



# the Crucial Guide

for undergraduates

2011

All you need to know to settle into student life at Manchester



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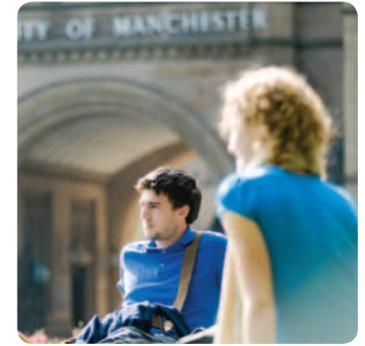
The University of Manchester

MANCHESTER  
1824

The bearer is a student of  
The University of Manchester.

Please allow them free passage on the 147 bus  
between Sackville Street and Oxford Road from  
12 September 2011 to 23 September 2011.

Registrar and Secretary



# Welcome to Manchester

Congratulations: you're coming to The University of Manchester! Well done on all your hard work – and a warm welcome to what we hope will be your much-loved home for the duration of your undergraduate studies with us – and perhaps beyond.

With our proud tradition of academic excellence, outstanding opportunities to boost your career prospects and personal development, and one of the world's most exciting cities on our doorstep, we're confident that you've made the right decision on choosing The University of Manchester – and we look forward to you becoming part of our thriving community.

## What's so Crucial?

This Crucial Guide for new undergraduate students will help you to:

- 1. Prepare** for coming to University, with tips on what you need to do before you arrive, including our guide to the all-important registration process
- 2. Settle** into University life, discovering everything you need to do when you arrive, with plenty of useful advice
- 3. Discover** the **Less Crucial** bits – aspects of University you might want to look into once you're settled, in Year 1 and beyond

You'll find handy **Crucial Checklists**, to help you get organised and keep track of what needs to be done, plus **Crucial Features** on different aspects of student life.

And look out for "**If only I'd known...**" boxes, containing the sighed wishes of current Manchester students on things they would love to have known before coming to Uni – so that you will know and can benefit accordingly.

### Distance learners

If you are starting your studies but won't be physically located in Manchester, take a look at our dedicated advice and guidance for distance learners on The Crucial Guide Live:  
[www.studentnet.manchester.ac.uk/crucial-guide](http://www.studentnet.manchester.ac.uk/crucial-guide)

### International students

Coming to Manchester from outside the EU? Please read this guide in conjunction with the **International Students' Arrival Guide**, which you'll also receive from us and which you'll find further reference to in this guide.

### Start of Year Fair

**20-21 September, 2011**

**University Place Square, Oxford Road**  
During Welcome Week, don't miss the Start of Year Fair. This crucial event will provide further help, support and information to help you settle in, and get your new life in Manchester off to a flying start.



## Diary dates

### The academic year

**Semester 1**  
19 September 2011 –  
29 January 2012

**Break**  
16 December 2011 –  
16 January 2012

**Semester 2**  
30 January – 8 June 2012

**Break**  
23 March – 16 April 2012

### Exams

**Semester 1**  
16–27 January 2012

**Semester 2**  
17 May – 6 June 2012

**Re-examinations**  
20–31 August 2012

### Welcome Week

**Welcome and Orientation (for international students)**  
15–18 September  
See Arrival Guide p30 for more information

**Start of Year Fair**  
20–21 September 2011  
Marquee outside University Place (map ref 37), Oxford Road site

**Student Fair**  
20–22 September 2011  
Academy 1, Oxford Road site (campus map ref 78)

**Sport, Health and Activity Fair**  
20–22 September 2011  
Students' Union and Academy 1, Oxford Road (campus map ref 68 and 78)



## Crucial checklist 1: Before you arrive

<input type="checkbox"/> Apply for University accommodation	4
<input type="checkbox"/> Check your vaccines	4
<input type="checkbox"/> Get online with the University	5
<input type="checkbox"/> Register and pay your fees	6
<input type="checkbox"/> Plan your journey to Manchester	10
<input type="checkbox"/> Learn about student arrival in Manchester	12

Welcome Week is a hectic time in every new student's calendar – make it easier on yourself by getting as much done as possible before you arrive. That will free you up for more of the fun stuff when you arrive – and might help calm any pre-Uni nerves, since you'll know you're as prepared as possible...

