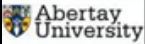




UNIVERSITY CONTACTS 2016/17


This document provides contact details for a range of student support services at SWAP East partner universities. You should feel free to make contact at any stage to discuss any questions or concerns you may have – you don't need to wait until you are a student there.



	Abertay University: www.abertay.ac.uk @AbertayUni Phone: 01382 308000 Campus maps at: www.abertay.ac.uk/studentlife/support/supportforcollegeleavers/findingyourwayaround/	
Admissions & Recruitment: To find out more about the University, how to apply, attending an Open Day or Information Day, or to discuss course options.	sro@abertay.ac.uk 01382 308080 http://www.abertay.ac.uk/courses/apply/	
Career Development Centre: Advice on career decisions at any stage of your course	careers@abertay.ac.uk Twitter: @AbertayCareers Student Services, Level 2, Bernard King Library www.abertay.ac.uk/student-life/career-development-centre/	
Chaplaincy: For students and staff of all faiths and none. Care, help, support and advice in relation to study, work-related or personal problems, or matters of concern.	I.Barrett@abertay.ac.uk Student Services, Level 2, Bernard King Library www.abertay.ac.uk/studentlife/support/chaplaincy/	
Counselling: Providing an opportunity to discuss in confidence any issues which are causing significant concern or distress.	studentservices@abertay.ac.uk Student Services, Level 2, Bernard King Library www.abertay.ac.uk/studentlife/support/counselling/	
Disability Services: Confidential help and assistance in relation to practical and academic matters for students with a disability or long-term medical condition.	studentservices@abertay.ac.uk Student Services, Level 2, Bernard King Library http://www.abertay.ac.uk/student-life/support-and-services/disabled-student-support/	
Funding Advice: Advice and guidance on student fees and funding.	advisory@abertay.ac.uk 01382 308051 http://www.abertay.ac.uk/courses/fees/financing/	
Residences: Information on Abertay University accommodation. To apply for accommodation you must first have an unconditional firm offer of a place at the University.	residences@abertay.ac.uk 01382 308049 www.abertay.ac.uk/studentlife/accommodation/	
Student Academic Support: Help with a range of study skills, including how to use your time more effectively, improving research skills, and effective writing skills.	Studentacademicsupport@abertay.ac.uk Twitter: @AcademicSupport http://www.abertay.ac.uk/student-life/support-and-services/academic/	
Students' Association (UADSA): An independent body which is run for and by the students of the University.	Twitter: @UADSA 1-3 Bell Street http://www.abertaysa.com/	

	University of Dundee: www.dundee.ac.uk @dundeeuni Phone: 01382 383000 Campus maps at: www.dundee.ac.uk/main/campusmap/
Academic Skills Centre: Help with academic skills and critical thinking skills.	asc@dundee.ac.uk T: 01382 384308 www.dundee.ac.uk/asc/
Admissions and Student Recruitment: Information for prospective students.	www.dundee.ac.uk/study/
Careers Service: Careers advice and guidance, including information on job vacancies.	careers@dundee.ac.uk T: 01382 384017 www.dundee.ac.uk/careers/ 1 Airlie Place, Dundee
Counselling Service : If you are feeling unhappy or confused counselling might help clarify issues.	counselling@dundee.ac.uk T: 01382 384164 www.dundee.ac.uk/student-services/counselling/
Disability Services: Confidential help and assistance in relation to practical and academic matters for students with a disability or long-term medical condition.	disability@dundee.ac.uk T: 01382 385402 www.dundee.ac.uk/disability-services/
Enquiry Centre: The Enquiry Centre team can help with all types of queries including travel, accommodation, money issues, study support, and general wellbeing.	enquiry@dundee.ac.uk T: 01382 381900 Student Services Enquiry Centre, DUSA The Union building. www.dundee.ac.uk/student-services/
International Advice Team: Help for international students and their families, including advice on visas, accommodation and practical / social support.	internationalsupport@dundee.ac.uk T: 01382 381381 www.dundee.ac.uk/international/support/
Nursery: Located in the city campus and open to children of students and staff.	nursery@dundee.ac.uk T: 01382 345188 www.dundee.ac.uk/childcare/
Residences Office: Handles applications for University accommodation.	residences@dundee.ac.uk T: 01382 384040 www.dundee.ac.uk/accommodation/
Student Funding: Information and advice on all aspects of financial matters.	studentfunding@dundee.ac.uk T: 01382 384801 www.dundee.ac.uk/student-services/studentfunding/
Students' Association (DUSA): An independent body run by and for students of the University	theunion@dusa.co.uk T: 01382 386060 www.dusa.co.uk Airlie Place, Dundee

