you graduate with much more than a degree.

Whether you can spare one hour, a month or one night every week, you will be surprised how your talents, skills and enthusiasm can really make a significant difference to people around you.

There are also many one-off volunteering opportunities across the county for those of you who are unable to commit regular hours, such as Waverley Borough Councils' Play Days, marshalling at fundraising events, helping out as a Freshers' Angel and spending a day clearing and enjoying local woodland.

Your Community Officer is responsible for liasing between students at the University and the local community. If you have any questions or ideas on how we can improve our relationship with the local community please email ussu.community@surrey.ac.uk

The Students' Union is also a vinspired approved awards centre, If you are aged 16-25 you can get nationally recognised accreditation for the time you spend volunteering – follow us on www.vinispired.com and start logging your hours!

Training

vinspired.com

The Students' Union runs a wide range of training sessions and workshops to help students gain skills that not only make you more employable but can also help you throughout your time at Surrey. Sessions range from Negotiations with the University's Treasurer, to Stress Management run by the Student Training Team, as well as learning to hold a BIIAB Level 2 National Certificate for Licensing Practitioners (for Bar Staff), to learning to broadcast on GU2 Radio (as featured in the Guardian in April 2010).

You have about 1000 days (ish) to make yourself different from the 200 000 other students nationwide that will graduate at the same time as you. Taking part in training sessions gives you a greater understanding of the opportunities that can help you stand out from the crowd.

Sessions are written to help make a difference to your student experience, whether that is by helping you to understand how to be deal with stress or how to be the best society president that you can. Through this enhanced understanding you should be able to go out there and get the job you want when you graduate.

A full calendar of training sessions is published each term so keep your eyes open for it! For more information please visit: www.ussu.co.uk

If you are interested in learning to be a student trainer check out our website too - no experience required!

brought to you by: AVERAGE SAVINGS IS £525 PER STUDENT PER YEAR MAKE SURE YOU START SAVING AT SURRE 982612 1234 7654 dob: 21/06/92 exp:08/12 **Emily Jonston** Reading University Students' Union

EMILY REDUCED THE COST of everything for Uni, from her laptop to a new mobile. her course books,

winter coat and an alarm clock



The University of Surrey Students' Union

Start saving money in 5 easy steps.....

- 1) Go to www.nus.org.uk/en/NUS-Extra/
- 2) Register and upload a recent photo of yourself
- 3) Pay £11 by credit or debit card or Paypal
- 4) Use a unique email that ONLY you can access
- 5) Pick up the card from the Students' Union from October the 3rd with your campus card.









can you afford not to?

Get kitted out just like Emily...visit **nus.org.uk** to see how you can save



























Welfare/Support

if you have problem, we're here to help...

I'm Dave Halls, VP Welfare for 2011/12. My job is to ensure you get the most out of your student experience throughout your time at Surrey. I'm here to assist in many areas, including accommodation issues (both on and off campus); mental, physical and sexual health; involvement in the local community through volunteering, and ensuring you are happy, safe and comfortable in your university life. I'm here to help, so feel free to pop into the office for a chat, send me an email or catch me out and about around campus. Have a great year here at Surrey.

Contact me by email at: ussu.welfare@surrey.ac.uk

Dave Halls - VP Welfare

Union Support - www.ussu.co.uk/advice

Helping you to face problems at University.

We hope you have a great experience at Surrey, however on the rare occasion that things may go wrong, the Union Support office is here to help. The office is open 9 to 5 every weekday. Students do not need to make appointments but it can be useful to contact the office before your visit to make sure a staff member will be available to help you.

Is it independent and confidential?

The Students' Union is independent from the University and is therefore this is the only service on campus which can represent you to the University. The service is completely confidential and we will only share information with others if you give your permission. When you join the University, you automatically become a member of your Students' Union and are entitled to representation.

Avoiding problems

The best way to avoid problems at University is to try to deal with issues before they become unmanageable. As soon as you become concerned about your work or another issue, don't hesitate to contact your Academic Representative or your Personal Tutor; each course will have an elected Student Academic Representative. Reps and Personal Tutors are there to help you before problems get out of control – the sooner you bring up an issue, the easier it is to resolve.

University Services

The University has a network of Care Services which will also be able to help you. These include the Health Centre, Counselling Service and the SPLASH centre - based in the library for supporting with your studies. The Union Support office can direct you to the right service for you.

Do you have a question or suggestion relating to Equality and Diversity or Ethics and the Environment? If so contact your Equality and Diversity Officer, Peter Smeed or your Ethics and Environment Officer.

It is Peter's job to ensure that the Students' Union caters for the diverse student population at the University. You can contact him at ussu.equality@surrey.ac.uk. The Ethics and Environment Officer is responsible for ensuring the Union acts ethically and takes into consideration its impact on the environment. You can contact them at ussu.environment@surrey.ac.uk

Academic Reps

making the student voice heard

Hi everyone! I am Sam Ratzer, your Vice-President for Education here at your Students' Union. I will be the sabbatical officer responsible for representing all students on academic issues internally within the University, as well taking the views of Surrey students to a national level.

I will be responsible also for the development of the training programme for this year's Academic Representatives. I am looking to train many of you to become effective representatives for your course, ensuring that you are equipped to make as much positive change to your course as possible.