## Crucial checklist 1:



# Apply for University accommodation

By the time you get this guide, most of you who are planning to live in University accommodation will already have applied for your preferred hall of residence. Well done for being so prompt, and we look forward to welcoming you to your new home.

If you have yet to apply, don't delay any longer – we need to receive your application by Wednesday 31 August in order to guarantee you a place.

You can apply online today:  
[www.manchester.ac.uk/accommodation/application](http://www.manchester.ac.uk/accommodation/application)

### checklist:

- Apply for University accommodation by 31 August

### Find out more...

For full details of our first-year accommodation guarantee for UK/EU students: <http://bit.ly/mbrGSM>

For all accommodation-related information for international students: Arrival Guide p30

To discuss any special accommodation requirements: *Speak to/email one of our advisors using our contact details (see below).*

For information on privately rented accommodation options: [www.manchesterstudenthomes.com](http://www.manchesterstudenthomes.com)

For student-run online groups relating to your hall of residence: Search on Facebook: [www.facebook.com](http://www.facebook.com)

### Contact us

The Accommodation Office, University Place, Oxford Road  
Campus map ref: 37  
tel +44 (0)161 275 2888  
email: [accommodation@manchester.ac.uk](mailto:accommodation@manchester.ac.uk)  
[www.manchester.ac.uk/accommodation](http://www.manchester.ac.uk/accommodation)

# Check your vaccines

In the last few years, incidences of mumps and measles in teenagers and young adults have increased across the UK. To protect our student community, we therefore advise you to **get a Meningitis C vaccination and a second MMR (Measles, Mumps and Rubella) vaccination before coming to university**, if you have not already done so.

If you are unsure whether or not you are already covered, please check with your doctor or your local Child Health Records Department before coming to university. If you have any difficulty in getting the vaccines, contact the Patient Advice and Liaison Services – tel +44 (0)161 219 9451.

Please note that the vaccines are not recommended if you are pregnant.

### Find out more...

Mumps Advice  
<http://bit.ly/iBhFjV>

### checklist:

- Check your vaccinations record



# get online

## Sign up to University IT\*

### Tell us you're coming

If you haven't already done so, you need to let us know that you're coming to Manchester.

You should have received details of how to confirm your attendance, which is the first step towards registering and formally becoming a member of the University.

Full details of this process can be found online:  
[www.manchester.ac.uk/ug/confirmation](http://www.manchester.ac.uk/ug/confirmation)

## Set up your student IT account

The next thing to do is complete 'IT Sign Up'. This will allow you to complete Registration, and will also give you access to our extensive IT facilities, including your own University email account.

1. You will receive an email – to your personal email address – from the University letting you know that an IT account has been created for you. *You cannot sign up until you receive this message.*

2. You can then get online at: [www.manchester.ac.uk/itservices/itaccountmanager](http://www.manchester.ac.uk/itservices/itaccountmanager)

### To set up your account, you will need:

- Your date of birth
- Your University of Manchester ID number (listed in all communications that you have received from the University's Admissions team)

You will receive your own unique username and password, which you can then use to **register** at the University (see p6).

