

Welcome to the Surrey Business School and the School of Hospitality and Tourism Management

A guide for inbound exchange students
2011-12



Welcome to the Surrey Business School and the School of Hospitality and Tourism Management.

Congratulations and welcome! You've joined an exciting and dynamic academic community. We are very pleased you've chosen The University of Surrey and in particular the Surrey Business School and the School of Hospitality and Tourism Management as the host for your study abroad.

This handbook has been designed specifically for inbound exchange students joining the Surrey Business School and the School of Hospitality and Tourism Management and is intended to be a guide to your first few weeks here as well as providing information on academic matters and other more general information which will apply throughout your stay. Further information about preparing for exchange can be found in the Exchange Student Guide. More detailed information on the University in general and academic regulations can be found in the University Big Guide and Undergraduate Handbook respectively.

Background to the School

The Surrey Business School is the new title for the business and accounting section of the previous School of Management, which comprised programmes in business, hospitality and tourism management. Undergraduate management degrees have been taught since the University was first chartered in 1967. It started off with the hospitality management programme (IHM), which is now complemented by specialist degrees for tourism (TM) and retail (RM), along with a hybrid hospitality and tourism stream (IHTM). In 2001, the School launched the successful BSc (Hons) business management (BM) programme followed by the BSc (Hons) in accounting & financial management programme in 2007.

The School also offers a range of postgraduate management programmes leading to MSc awards. These cover a range of generic MSc programmes in Management e.g. Marketing Management, Human Resource Management, International Financial Management alongside the Masters of Business Administration (MBA) programme. There are sector based programmes at MSc level too covering hospitality, tourism, retail, leisure, healthcare and food. In addition, there are over 50 students on the School's PhD programme.

Teaching in the School was graded as 'excellent' in the most recent external audit. Staffs in the school actively pursue research in their own areas of subject expertise alongside supporting learning and teaching. They are fully research informed in preparing the learning and teaching deliveries and many of their research publications will be useful in your undergraduate study.

The purpose built Management School Building was opened in 2003. The Surrey Business School is part of the Faculty of Business, Economics and Law.

Arrival & Orientation

Students arriving in the autumn are able to take part in Welcome Week which takes place from the 26th September to the 30th September 2011 and is open to all students. The Welcome Week programme is designed to help you find out more about the University, make sure you officially register, obtain your campus card, activate your IT account and provide an opportunity to meet other students.

Welcome Week is open to all but there are some events which are organised specifically for exchange students. You will find these events highlighted in blue in the induction programme at the back of this guide (important events are highlighted in blue).

Students visiting us in the second semester (spring) will be able to take part in an induction programme organised by the IRO (International Relations Office). Students are usually able to arrive on campus a few days before the start of teaching and will be able to register, obtain their campus cards and meet with other students before the start of the semester. Further details will be sent to students in January via email.

Registration takes place in Welcome Week for students arriving in the autumn and before the start of teaching for students arriving in the spring. Details of where and when you need to register can be found on your induction programme supplement (at the back of this handbook).

In order to register you will need to take along photographic ID. Suitable forms of ID are:

- A current signed passport
- A national/EU identification card

Please take a photocopy of the Personal Details and Current Visa pages in your passport with you when you register. If you need help getting the appropriate copies please ask for assistance at the Surrey Business School and the School of Hospitality and Tourism Management helpdesk (34MS01).

All students need to register in order to become full members of the University and to access the full range of services available. Students who fail to register will not be officially recognised by the University and will not be able to take part in assessments or obtain a student campus card.

Campus Card

You will receive your campus card once you have registered. You will need your card to gain access to the Library, IT facilities, and other buildings.

Your campus card is also your Students' Union identity card, carrying the NUS logo so you can go to Students' Union events and show it when you want to redeem student discounts in participating stores or venues. It is important to look after your campus card as you may have to pay for a replacement if it is lost, damaged or stolen.

Registration of Overseas Nationals

Students from some countries may be required to register with the Police. Please check the visa stamp in your passport carefully as this is the best way to see if you need to register. If you are an exchange student please refer to the Exchange Student Guide for further information (sent to you on confirmation of your place at Surrey, also available via: <http://www2.surrey.ac.uk/exchanges/incoming/studinfo>).

Police registration will take place on Campus, in Oak House, second floor on Wednesday 5th October, Wednesday 12th October and Monday 17th October.

If you are visiting the University in February you will need to go to the Surrey Police Headquarters in person. Please call 01483 639516 to make an appointment.

Medical Treatment

If you are an EU/EEA student or an international student on a programme of six months or more, most treatments on the NHS (National Health Service) are free. You will need to register with Guildowns Group Practice on campus or a more local doctor if you live further away. If you are here for less than six months we advise you to take out private health insurance.

We suggest you register with the Guildowns Group Practice if possible as soon as you are able, as failure to register within the first month of your arrival may mean you are unable to receive free treatment.

English Language Testing

All new students who are not native English speakers are required to take a reading, writing and grammar test. The time and location of the tests will be given in your orientation programme.

The tests identify any difficulties you may have so that we can offer you support and access to English classes. Please note that these tests will **not** affect your place on any of the modules you have chosen. You can visit the Department of Language & Translation (AP Building, 2nd floor) at any time if you feel you need support with English for your studies.

The writing test is paper-based; the reading and grammar tests must be completed in Welcome Week and can be found online <http://magic.surrey.ac.uk/elsp/servlet/SignIn>

PRACTICAL INFORMATION

Room numbers

The University of Surrey Campus is split into two: the main Stag Hill campus and the Research Park. All of your lectures and tutorials will be based at the Stag Hill campus unless otherwise specified.

The locations of your lectures and tutorials are given on your timetable using a system of room number, building and level/floor. An example could be 34MS01 which means room 34, in the Management School, level 1. Below are some useful descriptions which might help you get used to the system. The numbers refer to the key on the campus map.

