

The following information has been put together to help you better understand the operation of the AHA Office in London and our expectations of you as a student here. Please read this carefully, and refer to it throughout your time in London.

AHA International
6 Great James Street, London WC1N 3DA
Tel: 0207 831 2760

Opening Hours:
Monday – Thursday 9.30am – 5.30pm

AHA Staff Contact Information	Faculty:
Programmes Director, Martin Upham - Mon to Thurs Email: martin@ahalondon.org.uk Home: 020 8340 8202 - Mobile : 07886 259297	Jean Elliott – ellie.dickens@btinternet.com Carole Machin – carole.machin@btinternet.com
Study Abroad Administrator, Mary Hiles – Mon to Fri (till 12.30pm on Fri) Email: mary@ahalondon.org.uk Office Phone: 020 7831 2760	Andreas Staab – epicseminars@aol.com Althea Stewart – althea.stewart@btinternet.com Keith Surridge – keithsur@btinternet.com
Housing Co-ordinator, Maggie Kovacevic Monday 9.30am – 2.30pm; works off-site rest of week Email: maggie@ahalondon.org.uk Home: 01923 826114 - Mobile: 07952 491520	Julie Andreshak-Behrman – juliean@rocketmail.com Judy Dobbs – judith.dobbs@o2.co.uk

Academic information

Course Registration – Monday September 12th

Course Registration forms will be handed out at the first mandatory weekly meeting on September 12th and will be due by the end of that day. No changes can be made to course registration after September 12th.

Even if you do not wish to make any changes to your pre-enrolment you must still hand in a form.

Feel free to audit classes on Weds, Thurs, and Mon in order to see which courses interest you most! The period is also a good time to check with your university if you are unsure about how they will handle your study abroad course credits.

Excursions

We expect your best behaviour on all excursions (this includes being on time and awake!). Always make sure you are clear on where/when you are meeting and know how to reach your destination. Many of your classes will meet out and about in London so make sure you leave adequate time for travelling since delays are always possible. If you have any questions refer to your weekly bulletin or ask a member of staff.

Mandatory Group Meeting

There is a weekly meeting every Monday at 11.15am which all students are required to attend. At the meeting you will receive a bulletin outlining the week's events along with any theatre tickets needed for shows that week. If a special circumstance prevents you from attending, you must notify a member of staff and ask another student to collect your bulletin/tickets for you. If no one collects your tickets we will assume that you do not want to use them. Maggie will also be available after the meeting if you would like to speak with her about a particular issue in private, or you can email, telephone or meet her off-site during the remainder of the week.

Travelling Forms

The UK Border Agency requires that you inform us when you are not in London. If you are travelling overseas or going out of town for the weekend you must fill out and return a Weekend Travel form (enclosed in your orientation pack from Maggie). Copies of the form are available from Mary or Maggie and can also be found in the office.

Website - www.ahalondon.org.uk

The AHA London Centre website is updated at least once a week with excursion photos, administrative data (forms, weekly bulletin, timetable, etc.), and academic information. We would love to receive your excursion photos to post on the website—please email them to mary@ahalondon.org.uk.

London Centre Facilities

6 Great James Street is a beautiful listed Georgian building—we know you will take great care of it!

Please help us to keep the building clean by not leaving food or drinks lying around, avoiding (and cleaning up any) spills, and placing your gum and paper in the bin. The building dates from the 18th century and the wood panelling the classrooms is original so it's important that you do not pin anything to the walls. Our stairs are also quite uneven, so take great care when on the stairs and do not run or push each other. Please also remember that the Centre is a quiet building, so no shouting or loud singing (yes, it happens!)

The study rooms open and close with the Centre so computer and internet facilities are available ONLY on class days. The premises will be locked up after the last class finishes for the day.

The Centre applies a strict no smoking policy. *This includes the threshold and the area immediately outside the building.* If you would like to smoke please walk to the end of the street and dispose of the butts in a responsible manner. Fines are imposed by local councils for littering the streets.

Administration

Mary and Martin are always available to answer any queries. Please note that the office telephone is not available for student use except in an emergency. The copy machine is available for university business only. If you need to use either please ask.

Trays

All faculty and staff letter trays are located in office room with the photocopier.

Food and drinks

Feel free to use the cutlery/ cups in the kitchen and help yourself to some tea. *We do ask that you bring anything you use back to the kitchen and wash it with the soap provided.* Food /drinks should not be brought into the computer room and library. **Most importantly, anything having to do with food or drinks (leftovers, packaging, paper coffee cups) must be disposed of in the lidded trash can in the kitchen.** Your cooperation is very much appreciated!

Recycling

We try to be as environmentally friendly as possible and like to recycle what we can, so please help us during your time here! The blue recycling containers in each classroom are for paper. You can recycle your cans, bottles, etc in the large green recycling sack in the kitchen. *Please rinse your bottles and food containers out before putting them in the sack.* Unfortunately, Caffe Nero cups are **not** recyclable at this time and need to be thrown away – just ensure they are empty before placing them in the bin.

Student Lounge

We hope you will make this room your own! Why not borrow a novel from the bookshelf to read on your commute or store your lunch in the fridge? Please label any food placed in the fridge with your name. Also, remember to dispose of any food waste in the kitchen.

Library

Books can be taken *overnight* but please remember to bring them back—leaving them at your homestay at the end of the programme isn't an option. ***Thank you for putting books back where you found them!***

Computer room

The Computer Room is equipped with desktops and printer. If you are the last person to use a computer please shut it down. As a general rule, the primary use of the computers is academic work and printing. If someone is waiting to type a paper and you are checking email/ Facebook please limit your time.

Wireless

If you would like to connect your laptop to the AHA wireless network you must connect to our SSID (network name) and enter a network key (password). Once the information is entered you shouldn't have to do it again! Laptops should not be used during class time.

SSID: AHAINTE or AHA-STUDENTS (depending on signal strength)

Network Key: to be given during the Monday of orientation

Keep yourself informed

Always check the front hallways for academic updates, useful information and things to do around London. And don't forget to have a look at the website for your weekly schedule and for excursion pictures. And if you're not sure about something, just ask us!

Have a great semester in London!