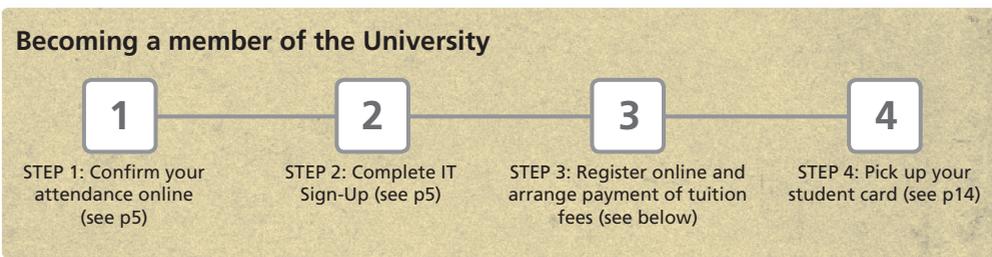
As with all log-in details, you should protect your personal data by not sharing these with anyone else. For University regulations around computer use, see <http://bit.ly/iUetzl>

*\*Please note – if you don't have access to a computer for these tasks, you can wait until you get to the University and use a computer in one of our PC clusters. Be warned, though: it gets very busy in Welcome Week!*

### checklist:

- Confirm you're coming to Manchester
- Set up your student IT account

# Registration



## What is registration?

Registration\* is a crucial part of becoming a student of the University. It's an online process that requires you to confirm personal details, check course information and pay – or make arrangements to pay – your tuition fees. *You are not a member of the University and can't access any of our services – including attending lectures – until you register.*

## When to register

You will receive an email from the University, inviting you to register – please don't attempt to do so before you get this.

You can register, at your own pace and at a convenient time, between **Thursday 1 September** and the deadline of **Friday 30 September**. If you do not complete registration by this date, you will be liable for a late payment charge of up to £200.

We advise you to register early, before you come to Manchester. However, if you don't have access to a computer, you can wait until you get to the University and use a computer on campus (see p38), or use the Hornet internet service if you're living in halls of residence (see p15).

*\*Please note that you won't be able to register with us until you have confirmed your attendance at the University and set up your student ID account (see page 5).*

### top tip

While registering, do not use the back button on your browser – use the button provided on the screen instead, to avoid losing information.



## How to register

Go to [www.manchester.ac.uk](http://www.manchester.ac.uk) and follow the link to register. Log in to the student portal using your **central username** and **password** (generated during IT Sign Up – see p5) and select the **'My Services'** tab.

You should be able to complete online registration simply by following the instructions as they appear on-screen.

A green 'completed' tick will appear as you finish each section. At the end of each step, click on 'Continue with registration' to move onto the next step.

Although the process is relatively quick, you don't need to complete it all at once – log out at any time using the 'Sign out' link in the top right hand corner and all the sections you have already completed will save automatically.

Please note, however, that if you are required to set up a direct debit you will need to finish all the steps in this section for the details to be saved.

### Distance learning and modular-based courses

If you are a distance learner, or are taking a modular-based course, and want to pay your tuition fees in instalments, you will be unable to complete step 10 of your registration online. Contact us if you need advice.

## Ten steps

Online registration consists of ten steps.

**Steps one to nine** require you to confirm and update information about you, your contact details and your course.

You should also read the information explaining what the University will do with your personal information and your rights in connection with the Data Protection Act, as well as the University's declaration statements – by ticking the box in step 9, you agree to abide by the University's statutes, ordinances, regulations and by-laws. See p48 for more details.

### Important: Updating your contact details

Please be aware that you are responsible for keeping all your contact details up-to-date throughout your time at University. You can do this at any time by logging into [www.manchester.ac.uk/portal](http://www.manchester.ac.uk/portal). It's particularly important to make sure your term time address is correct, as the University tells certain local Councils if you are exempt from paying Council Tax.

**Step ten** is the payment of your tuition fees. The following section explains how you can do this.

## If you're paying your own tuition fees...

### Online card payment

You will need your **credit/debit card** – and your **UK bank account details** if you wish to pay your fees in instalments.

To pay in full, click 'Pay Now' or to pay in instalments, click 'Pay by Instalments'. If you choose to pay by instalments, you will pay one-third of your fees now, and set up a direct debit to pay two more instalments on specified dates. If you prefer to give us this information over the phone, ring the registration helpline (see 'Need Help' on p9).

### Bank drafts and cheques

If you want to pay by bank draft, cheque, or traveller's cheques (sterling), you will need your **University of Manchester ID number**, your **bank draft or cheque** and **UK bank account details** (if paying by instalments).