MS: Management School (no. 23)

AP: Austin Pearce Building (no. 22)

TB: Teaching block (no. 7)

LT: Lecture Theatres (no. 12)

Senate House: main Administration Building (no. 14)

Semester Weeks

The University academic calendar is divided into two semesters, each made up of 15 teaching weeks. Welcome Week does not include teaching and as such is counted as week 0.

The week commencing 3rd October 2011 is termed week 1 for the autumn semester. The week commencing 6th February 2012 is week 1 of the spring semester.

Academic staff will often refer to 'teaching weeks' discussing deadlines or important stages in the teaching of a module. It is good practice to be aware which teaching week you are in as this will help you to manage your work and ensure you do not miss any important deadlines.

How will the School contact me?

You will hear from us via email, using your University email account. It is your responsibility to check your email, at least, on a daily basis.

Important and sometimes urgent information will be communicated to you by email. Please make sure you also check the UG notice boards on level two of the Management Building for important information and log in to ULearn for important academic information/updates.

ULearn

Like many Universities the University of Surrey utilises a virtual learning environment or 'blackboard' through which students can access important academic information, have discussions with each other and receive feedback on their assessments.

An overview of ULearn will be included in your induction programme and we strongly advise you to attend. ULearn will become a big part of your experience here at Surrey and you must make sure you are able to log on and access this service. Often cancellations or room changes for lectures and tutorials are posted on Ulearn, so you need to have access once you have confirmed your module options.

The Student Support Help Desk

The Surrey Business School and the School of Hospitality and Tourism Management student support Help Desk (34MS01) is open Monday to Thursday 9.15am to 5pm, Friday 9.15am to 4.45pm. The help desk is manned during the stated times so that you can ask any questions you might have regarding your studies and/or regarding your well being (pastoral care).

Please ask for Ms Deborah Edwards in the first instance. If Ms Edwards is not available any of the staff will be able to assist you.

Contact Details: somhelp@surrey.ac.uk or contact 01483 682124.

ACADEMIC INFORMATION

Modules

Inbound students are advised to take modules at the same level as their current studies at their Home University. Therefore, if you are a second year student we advise you to take Level 2 modules.

There is the possibility of taking modules from different levels. If you would like to do this please discuss your preferences with the Exchange Coordinator. We understand that visiting students are often required to find modules that form part of their degree at their Home University. For this reason we try to offer a wide range of undergraduate modules, but clashes may occur in your timetable if you choose from different levels.

Below you will find a list of all undergraduate management modules running in the academic year 2011-12.

Teaching methods

All undergraduate modules are taught via lectures and either tutorials/seminars. Lectures usually last for two hours and are held in large lecture theatres in different venues across the campus. Tutorials and seminars are

smaller meetings of approximately 30 students and give attendees an opportunity to discuss topics with their peers and ask questions.

Timetables

Timetables exist for each different degree programme offered by the Surrey Business School and the School of Hospitality and Tourism Management

AF: Accounting & Financial Management
BRM: Business Retail Management
BM: Business Management
IBM: International Business Management
IHTM: International Hospitality & Tourism Management
IHM: International Hospitality Management
TM: Tourism Management

You will receive a copy of the teaching timetables for each programme and be free to choose which lecture/tutorial to attend for each module.

Each module will have a lecture (normally 2 hours long) and a tutorial (1 hour long) which you must attend once a week.

If you notice that a module does not appear to have a tutorial on the timetable this means the tutorial groups will be decided in the lecture and time/locations of the tutorial confirmed at a later date.

As an inbound exchange student you are not enrolled on any one programme but free to choose modules from all seven degree programmes.

This means your study timetable is unique to you and needs to be created using the blank timetable form found as an appendix to this handbook.

Please feel free to come along to the Student Helpdesk and ask to speak to the Exchange Administrator if you would like some guidance with your timetable. The Exchange Administrator, Ms Deborah Edwards, works every week day and is available to meet between 9.00 – 5.00pm. You can make an appointment by emailing Deborah Edwards on: d.edwards@surrey.ac.uk or by visiting the student support helpdesk in 34MS01.

UG Management Modules 2011 – 2012
(All Credits = 15 Surrey / 7.5 ECTS)

Level 1

Semester 1

Code	Module Title	Programme	Assessment Method
MAN1058	Business Communication Skills	AF, BM, IBM, BRM,IHM, IHTM,TM	30% Two in class tests 40% 15-minute Group presentation 30% Creation of basic personal e-portfolio
MAN1059	Operations Management	AF,BM,IBM, BRM	60% Exam Multiple choice (1 hour) 40% Exam - written essay exam (1 hour)
MAN1060	Business Mathematics	AF	70% Two hour exam 30% one hour assessment (class test)
MAN1061	Financial Accounting 1	AF	70% Two hour exam 30% one hour assessment (class test)
MAN1062	Business Environment	BM, TM, IBM, BRM, IHM, IHTM	100% Closed book exam 1.5 hours
MAN1063	The Retail Industry and the Consumer	BRM	35% Group Presentation 35% Group Report (2000 words)
MAN1064	Restaurant Operations	IHM	50% Individual Written assignment 50% Test-Multiple Choice/Short Answer
MAN1065	The Hospitality Business	IHM,IHTM	40% Group Presentation 50% Individual Report 10% Hospitality Visits
MAN1066	Business of Tourism	IHTM, TM	40% closed book exam (1 hour) 60% Group Project report (3000 words)
MAN1067	Tourism Management	TM	100% Exam 90 minutes (closed book)
MAN1068	Financial Accounting	BM,IBM	70% two hour exam 30% assignment (team)