	University of Edinburgh: www.ed.ac.uk @EdinburghUni Phone: 0131 650 1000 Campus maps at www.ed.ac.uk/maps	
Accommodation Services: Information on applying for University accommodation.	accom.allocations@ed.ac.uk T: 0131 667 1971 www.accom.ed.ac.uk/	
Admissions and Student Recruitment: Guidance and support for prospective students.	33 Buccleuch Place, Edinburgh EH8 9JS T: 0131 650 4360 www.ed.ac.uk/schools-departments/student-recruitment/about/contact-details	
Advice Place: Help with all types of queries including travel, accommodation, money issues, study support, and general wellbeing. The Advice Place is run by the Edinburgh University Students' Association (EUSA).	<ul style="list-style-type: none"> Central Area: Bristo Square, 0131 650 9225 Potterow.Advice@eusa.ed.ac.uk Kings Buildings: KB House, 0131 650 5822 KB.Advice@eusa.ed.ac.uk Moray House: Paterson's Land, 0131 651 6060 Holyrood.Advice@eusa.ed.ac.uk www.eusa.ed.ac.uk/advice/	
Careers Service: Careers advice and guidance for students of the University.	<ul style="list-style-type: none"> Central Area: 33 Buccleuch Place, 0131 650 4670 careers@ed.ac.uk Kings Buildings: Weir Building, 0131 650 5773 careers@ed.ac.uk Moray House: Paterson's Land 0131 651 6060 Holyrood.Advice@ed.ac.uk www.ed.ac.uk/schools-departments/careers	
Counselling Service : If you are feeling unhappy or confused counselling might help clarify issues.	3 rd Floor, Main Library, George Square T: 0131 650 4170 Moray House, Paterson's Land, 0131 651 6200 Student.Counselling@ed.ac.uk http://www.ed.ac.uk/schools-departments/student-counselling	
Disability Office: Confidential help and assistance in relation to practical and academic matters for students with a disability or long-term medical condition.	3 rd Floor, Main Library, George Square T: 0131 650 6828 Disability.Office@ed.ac.uk Text Phone: 0131 650 9371 www.disability-office.ed.ac.uk	
International Student Advisory Service: Help for international students and their families, including advice on visas, accommodation and practical / social support.	isas@ed.ac.uk T: 0131 651 3185 http://www.ed.ac.uk/schools-departments/international-office/student-advisory	
Scholarships and Student Funding: A single point of contact for prospective and enrolled students in finding help and information on financing their studies.	Old College, South Bridge T: 0131 651 4070 studentfunding@ed.ac.uk www.ed.ac.uk/schools-departments/student-funding/	
Students' Association (EUSA): An independent body run by and for students of the University	EUSA, Potterrow, 5/2 Bristo Square T: 0131 650 2656 Twitter: @eusa reception@eusa.ed.ac.uk www.eusa.ed.ac.uk	