Come to me with any issues you may have regarding your course, and we can work together to make the changes needed to improve not just yours' but everyone's academic experience here at Surrey. I am also equally keen to hear when things are going well with your course, so feel free to pop in to my office anytime. Keep in touch and most importantly enjoy your year!

Contact me by email at: ussu.education@surrey.ac.uk

Sam Ratzer - VP Education

Academic Reps - www.ussu.co.uk/

What is an Academic Rep?

Academic Reps are the student voice on a range of issues which affect your education. They feed your opinions to the University and Union on a variety of matters including:

- Concerns with timetabling, deadlines and course delivery
- Concerns with course facilities, resources and rooms
- Other issues affecting your education

Who are they and why are they important?

Your Academic Rep will be elected by your cohort by the end of the 4th week of teaching in your first term each year. They will send you emails and stand up in lectures and speak in an effort to gauge your opinion and to bring issues to your attention. If there is something that is bothering you about your course then contact your Academic Rep and they should be able to help you. You can find their contact details at www.ussu.co.uk or on the Academic Reps notice board in your department.

How do I become an Academic Rep?

Each year elections will take place. These should be advertised to you a week before. At the elections all prospective reps will be able to give a short speech before a simple vote is held. This process may differ for placement or Postgraduate students.

Employment/Buying Stuff

money, woney, woney

When coming to University many students consider part-time employment to supplement their funds and to gain valuable work experience. The Students' Union holds regular part time staff recruitment events to assist you in finding a job in the Students' Union. Offering great rates of pay, flexible hours and training and development opportunities, the Students' Union is great place to work. For more information please contact Caroline Royle, HR Manager at c.royle@surrey.ac.uk

For further information about temporary jobs in the University contact www.unitemps.co.uk

Jobs and Classifieds - www.ussu.co.uk/classifieds

Forgotten something?

Here are some suggestions of places to pick up items for you room/flat -

• Tesco www.tesco.com - Ashenden Road, Guildford, GU2 7UN.

telephone number: 0845 6779310

Robert Dyas www.robertdyas.co.uk - 25-27 White Lion Walk, Guildford GU1 3DW
 Argos www.argos.co.uk - 13 North Street, Guildford, Surrey - 0845 165 7849

Primark Unit 33, The Friary, North Street, Guildford, GU1 4YT -

Phone number 01483 300696

Freecycle http://groups.freecycle.org/guildfordfreecycle/posts/all

Gum Tree www.gumtree.com/guildford

IKEA - www.ikea.com

Wembley 2 Drury Way, North Circular Road, London NW10 0TH

Croydon
 Valley Park, off Purley Way, Croydon CRO 4UZ

Other Local Information -

- Transport Information about travel around Guildford www..surrey.ac.uk/transport
- Guildford Town Information about the town www.visitsurrey.com/site/destinations/townsand-villages/guildford-p196111
- University Guide to coming to the University www.surrey.ac.uk/welcome

Union Shop

Our Union Shop stocks every type of international food you can think of, including Chinese, Indian, Afro Caribbean and a variety of European cuisine to tempt your taste buds and make sure you never go hungry. It also sells lunchtime meal deals and all types of snacks and drinks for food on the go.

Union Shop Advert

Democracy
make sure you have your say...

The Students' Union is built on a democracy and regulated by a constitution. This means that democracy is at the heart of everything your Students' Union does.

Democracy - www.ussu.co.uk/yourvoice

Get yourself involved in the Union

Being an active member of your Students' Union is a great way to influence the way it works. The Sabbatical team need to hear the views of students to make the necessary changes and represent you. Become a member of your society's committee and voice your opinions at Societies Standing Committee. If you are involved in Sport, join your committee and come to Sports Standing committee. Visit the Union website to find out how you can become a member of the Opinion Panel, and give us your feedback on everything from the coffee in Chancellors to the performance of your Union President.

Come to AGM

The Union holds its Annual General Meeting (AGM) in the summer term every year. At this meeting, the Union's Impact Report is presented, so you can hear what your Union has been doing during the year, and exactly where the money you have spent in the building has been spent. This is also where the Union President announces any major changes for the coming year.

Elections

Union elections happen twice a year to choose both your full time and part time student representatives. Make sure you get out and vote for the people who you want to represent you during your time at Surrey. All of our members are also invited to attend our Student Forums, which meet regularly in the Union. During these meetings you can find out what your elected representatives have been doing, and more about how the Union works.

If you'd like to become even more involved, you can stand as a candidate on either our team of Sabbatical Officers, to spend a year working full time as a representative at the Union, or you can become a candidate for our part-time team of Executive Officers, who join the Sabbaticals as the leaders of the Union. If you're involved in one of our Sports Clubs or Societies, you can stand to become a member of your committee and attend Sports or Societies standing to get your opinions heard.

Finally, make sure you vote in Union elections twice a year, and also in any referendums which may happen during your time at Surrey. If you don't vote, you have no voice.

Ollie Deed is your Union Chair and his role to ensure that the Union's Constitution and its Rules, Appendices and Policies are upheld. If you have a question about the Constitution or Student Parliament please contact Ollie at ussu.chairperson@surrey.ac.uk





You can contact the Union in the following ways:

Telephone: 01483689223 or internally on 9223 Email: ussu.information@surrey.ac.uk

Web: www.ussu.co.uk

Facebook: www.facebook.com/surreyunion

Twitter: surrey_union