Semester 2

Code	Module Title	Programme	Assessment Method
MAN1069	Business Information Skills	AF,BM,IBM, BRM, TM IHM,IHTM	30% two in class tests 40% 1500 word individual business project 30% Additions to personal e-portfolio
MAN1070	Law and Ethics	AF	40% coursework 60% Exam (closed book)
MAN1071	Business Economics	AF	75% closed book exam 25% CW In class test (45 mins)
MAN1072	Management Accounting 1	AF	70% Exam 2 hour closed book 30% one hour class test (closed book)
MAN1073	Organisational Behaviour and Analysis	BM,IBM	100% exam 2 hours
MAN1074	Quantitative Methods	BM, IBM	70% two hour exam 30% class test one hour
MAN1075	Marketing Principles	BM, IBM, BRM, IHM, IHTM,TM	50% exam 1.5 hour multiple choice 50% Group Project (3000 words)
MAN1076	Retail Operations	BRM	50% Individual Written Assignment 50% test- multiple choice/short answer
MAN1077	Introduction to Accounting	BRM,IHM, IHTM,TM	70% exam two hour test 30% Team based assignment
MAN1078	Restaurant Management	IHM	50% Group Lunch Service Project 30% Individual Report 20% Peer assessment
MAN1079	Understanding Service Delivery	IHTM	60% Group (3000 word and diagrams) 40% individual (1500 words)
MAN1080	Tourism Impacts	TM	100% Individual assignment (3000 words)

Level 2

Semester 1

Code	Module Title	Programme	Assessment Method
MAN2087	Accounting Information Systems	AF	50% Group Project 50% Exam
MAN2088	Intermediate Economics	AF	70% 2 Hour Exam 30% Coursework
MAN2089	Business Finance	AF, BM, IBM, BRM, IHM, IHTM, TM	50% 2 hour final exam, 20% homework, 30% mid term test.
MAN2090	Financial Accounting 2*	AF	70% Two hour exam (closed book) 30% 50 minute class test (closed book)
MAN2091	Managing People in Context	BM, IBM,	70% Case Study Examination (1.5hr) 30% in class text
MAN2092	Management Information Systems	BM, IBM, BRM, IHM, TM	50% Group Project 50% Individual Examination
MAN2093	Introduction to Management Science	BM	100% Exam
MAN2094	Marketing Communication	BM, BRM, IHM	60% Group Project 40% Examination
MAN2095	Managing Retail Location	BRM	40% Group Coursework 60% Examination
MAN2096	International Business	IBM	60% 2 hour Examination (Closed Book) 40% Course work (2000 Group Case Analysis)
MAN2097	International Fashion Marketing	BRM	50% Exam, 30 % Group Project Presentation 20% Group Video Led Presentation
MAN2098	Hospitality and Tourism Marketing	IHM, IHTM	50% Group Assignment 50% Individual Report
MAN2099	Contemporary issues in Hospitality Management	IHM, IHTM	30% Group Workshop (30 mins) 20% Multiple Choice quiz 50% Individual Position Paper (2000 words)
MAN2100	Aspects of Food	IHM, IHTM	40% (Group) Presentation 60% Individual Assignment (2000 words)
MAN2101	Tourism Policy and Development	ITM, TM	50% Individual Essay (1500-2000 wd) 50% Group Project (3000 words)
MAN2102	Travel and Transport	IHTM, TM	60% Exam (2 hours) 50% Individual Assignment (3000 words)
MAN2103	Tourism and Society	TM	50% Individual Essay 50% Exam
MAN2116	Management Accounting 1	AF	70% Exam Two hour , 30% One hour class test

Semester 2

Code	Module Title	Programme	Assessment Method
MAN2104	Business Delivery Skills	AF, BM, IBM, BRM, IHM, IHTM, TM	70% Group Business Research Project 30% Additions to e-portfolio
MAN2105	Introduction to Taxation	AF	70% Two hour exam (closed book) 30% Class test (closed book - 50 mins)
MAN2106	Corporate Finance	AF, BM, IBM, BRM	20% Homework on MyFinanceLab® platform, 30% One-hour online midterm 50% Two-hour final examination
MAN2107	Management Accounting 2	AF	70% Exam 2 hour closed book 30% One hour class test (closed book)
MAN2108	Business Law	BM, IBM, BRM, IHM, TM	50% Coursework assignment 50% Exam
MAN2109	Management Accounting	BM, IBM	70% Exam 2 hour closed book 30% Assignment (team)
MAN2110	Consumer Behaviour	BM, IBM, IHM, IHTM	60% Project (2000 words) 40% Exam
MAN2111	Sustainable Tourism	BM, IHTM, TM	50% Individual Essay (1500 word) 50% Group Essay (6000 word)
MAN2112	Managing Orgs and HR	BRM, IHM, IHTM, TM	100% Essay (1500 words)
MAN2113	Operations Analysis	BRM, IHM, IHTM, TM	50% Group Report (3000 words) 50% Individual Assignment (2500 words)
MAN2114	Hospitality Events Management	IHM, IHTM, TM	10% Proposal for event, 40% Report of the event 25% Evaluation of personal and professional development 25% Peer Assessment

Level 3

Semester 1

Code	Module Title	Programme	Assessment Method
MAN3079	Business Strategy	AF, BM, BRM, IHM, IHTM, TM,	50% Individual Assignment (1000 words) 50% Exam (2 hours)
MAN3080	Financial Management	AF, BM, IBM, BRM,	15% homework assignment 25% Class test - 45 minutes 60% Exam - closed book 2 hours
MAN3081	Company Financial Reporting	AF	70% Two hour exam (closed book) 30% Class test (closed book - 50 mins)
MAN3082	Firms and Markets	AF	75% Examination - 2 hour 25% Coursework Tests
MAN3083	Entrepreneurship and Business Planning	AF, BM, IBM, BRM	70% Group Business Plan (3500 wds) 30% Individ. Personal reflections (1500wds)
MAN3084	E-Business	AF, BM, IBM IHM, TM	50% Group Project 50% Exam
MAN3085	Ethics, Responsibility and Citizenship	AF, BM, IBM, BRM, IHM, IHTM,	20% 'My Ethics' 1000 words 80% '2 hour exam
MAN3086	Management Accounting 3	AF	70% Exam 2 hour closed book 30% Case Study
MAN3087	Research in Marketing	BM, IBM, BRM	50% Group Project 50% Exam 2 hours
MAN3088	Retail Buying	BM, BRM, IHM	50% Coursework (2000 words) 50% Exam 2 hour (closed book)
MAN3089	Digital Marketing	BM, IBM, BRM, TM	50% Group Project (2000 words) 50% Individual Project (2000 words)
MAN3090	International Business Strategy	IBM	50% Individual assignment (1000 wds) 50% Exam (2 hours)
MAN3091	Comparative Country Studies	IBM	70% Country Factbook (indiv. 3000 wd) 30% Case Analysis (group 2000 wds)
MAN3092	International Hospitality Operations Management	IHM, IHTM TM	50% Group Assignment 50% Exam
MAN3093	Small Business in Hospitality and Tourism Industry	TM	60% Group Report 40% Individual Essay
MAN3094	Hotel Revenue Management	IHM, IHTM	50% Group Assignment 50% Individual Report
MAN3095	International Tourism Destinations	IHTM, TM,	100% closed book exam 2 hours
MAN3096	Tourism Innovation	IHTM, TM	50% Group Report (3000 words) 50% Individual Essay (2000 words)

