

Using Technical Resources

This guidance was created in collaboration between the SU and the Technical Services team.

The Technical Services Team is keen to support student societies and society activities.

All students have access to the MRC and its general stock. Society leads are welcome to add hoc book MRC equipment for their activities during undergraduate taught term time. This can be done using [Smarthub](#) on their own accounts. If a society wants to book multiples of items for group use, they should contact the MRC (mrc@norwichuni.ac.uk) to discuss their booking and ensure it does not impact wider availability of equipment. The MRC team will guide them through the process and confirm if equipment is available.

Other Technical areas are more specialist and need to balance the needs of the academic calendar and student bookings.

In these areas, we ask that Societies engage with the technical team to plan and schedule their activities in advance. **We recommend speaking to the technical area you want to work with a minimum of 2 weeks lead time for the activity you might want to undertake.**

Specialist Technical Resources include all the areas that are included in the [Campus Workshops and Technical Studios](#) Section of the VLE.

To work with these areas please speak to the technical staff in the area first, they and the relevant Technical Services Manager can work with you to look at:

- Availability. Defined dates and times the society might use, mapped out in advance. The Technical team in the area will indicate when the best dates and times are.
- Any parameters for usage – for example an induction may be required for Society members to be able to engage with the area properly.
- Some areas have health and safety considerations that are important to any user in the area. Staff will highlight these and what they might mean for the Societies activity.

All areas will have times of year when they need to prioritise course activity, so please be aware that there may be times that a technical area won't be available for society use. For example, around submission points, or during production periods in some areas.

For the technical team, society leads are the points of contact and will manage the societies bookings with them. If the students running a society change, they need to contact the technical team to let them know.

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It is important to include the SU Societies team in your communications – CC the studentsunion@norwichuni.ac.uk.

Members of a society are encouraged to use the Open Induction Program to gain access to an area. Each Technical Services area will advertise any available Open Inductions on their VLE pages.

The society membership does not supersede this, as these Open Inductions will cover both areas specific safety information and how to use equipment. If member joins late and no Open Inductions are available at that time that may mean they are required to wait to be able to fully engage with the area until the next induction is available.

Useful Contact details and sources of information

The VLE – see the Technical Resources VLE page for information about technical services areas.

<https://vle.norwichuni.ac.uk/course/index.php?categoryid=13>

Each Technical Area will have contact details for the Technicians that run it on the VLE page for that area. The Technical teams are managed by a group of 5 Technical Services Managers listed here, if you are unsure which Technician you need to speak to you can approach the Managers in the first instance.

Computer Arts and Technology (CAT) – CAT covers the Creative Tech Labs, Animation and VFX labs, Stop Motion Studio, Monastery Sound Rooms, St Andrews computer labs. Contact Technical Services Manager Computer Arts and Technology (CAT)

Design – Design covers the Design Studio Helpdesk and Design Studios, campus printing resources, Printmaking and the Drawing Studio. Contact Technical Services Manager Design

Fabrication – Fabrication covers the 3D workshop, Make Space, Architecture and Interior Design and the Bank Plain Project Space. Contact Technical Services Manager Fabrication

Fashion and Textiles – Fashion and Textiles covers the Fashion studios, Constructed Textiles, Print and Dye and Textiles Digital Print. Contact Technical Services Manager Fashion and Textiles

Production – Production covers the Film, Photography, VP and Bank Plain Sound Studios. It also covers DSR, the MRC, Esports and Campus AV. Contact Technical Services Manager Production

If you are unsure who to contact please email the SU and we can help you find the correct member of staff.

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Equipment Summary

Is the equipment you need available via the MRC?

YES

NO

Do you need more than one piece of equipment?

NO

YES

Book via SmartHub and let the SU know

Email mrc@norwichuni.ac.uk and CC in studentsunion@norwichuni.ac.uk

Contact the relevant Technical Services Manager for advice and guidance. CC in studentsunion@norwichuni.ac.uk

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Rooms/Facilities Summary

Is the space you want to book listed under Campus Workshops and Technical Studios on the VLE

YES

NO

Contact the relevant Technical Services Manager TWO WEEKS in advance of needing the space. CC in studentsunion@norwichuni.ac.uk into your communications with them. You will still need a risk assessment for the space and this should be provided to the SU. Depending on the space and activity you may be asked to fill out a risk assessment for the technical services team.

Follow the SU room booking process

Have your members completed an Induction for the space?

YES

NO

Amazing! Make sure to double check that all attendees have completed this - it is very important!

All members involved in the activity should complete the Open Induction Program to gain access to an area. Each Technical Services area will advertise any available Open Inductions on their VLE pages.

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