	Edinburgh Napier University: www.napier.ac.uk @EdinburghNapier Phone: 0333 900 6040 Campus maps at www.napier.ac.uk/about/campuses/Pages/home.aspx
Academic Support: Help with developing effective study skills, including time management, study methods, research skills and presentation techniques.	class@napier.ac.uk http://www.napier.ac.uk/study-with-us/undergraduate/student-support
Accommodation Services: Information on applying for University accommodation.	accommodation@napier.ac.uk T: 0131 455 3713 http://www.napier.ac.uk/study/edinburgh/accommodation/Pages/Accommodation.aspx
Admissions: Guidance and support for prospective students.	ugadmissions@napier.ac.uk T: 08455 20 30 50 http://www.napier.ac.uk/study-with-us/undergraduate/how-to-apply
Careers Service: Careers advice and guidance.	careers@napier.ac.uk T: 0131 455 2903 http://my.napier.ac.uk/Careers-and-Development/Careers/Pages/Careers.aspx
Counselling Service : If you are feeling unhappy or confused, counselling might help clarify issues.	counselling@napier.ac.uk T: 0131 455 2929 http://www.napier.ac.uk/study-with-us/undergraduate/student-support
Disability & Inclusion Team: Confidential help and assistance in relation to practical and academic matters for students with a disability or long-term medical condition.	disabilityandinclusion@napier.ac.uk T: 0131 455 2929 http://my.napier.ac.uk/Wellbeing-and-Support/Disability-and-Inclusion/Pages/Disability-and-Inclusion.aspx
Independent Student Advisory Service (ISAS): An independent and confidential student advice service run by the Napier Students' Association. ISAS provides advice on a wide range of matters including finance, debt, accommodation issues, employment rights, benefits, academic appeals, course problems etc.	ISAS operates at each of the main sites. To make an appointment for a confidential one-to-one appointment with an adviser, call 0131 229 8791. ISAS also offers an e-mail helpline service: isas@napier.ac.uk http://napierstudents.com/isas/
Student Funding: A single point of contact for prospective and enrolled students in finding help and information on financing their studies.	studentfunding@napier.ac.uk T: 0131 455 2929 www.napier.ac.uk/study/fees-funding/Pages/Fees-funding.aspx
Students' Association (NSA): An independent body run by and for students of the University	Napier Students' Association, B34 Merchiston Campus, 10 Colinton Road Edinburgh, EH10 5DT T: 0131 229 8791 E-Mail: nsa@napier.ac.uk http://napierstudents.com/



University of the Highlands & Islands (UHI): www.uhi.ac.uk/
@ThinkUHI Phone: 0845 272 3600

NOTE: UHI is a partnership of 13 colleges and research centres and covers a very wide geographical area. A list of the UHI campuses and the programmes which run at each can be accessed on the UHI website at: <http://www.uhi.ac.uk/en/campuses/>

Accommodation: Information on accommodation at the different UHI campus locations.	http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/accommodation
Admissions: Information on the UHI Admissions Policy and how to apply.	http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/how-to-apply/studying-at-uhi/first-steps/admissions
Careers: The University Careers Centre provides advice and information on possible future career options.	http://www.uhi.ac.uk/en/students/careers
Counselling: Information on how you can access help if you feel you would benefit from counselling.	http://www.uhi.ac.uk/en/students/support/getting-help-at-uhi/counselling
Disability Service: Confidential help and assistance in relation to practical and academic matters for students with a disability or long-term medical condition.	http://www.uhi.ac.uk/en/students/support/disability-matters
Students' Association (HISA): An independent body run by and for students of the University.	http://www.hisa.uhi.ac.uk/
Student Funding: Each of the UHI campuses has student support staff who can offer support and guidance on a wide range of topics including finance. In addition, all students have online access to a Central Support Team who can answer queries or refer then to someone who can help locally.	Details of campus student support staff is available from the UHI website at: http://www.uhi.ac.uk/en/students/support/disability-matters/accessing-learner-support/student-support-contacts The Central Support Team can be contacted by email to: support@uhi.ac.uk http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/how-much-will-it-cost
Student Support: Student support at UHI is provided through a network of both local and central student support staff.	http://www.uhi.ac.uk/en/students/support/getting-help-at-uhi/getting-help-at-uhi
Learner Support: There is a student support contact at every UHI Academic Partner who can provide access to a range of services, such as, assessing academic support needs, assessing alternative assessment arrangements, Help with assessment for dyslexia, Help in organising personal support (e.g. note takers), or access to, and demonstrations of, specialist software and equipment	http://www.uhi.ac.uk/en/students/support/disability-matters/accessing-learner-support http://www.uhi.ac.uk/en/students/support/disability-matters/accessing-learner-support/student-support-contacts