Semester 2

Code	Module Title	Programme	Assessment Method
MAN3097	Financial Risk Management	AF	30% 30 minute mid term test 70% Two hour final exam - closed book
MAN3098	Auditing	AF	70% 2 Hour Exam (Closed Book) 30% Group Coursework (3000 words)
MAN3099	Real Estate Finance and Investments	AF	50% Group Project (3000 words) 50% Exam two hour
MAN3100	International Trade	AF, BM, IBM, BRM, IHM	65% Exam - 2 hour closed book 35% Group coursework (2,500 words)
MAN3101	Supply Chain Management	AF, BM, IBM	50% Exam - 2 hour (closed book) 50% Group Assignment (4000 word)
MAN3102	Advanced Taxation	AF	70% Exam 2 hour closed book 30% Class test closed book (50 mins)
MAN3103	Empirical studies in Finance	AF	50% Individual project 50% group project
MAN3104	Project Management	BM, IBM, BRM, IHM, IHTM, TM	60% Individual Assessment (1500 wd) 40% Group Assess/present. (4000 wd)
MAN3105	Issues in Management of Human Resources	BM, IBM, BRM, TM	20% Assignment Plan (500 words) 80% Written Assignment (2500 words)
MAN3106	Marketing Strategy	BM, IBM, BRM, IHM, IHTM, TM	50% Exam 1.5 hour (closed book) 50% Group project (3000 words)
MAN3107	International Retailing	BM, IBM, BRM,	60% 2 hour exam (closed book) 40% Group Report (3000 words)

MAN3108	Issues in International Events Management	BM, IBM, IHM, IHTM, TM	50% Individual Essay (2000 words) 50% Group Portfolio (3000 words)
MAN3109	Retail Logistics	BRM	100% Coursework
MAN3111	Innovation and New Product Development	IHM, IHTM, TM	100% Project (2500 words)
MAN3112	Human Resources Management in the Hospitality Industry	IHM, IHTM, TM	60% In class tests (4) 40% Group Assignments
MAN3113	Strategic Analysis of Hospitality Companies	IHM, IHTM, TM	50% Individual Consultant Report (learning outcomes 1 & 2) 50% Group Consultants Presentation (learning outcomes 2, 3 & 4)
MAN3114	Tourist Behaviour	IHM, IHTM, TM	30% Group essay (3500 words) 70% Closed-book examination (2 hours)
MAN3115	Tourism Consultancy	TM	80% Group Report 6000 words 20% Group Presentation

* not available until 2012/13

Semester Dates:

Semester 1 = autumn semester (03/10/11 – 30/01/12) – exchange students are not expected to be in attendance for reading week.

Semester 2 = spring semester (06/02/12 - 15/06/12)

- Students are expected to be in attendance from the beginning until the last day of the semester) semester one students may leave at the end of January).
- The majority of UG Management modules carry 15 Surrey credits (7.5 ECTS for Erasmus students). There are a few exceptions, so please make sure you are aware how many credits each of module carries. Further information can be found on the module catalogue:
https://sits.surrey.ac.uk/live/ipo/MOD_PRO_DLMC.htm#School%20of%20Management
- Home Surrey students take a total of 120 Surrey credits in a full academic year. We strongly advise students to take at least 60 credits per semester, and 120 credits if here for a full year. Students are permitted to take more than this, or slightly less, if we receive written confirmation of approval from their Home University.
- Examinations will take place between 16/01/2012 – 27/01/2012 for semester 1 and between 28/05/12 – 15/06/12 for semester 2. Other methods of assessment may take place during classes/throughout the semester.
- Students have approximately two weeks from the start of the semester in which to add/drop modules. The deadline for submission of your completed learning agreement is midday on the 17th October 2011 in the first Semester and 20th February 2012 in the second semester. Forms should go to the Student Support helpdesk (34MS01). Please make sure your form is clearly marked for Ms Deborah Edwards and posted in the appropriate locker. If a student changes his/her options after this date they will not be officially enrolled on the module and will be unable to take the assessment/gain credits for their studies.

Academic Calendar 2011-12

Semester week	Date (week Commencing)	Event
Autumn Semester		
0	26 th September	Induction for new students
1	3 rd October	Teaching
11	12 th December	Last week of teaching before vacation
	19 th December	Christmas vacation
	2 rd January	Last week of Christmas vacation
12	9 th January	Revision
13	16 th January	Exams/assessments begin
15	30 th January	Reading week
	3 rd February	End of semester 1
Spring Semester		
1	6 th February	Teaching
8	26 March	Last week of teaching before vacation
	30 th March	Easter Vacation
	23 rd April	Last week of Easter vacation
9	30 th April	Teaching
12	21 st May	Revision
13	25 th May	Exam
15	15 th June	Last week of exams
	15 th June	End of Semester 2

USEFUL CONTACTS

Surrey Business School and the School Of Hospitality and Tourism Management

Dr Margaret Lumbers
Director of International Student Exchange
Email: m.lumbers@surrey.ac.uk
Telephone: +44 (0)1483 686379
Room: 72MS02

Administration and general queries:

