

## Dear student

I am delighted to welcome you to the University of Ulster. The purpose of this handbook is to tell you about enrolment procedures, and to give you some general information about the University. You should check the section on enrolment to find out what documents you need to bring with you. All students are required to enrol at the beginning of their course of study at the University, to re-enrol annually thereafter or inform Registry if they withdraw. Enrolments normally take place at one of the University's four campuses: Belfast, Coleraine, Jordanstown or Magee. Re-enrolments take place online.

I would encourage you to consult the Student Charter which sets out the standards of service which the University aims to provide. It also sets out what the University expects of you. The quality of the service that we believe you are entitled to expect is, therefore, balanced with responsibilities placed on you as a student: both are intended to ensure that you gain maximum benefit from your time with us.

The primary regulations of the University are set out in the Charter, Statutes, Ordinances and Regulations and these outline the University's legal framework: specific details can be found on the web at <http://plangov.ulster.ac.uk/governance/charter.html> or from your Faculty Office or the Campus Registry/ Student Services Centre.

At the time of enrolment you should receive a timetable of lectures and other classes, and details of Faculty and Campus induction courses, which you are expected to

attend. These courses take place after enrolment, but before teaching begins, and are designed to help you to get the most out of your studies at the University right from the start.

If you have any problems concerning enrolment or any other issue relating to your course you are invited to contact the relevant Faculty office details of which may be found on page 4.

This Handbook contains essential information which will be of assistance to you throughout your university career. You should, therefore, keep it safe for reference.

I would like to take this opportunity to wish you every success in your academic career at the University of Ulster.



**Professor Anne Moran**

Pro-Vice-Chancellor  
(Educational Partnerships and International Affairs)