	Heriot Watt University: www.hw.ac.uk @HeriotWattUni Phone: 0131 449 511 Campus maps at www.hw.ac.uk/about/maps-directions.htm
NOTE: Most support services at Heriot-Watt University's Edinburgh Campus are administered through Student Support and Accommodation Services in the Hugh Nisbet Building, main number: 0131 451 3386. More specific contact info is listed below:	
Accommodation Services: Information on accommodation at the University and how to apply.	halls@hw.ac.uk T: 0131 451 3385 www.hw.ac.uk/student-life/campus-life/edinburgh/accommodation.htm
Admissions: Guidance and support for prospective students, including information on University Open Days.	ugadmissions@hw.ac.uk T: 0131 451 3376 www.hw.ac.uk/student-life/how-to-apply/undergraduate.htm
Advice Hub: Run by the Students' Association, the Advice Hub provides free, impartial and confidential advice and support and is there to help with any difficulties you have during your time as a student.	Advice Hub, Hugh Nisbet Building T: 0131 451 4535 www.hwusa.org/advice-hub
Careers Service: The Careers Service provides a professional, high quality careers guidance and information service for students and recent graduates.	1.13 Scott Russell Building T: 0131 451 3396 careers@hw.ac.uk Twitter: @hwucareers www1.hw.ac.uk/careers/
Counselling Service : If you are facing difficulties and are unsure how to deal with them, or are struggling to cope with any aspect of your life, you could find that talking things over with a professionally qualified counsellor can help.	To make an appointment go to the Student Support and Accommodation office in Hugh Nisbet Building or call 0131 451 3386. www.hw.ac.uk/students/health-wellbeing/counselling/who-we-are.htm
Disability Service: Confidential help and assistance in relation to practical and academic matters for students with a disability or long-term medical condition.	disability@hw.ac.uk T: 0131 451 3509 www.hw.ac.uk/students/health-wellbeing/disability.htm
Students' Association (HWUSA): An independent body run by and for students of the University.	Heriot Watt University Students' Association T: 0131 451 5333 General Enquiries: info@hwunion.com Twitter: @HWUnion www.hwusa.org/
Student Funding & Scholarships: Help and advice on all aspects of funding your studies.	studentsupport@hw.ac.uk T: 0131 4513386 www.hw.ac.uk/student-life/scholarships/financial-support.htm
Study Support / Effective Learning Service: Help with developing your study skills, including planning and organising, writing effectively, efficient reading, meaningful note making, and revision and exam techniques.	https://www.hw.ac.uk/is/skills-development/study-support.htm



University of St Andrews: www.st-andrews.ac.uk @univofstandrews Phone: 01334 476161
Campus maps at: www.st-andrews.ac.uk/maps/