Ms Deborah Edwards
International Exchange Administrator
Email: d.edwards@surrey.ac.uk
Telephone: +44 (0)1483 686187
Room: 34MS01

Miss Louise Lawton
International Exchange Administrator
Email: l.e.lawton@surrey.ac.uk
Telephone: +44 (0)1483 686322
Room: 34MS01

Administration and general queries (when
Exchange Team unavailable):

Mr Gary Gould
Undergraduate Team Leader
Email: g.gould@surrey.ac.uk
Room: 34MS01
Telephone: +44 (0)1483 682125

International Relations Office

Mrs Zoe Stevens
Inbound Administrator
Email: studentexchange.iro@surrey.ac.uk
Telephone: +44 (0)1483 683152
Room: BA Building

Accommodation Services

Accommodation Services
No. 13 on the campus map
Tel: +44 (0)1483 682466

Health Centre

University Court
Email: studenthealthcare@surrey.ac.uk

Tel: +44 (0)1483 68 9051 or
+44 (0)1483 68 2072

Inbound Student
Academic year: 2011-12

Name:	
Home University:	
Student Number (URN):	
Module Choices (inc codes): If you are listing more than four modules please confirm (tick) that written approval from your Home University is attached/will follow <input type="checkbox"/> shortly	MAN MAN MAN MAN MAN
Personal Email Address:	
International Contact Number:	

Once you are happy that the above information is correct, please sign and date below.

Signed:

Date:

Please return the completed form to the Student Support Office, 34MS01, before midday on Monday 17th October 2011. The semester two deadline is 20th February 2012. Once you have submitted this form you will be given appropriate access to module sites on Ulearn.

Stag Hill Campus



Legend

- Academic Buildings
- Arts Buildings
- Bus Stops
- Car Parts
- Central Facilities
- Central Facilities
- Central Social Facilities
- Cycle Parks
- Walk/Cycle Route
- Development Area
- Disabled Parking Spaces
- External Organisations on Campus
- Information Point
- Lake and Ponds
- Research Buildings
- Residences
- Residences Reception Buildings
- Vehicle route to Manor Park
- Vehicle route to Stag Hill
- University Buildings

Stag Hill Campus

Buildings

Building Name (Building Code)	Grid Reference	Grid Reference
AA Academic Block (AA)	H5	H5
AB Academic Block (AB)	H5	H5
AC Academic Block (AC)	G5	H6
AD Academic Block (AD)	G5	H6
AQA (Assessment & Qualifications Alliance) (AQA)	G4	E6
ATI (Advanced Technology Institute) (ATI)	D4	E6
Austin Pearce Building (APB)	H3	E6
AW Wolfson Cytotech Building (AWB)	K5	D5
AX Academic Block (AX)	J5	E6
AY Academic Block (AY)	J6	L6
AZ Academic Block (AZ)	I6	J7
BA Building (BA)	I4	J7
BB Academic Block (BB)	H4	J7
BBC Building (BBC)	F5	H6
Boiler House (SE)	I5	D8
Cathedral	G8	E6
Central Distribution (CD)	D4	L7
Centre for Wellbeing (CWS)	L6	J7
Duke of Kent Building (DK)	K6	
Estates & Facilities Management (EFM)	D4	
GSA (Guildford School of Acting) (GSA)	C5	
Health Centre (HC)	L7	
Ivy Arts Centre (IAC)	C5	
Lecture Theatre Block (LT)	H5	
Library Building (George Edward Building) (LIBRARY)	G5	
Learning Centre (LC)	H5	
NatWest Bank (NBK)	E5	
Nodus Centre (NC)	C4	
Oak Suite (Oak House) (OAK)	I6	I6
PATS (Performing Arts Technology Studio) (PATS)	F5	C5
Philip Marchant Building (PMB)	I5	I5
Quiet Centre (QC)	E7	I5
School of Management (MS)	I3	
Senate House (SE)	I5	
Teaching Block (Leggett Building) (TB)	F5	
Students' Union (SU)	I6	T: 3333
University Hall (HA)	I6	T: 999
Wates House (WA)	G6	

Information and Enquiries

Information (Senate House)	I6
Information (GSA)	C5
Security (Senate House)	I5
Conference Office (Philip Marchant)	I5

In an Emergency

On Campus	T: 3333
Off Campus	T: 999

These locations are subject to change and provide a guide only. Visitors should check the location in advance. Alternatively, please come to the main reception (Senate House, Stag Hill campus).

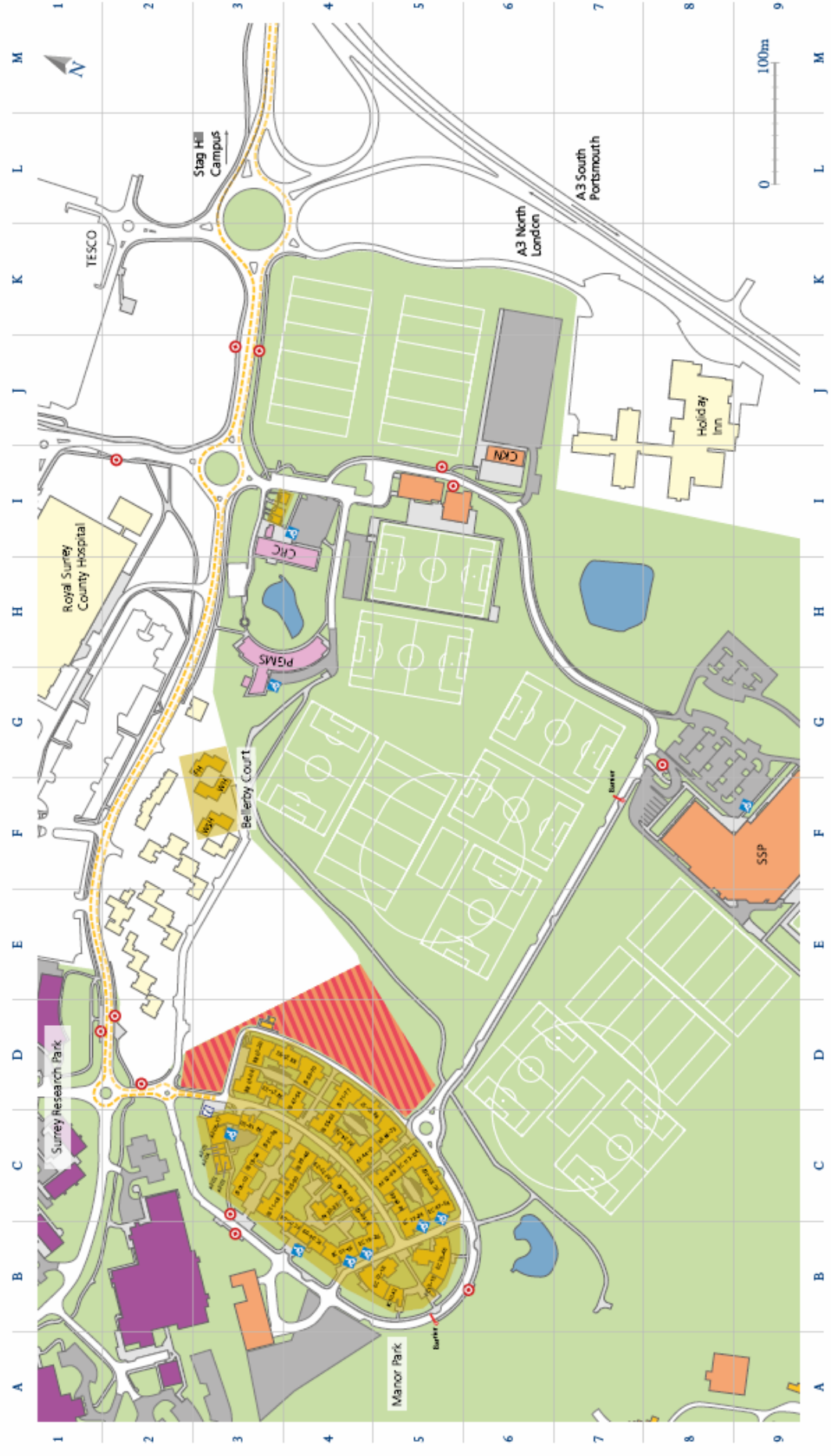
For details of wheelchair access on campus please visit: www.surrey.ac.uk/a1s



Useful Locations

Department	Building Name	Location	Department	Building Name	Location
AC Teaching Rooms	AC Academic Block	G5	Laundrette	AA Academic Block	H5
Additional Learning Support	Library	G5	Lecture Theatres A to M	Lecture Theatre Block	H5
Administration	Senate House	I5	Lewis Elton Art Gallery	Library	G5
Audio Visual Services	Lecture Theatre Block	H5	Marketing and Market Development	Senate House	I5
Bank (including cash point)	NatWest Bank	E5	Oak Suite	Oak House	I6
Bookshop	Learning Centre	H5	Post Office (within Shop)	Learning Centre	H5
Careers Service	Philip Marchant	I5	Post Room	Central Distribution	D4
Cashiers	Senate House	I5	Purchasing & Procurement	Senate House	I5
Cash Point	Students' Union	J6	Registry Student Centre	Hall Undercroft	I6
Chancellor's Bar/Restaurant	Students' Union	K6	Research and Enterprise Support	Senate House	I5
Chaplaincy Offices	AZ Academic Block	I6	Roots Cafe/Bar	Oak House	I6
Communications & PR	Senate House	I5	Safety Office	AX Academic Block	I5
Computing Services	Austin Pearce	H3	Security Office (open 24 Hours)	Senate House	I5
Conference Office	Philip Marchant	I5	Shop (with Post Office)	Learning Centre	H5
Continuing Education Centre	Senate House	I5	Sorrento Cafe	School of Management	H3
Educational Liaison	Senate House	I5	Starbucks Coffee Shop	GSA	C5
Griffiths Lecture Theatre	Lecture Theatre Block	H5	Starbucks Coffee Shop	Oak House	I6
Hillside Restaurant	Oak House	I6	Student Advice & Information Centre	Way, Surrey Court	I6
Information Office	Senate House	I5	Students' Union	Students' Union	J6
International Student Office	Philip Marchant	I5	Surrey Design and Print	Library	G5
International Study Centre	Philip Marchant	I5	Teaching Block 1 to 23	Teaching Block	F5
Islamic Prayer Centre	AA Academic Block	H5	University of Surrey Television	Library	G5
Lakeside Restaurant	School of Management	I3			