Access & Outreach: Information on the University's initiatives to make St. Andrews more accessible to a wider range of applicants, including mature students and those from areas where higher education participation rates have been traditionally low	T: 01334 462346 schools.access@st-andrews.ac.uk www.st-andrews.ac.uk/study/access/
Admissions: Guidance and support for prospective students, including information on University Open Days.	www.st-andrews.ac.uk/administration/admissions/ T: 01334 462150
Advice & Support Centre (ASC): The ASC is the front door to the University for all students. Students can walk in with any query, small or large, and we will help, or direct you to the appropriate office	ASC, 79 North Street T: 01334 462020 theasc@st-andrews.ac.uk www.st-andrews.ac.uk/administration/asc/
Careers Centre: The Careers Service provides a professional, high quality careers guidance and information service for students and recent graduates.	The Careers Centre is situated opposite the Students Association, at 6 St Mary's Place. T: 01334 462688 careers@st-andrews.ac.uk www.st-andrews.ac.uk/administration/careerscentre/
Counselling Service : If you are facing difficulties and are unsure how to deal with them, or are struggling to cope with any aspect of your life, you might find that talking things over with a professionally qualified counsellor can help.	http://www.st-andrews.ac.uk/students/advice/counselling/ The first step is to meet with a Support Adviser who will try to make sure you are directed to the Counsellor best suited to help you. To book an appointment with a Support Adviser:- Call: 01334 462020 or Email: studentservices@st-andrews.ac.uk
Disability Office: Advises students with physical disabilities, sensory impairments, unseen medical conditions, mental health difficulties and Autistic Spectrum Disorders, and students with specific learning difficulties.	You can make an appointment to see a disability adviser in several ways. You can email the Disability Team: disability@st-andrews.ac.uk . You can telephone on 01334 462720 or you can come along to the office in Eden Court, The Scores anytime between 9am-5pm, Monday-Friday. www.st-andrews.ac.uk/students/advice/disabilities/
Fees, Funding & Scholarships: Help and advice on financial matters.	For concerns about debt or managing money make an appointment with Joyce Lapeyre, Money Adviser: money.advice@st-andrews.ac.uk For information on scholarships and bursaries, contact the Finance scholarship team on 01334 46 3094 or email finschol@st-andrews.ac.uk www.st-andrews.ac.uk/students/money/
Student Accommodation: Information on accommodation at the University.	Residential & Business Service, Butts Wynd T: 01334 462510 accommodation@st-andrews.ac.uk www.st-andrews.ac.uk/accommodation/ug/current/
Students' Association: An independent body run by and for students of the University.	University of St Andrews Students' Association, St Mary's Place T: 01334 462700 E: union@st-andrews.ac.uk www.yourunion.net/ Twitter: @StAndrewsUnion

 <p>UNIVERSITY OF STIRLING</p>	<p>University of Stirling: www.stirling.ac.uk @StirUni Phone: 01786 473171</p> <p>Campus maps at: www.stir.ac.uk/about/getting-here/</p>
<p>Accommodation: Information on University accommodation and how to apply.</p>	<p>accommodation@stir.ac.uk T: 01786 467060 www.stir.ac.uk/campus-life/accommodation/</p>
<p>Admissions: The University has a centralised Undergraduate Admissions Office. Should you wish to discuss any aspect of your application please feel free to get in touch.</p>	<p>http://www.stir.ac.uk/undergraduate-study/admissions@stir.ac.uk T: 01786 467044 Tracey Kerr, Widening Participation Manager T: 01786 467045 maturestudents@stir.ac.uk</p>
<p>Advice Point: This is staffed by staff from the Student Support Services team and by University of Stirling students who provide initial information about the services on offer and direct students to the appropriate service to best meet their needs.</p>	<p>http://www.stir.ac.uk/student-support/contact-us/ The Student Advice Point is open Monday-Friday 1000–1700. E: studentadvice@stir.ac.uk T: 01786 467088</p>
<p>Career Development Centre: The Careers Service provides a professional, high quality careers guidance and information service for students and recent graduates. The Job Shop advertises part time and casual work throughout the year.</p>	<p>www.careers.stir.ac.uk careers@stir.ac.uk T: 01786 467070</p>
<p>Mentoring: The University runs a peer mentoring scheme through which first year undergraduates can make informal contact with two current students.</p>	<p>steer@stir.ac.uk www.steer.stir.ac.uk/</p>
<p>Student Support Services: Provides a range of services to support you during the course of your studies and to help you prepare for life after graduation. This includes:</p>	<p>Information specifically for mature entrants can be found at: http://www.stir.ac.uk/undergraduate-study/mature-students/student-support/</p> <ul style="list-style-type: none"> • Counselling & Wellbeing T:01786 467080 student.counselling@stir.ac.uk • Disability Advisors T: 01786 466612 studentadvice.disability@stir.ac.uk • Money Advisors T: 01786 467080 studentadvice.money@stir.ac.uk <p>www.stir.ac.uk/campus-life/support-and-wellbeing/</p>
<p>Student Learning Services: Offers help and advice in all aspects of academic life, including workload, study skills, essay writing etc.</p>	<p>sls@stir.ac.uk T: 01786 467950 www.stir.ac.uk/campus-life/learning-support/student-learning-services/</p>
<p>Students' Union: An independent body run by and for students of the University.</p>	<p>Stirling Students' Union, The Robbins Centre, Stirling E: theunion@stir.ac.uk T: 01786 467166 Twitter: @stirlingunion www.stirlingstudentsunion.com/</p>