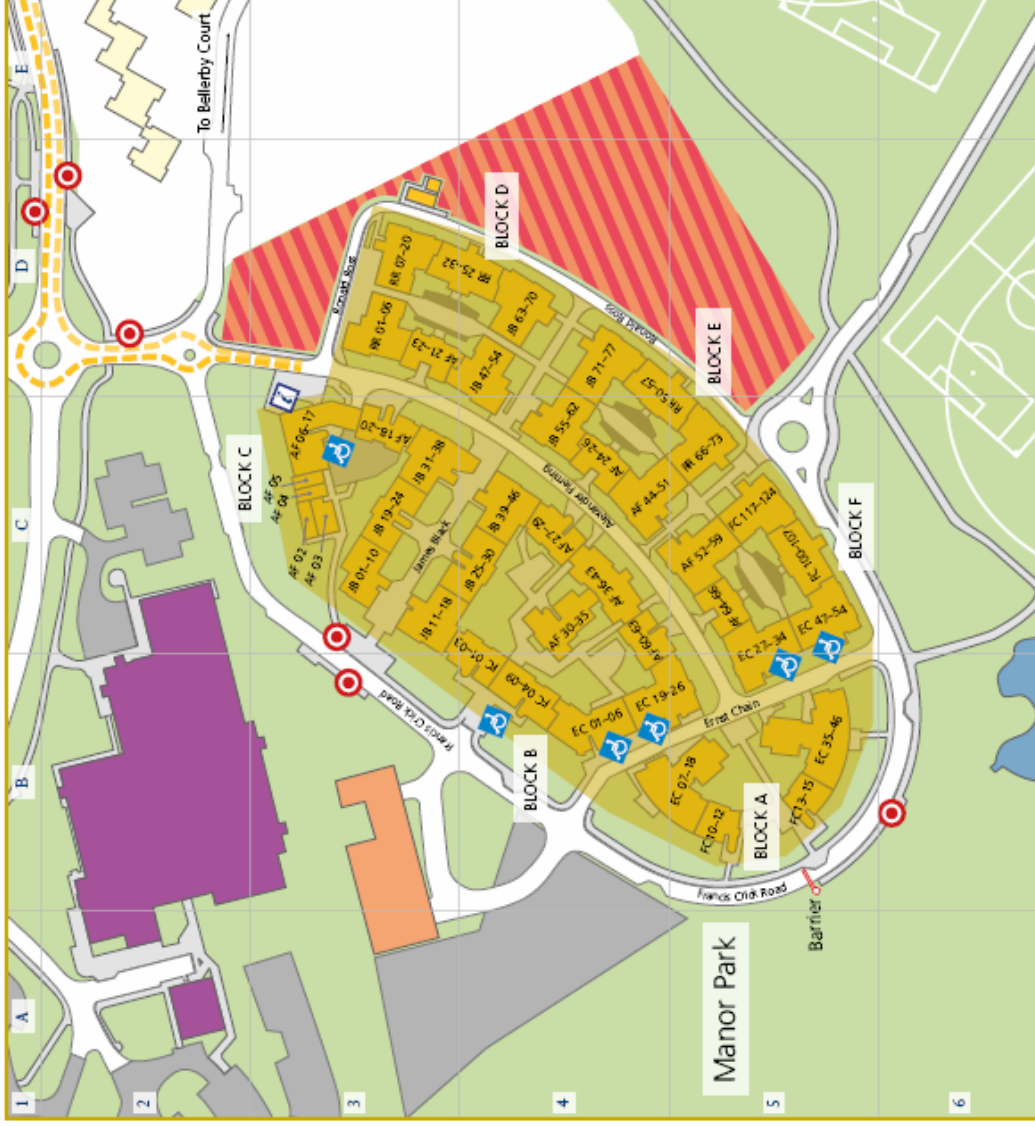
Manor Park Campus



Legend

- Academic Buildings
- Arts Buildings
- Bus Stops
- Car Parks
- Central Facilities
- Central Social Facilities
- Cycle Paths
- Walk/Cycle Route
- Development Area
- Disabled Parking Spaces
- External Organisations on campus
- Information Point
- Lakes and Ponds
- Research Buildings
- Residences
- Residences Reception Buildings
- Vehicle routes to Manor Park
- Vehicle routes to Stag Hill
- University Buildings

Manor Park Campus



Legend

- Academic Buildings
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Buildings	
Building Name [Building Code]	Location
Campus Kids Nursery (CKN)	16
Clinical Research Centre (CRC)	13
Postgraduate Medical School (PGMS)	F3
Surrey Sports Park (SSP)	F9

Restaurants, Cafés and Bars	
Building Name	Location
Starbucks Coffee Shop (SSP)	F9
The Bench (SSP)	F9

Residences	
Building Name [Building Code]	Location
Manor Park Accommodation Reception	C3
Belleby Court	G3
- Francis Harrison House (FH)	F3
- Wealden House (WH)	F3
- West Sussex House (WSH)	F3

Block A	
- EC7-18	B5
- EC35-46	B5
- FC10-12	B5
- FC13-15	B5

Block B	
- AF27-29	C4
- AF30-35	C4
- AF36-43	C4
- AF60-63	C4
- EC01-06	B4
- EC19-26	B5
- FC01-03	B4
- FC04-09	B4
- JB11-18	C3
- JB25-30	C4
- JB39-46	C4