 Queen Margaret University EDINBURGH	Queen Margaret University: www.qmu.ac.uk @QMUniversity Phone: 0131 470 0000 Campus maps at www.qmu.ac.uk/campus-tour/university-square.htm
<p>NOTE: All services at Queen Margaret University are reached via the main University switchboard by calling 0131 474 0000. Student services are located on the main University campus at Musselburgh.</p> <p>A PDF copy of the booklet 'Student Guide to Services' can be downloaded from www.qmu.ac.uk/student-services/student-services-guide.htm</p>	
Accommodation Services: Information on applying for accommodation at QMU.	accommodation@qmu.ac.uk www.qmu.ac.uk/accommodation/default.htm
Admissions: Guidance and support for prospective students, including information on University Open Days.	admissions@qmu.ac.uk www.qmu.ac.uk/registry/admissions.htm
Careers Service: The Careers Service provides a professional, high quality careers guidance and information service for students and recent graduates.	careers@qmu.ac.uk www.qmu.ac.uk/careers/default.htm
Counselling Service : Counselling is a free service available to all matriculated students. We offer short-term counselling, normally up to six sessions, to help you with any personal problems which might be affecting your academic work or your general health and wellbeing.	Counselling is part of Student Services and is based in the Student and Staff Information point on Level 1. To make an appointment email counselling@qmu.ac.uk . www.qmu.ac.uk/student-services/counselling.htm
Disability Service: A team of Disabled Student Co-ordinators, specialist tutors and student assistants, supported by full time Disability Advisers are dedicated to the provision of support and guidance for disabled students.	If you are a student with a disability (or if you think you may have a disability), please contact the Disability Adviser relevant to the School in which you will study. You can email disabilityadvisers@qmu.ac.uk or phone 0131 474 0000 www.qmu.ac.uk/student-services/disability.htm
Effective Learning Service (ELS): The Effective Learning Service at QMU provides guidance and support for all students wishing to develop their study and learning skills.	The ELS is based in room 1153 in the Learning Resource Centre, and is open to students from 9.00 to 16.30 Monday to Friday. Drop in or send an email to ELS@qmu.ac.uk www.qmu.ac.uk/ELS/
Mentoring: QMU runs a peer mentoring scheme which gives new students the chance to be meet existing students and benefit from their knowledge and experience.	mentoring@qmu.ac.uk www.qmu.ac.uk/mentoring/
Student Funding: The Funding Advice Service exists to provide information and guidance for all students regarding the funding available to them.	Contact Bill Stronach, Student Funding Adviser, Student Services T: 0131 474 0000 or E: studentfunding@qmu.ac.uk www.qmu.ac.uk/student-services/financial_advisory.htm
Students' Union: An independent body run by and for students of the University.	Queen Margaret University Students' Union T: +44 (0)131 474 0000 (quote 'Students' Union' when prompted) E: union@qmu.ac.uk Twitter: @QMUSU http://qmusu.org.uk/