Block C	
- AF02-05	C3
- AF06-17	C3
- AF18-20	C3
- JB01-10	C3
- JB19-24	C3
- JB31-38	C3

Block D	
- AF21-23	D3
- JB47-54	D4
- JB63-70	D4
- RB01-06	D3
- RB07-20	D3
- RB25-32	D4

Block E	
- AF24-26	C4
- AF44-51	C4
- JB55-62	C4
- JB71-77	D4
- RB50-57	D4
- RB66-73	C5

Block F	
- AF52-59	C5
- AF64-66	C5
- EC27-34	C5
- EC47-54	C5
- FC100-107	C5
- FC117-124	C5

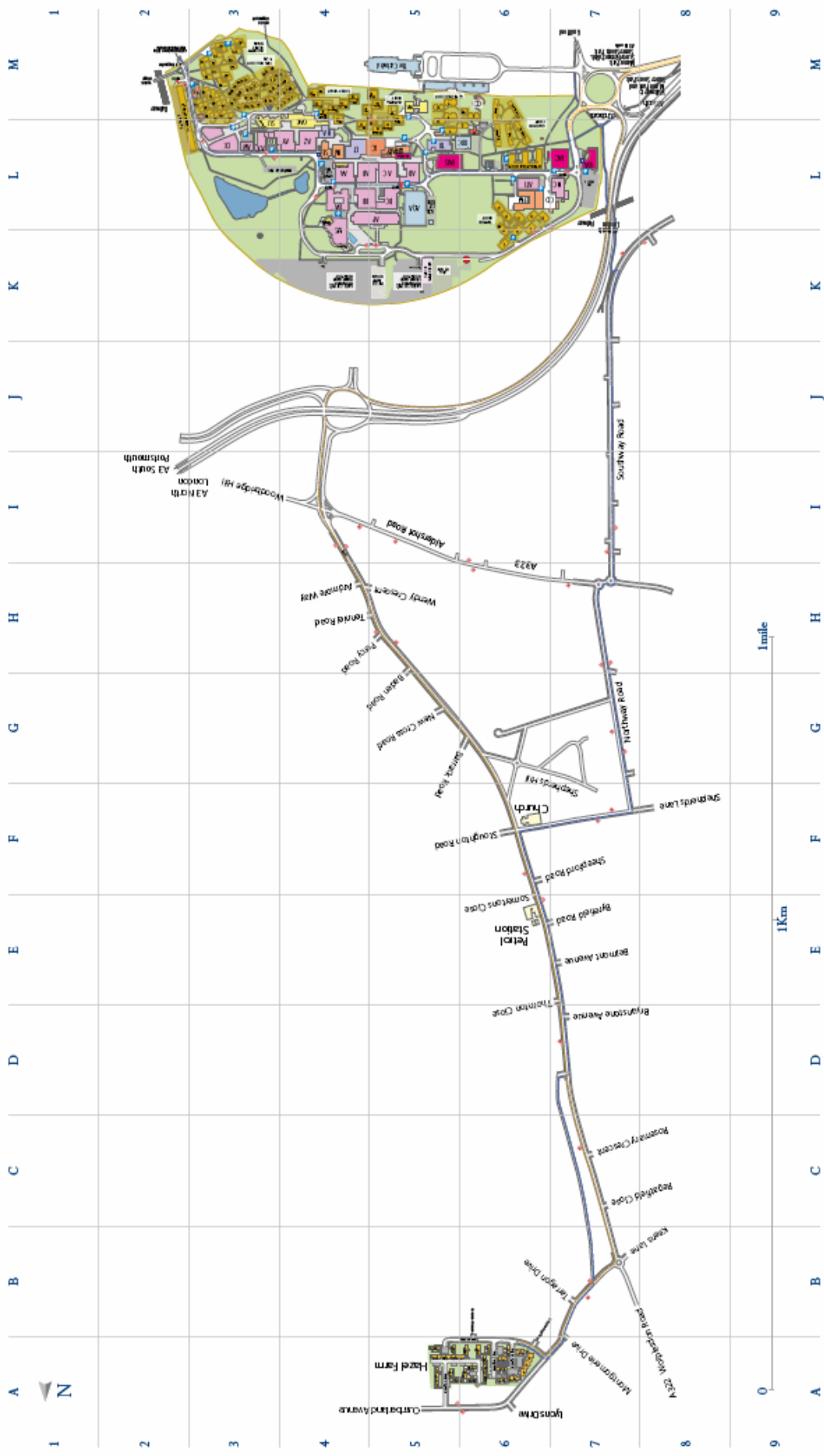
Information and Enquiries
 Information (Manor Park reception) ... C3
 Security (Manor Park reception) ... C3

In an Emergency
 On Campus ... T: 3333
 Off Campus ... T: 999

These locations are subject to change and provide a guide only. Visitors should check the location in advance. Alternatively, please come to the main reception (Senate House, Stag Hill campus).

For details of wheelchair access on campus please visit: www.surrey.ac.uk/als

Hazel Farm to Stag Hill Campus



1 mile
1 km

Legend

- Academic Buildings
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- Research Buildings
- Residences
- Residences Reception Buildings
- Vehicle route to Stag Hill from Hazel Farm
- University Buildings

Hazel Farm



Legend

- Academic Buildings
- Arts Buildings
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From Hazel Farm to Stag Hill

By Car
 Leave Hazel Farm, turning left onto Cumberlan Avenue. At mini-roundabout turn left onto A322 (Worplesdon Road) towards Guildford. Continue through two sets of traffic lights until you reach the large roundabout (under A3). At large roundabout (under A3) keep right and head towards A3 Portsmouth. Join A5. Take first exit heading towards University/Guildford Cathedral. Take first left off roundabout onto Stag Hill campus.

By Bus
 Bus 26 towards Guildford, Friary Bus Station. Service run by Arriva Surrey & West Sussex

Cycling/Walking
 Leave Hazel Farm, turning left onto Cumberlan Avenue. 30 metres before mini-roundabout turn left onto service road. Follow service road until you join Worplesdon Road. Cross the A322 (Worplesdon Road) using the pedestrian crossing and turn left towards Guildford. Follow A322 until you reach traffic lights/crossroads. Turn right onto Shepherds Lane. Take first left onto Northway Road. At the bottom of Northway Road cross A323 (Aldershot Road), crossing on the right-hand side of the roundabout onto Southway Road (opposite). Proceed along Southway Road until you reach a parade of shops. Turn left onto underpass and proceed under the A3 using footpath, turn left towards campus at railings. Turn left towards campus at top of footpath.

Information and Enquiries
 Information Senate House (Stag Hill)
 Security Senate House (Stag Hill)

In an Emergency
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 Off Campus T: 999

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Residences	Building Name (Building Code)	Location
-TV	Laundrette/office (TV)	D4
-	Laundrette (*)	B4
-	Hamilton Close	C4
-	1 11	B4
-	2 21	B4
-	3 31	C4
-	4 41	B4
-	5 51	C3
-	6 61	B3
-	7 71	C4
-	8 81	C5
-	Hamilton Drive	
-	1 11	E3
-	3 31	E3
-	5 51	E3
-	7 71	E4
-	12 12	D3
-	14 14	D3
-	16 16	D3
-	18 18	D4
-	20 20	C4
-	22 22	C4
-	24 24	D4
-	26 26	D4
-	28 28	C3
-	30 30	C3
-	33 33	C4
-	35 35	C4
-	37 37	C4
-	39 39	C4
-	41 41	C3
-	43 43	C3
-	9 91	E4
-	11 11	D4
-	13 13	D4
-	15 15	D4
-	21 21	D4
-	23 23	D4
-	17 17	D4
-	19 19	D5
-	25 25	D4
-	27 27	D4
-	29 29	D4
-	31 31	D4
-	Hamilton Place	B4
-	1 11	B4
-	2 21	B4
-	3 31	B4
-	4 41	B4
-	5 51	B4
-	6 61	B3
-	7 71	B3
-	8 81	B4
-	9 91	B4
-	Oregano Way	
-	30 30	E4
-	32 32	E4

Local Area Road Map