You can pay by visiting the **Precinct Centre** and **Whitworth Hall** venues once you arrive (see 'key venues' on p9).

### Check your email

The University will use your [@student.manchester.ac.uk](mailto:@student.manchester.ac.uk) email address to send you communications, so please make sure you check it regularly.

## Crucial checklist 1:

# Registration

## Bank transfer

For information on how to pay your tuition fees by bank transfer, see: <http://bit.ly/jc3LoR>

If you have already made a bank transfer and this is not displayed on step 10, contact the registration helpline (see opposite page).

## International students

Be aware that opening a bank account after you arrive in the UK may take some time – bring enough funds with you to last for the first two weeks in Manchester. For more information on UK banking, see Arrival Guide p33.

## If Student Finance/ SAAS\*/NHS are paying your fees...

At step 10, your account will be displayed, showing the tuition fee you are due to pay in the 'Student Contribution' box. It will reflect any sponsorship or School grant you have been awarded. If your sponsorship is not displayed, you can email a copy to [sponsorletters@manchester.ac.uk](mailto:sponsorletters@manchester.ac.uk), or fax to +44 (0)161 275 7860 **before Wednesday 31 August 2011.**

After this date you should bring a copy of your sponsorship letter to the **Precinct Centre** or **Whitworth Hall** once you arrive (see 'Key Venues').

## top tip

UK students – make sure you have given your National Insurance number to your funding body\*. Without it, your grant / loan won't be released, and your tuition fees won't be paid.

## If your employer/ government/sponsor is paying your fees...

If you are a sponsored student, you need to give us details of your sponsor as soon as possible and we will invoice them for your fees. If you haven't already, you should email your sponsorship letter to [sponsorletters@manchester.ac.uk](mailto:sponsorletters@manchester.ac.uk), or fax to +44 (0)161 275 7860 **before Wednesday 31 August 2011.**

To find out more about what information should be included on this document, please refer to: <http://bit.ly/jyJrUD>

At step 10, your account will be displayed, showing the tuition fee you are due to pay in the 'Student Contribution' box. It will reflect any sponsorship or school grant you have been awarded.

If your sponsorship is not displayed, you should bring a copy of your sponsorship letter to the **Precinct Centre** or **Whitworth Hall** once you arrive (see Key Venues on opposite page).

\*eg *Student Finance England, Student Finance Wales, Student Finance Northern Ireland and Student Awards Agency for Scotland.*

## Key venues

**Unit 1a of the Precinct Centre (campus map ref 30)**  
1 September – 14 September  
9.00am-5.00pm, Monday-Friday

**Whitworth Hall Building (campus map ref 50)**  
15 September – 28 September  
9.15am-5.00pm, Monday-Friday  
11.00am-3.00pm, Saturday 17 and Sunday 18 September

## What happens next?

Once you've successfully registered online, all you need to do when you arrive at the University is pick up your student card – see p16.

## Need help?

### Registration helpline

If you have any problems while registering, call our registration helpline: **+44 (0)161 306 5544.** It is open 9am-5pm, Monday to Friday throughout September, and 10.30am-4.30pm on Saturday 17 and Sunday 18 September.

### Online FAQs

We have a list of registration FAQs on our 'Knowledge Base' that may answer your query – see: [www.manchester.ac.uk/servicedesk](http://www.manchester.ac.uk/servicedesk)

### Email

Email us at [selfservice@manchester.ac.uk](mailto:selfservice@manchester.ac.uk), or use our online contact form: [www.manchester.ac.uk/selfservice/contactus](http://www.manchester.ac.uk/selfservice/contactus)

### Other useful email addresses:

[tuitionfees@manchester.ac.uk](mailto:tuitionfees@manchester.ac.uk) (for general tuition fee enquiries)

[sponsorletters@manchester.ac.uk](mailto:sponsorletters@manchester.ac.uk) (for queries about sponsors and sending in copies of sponsor letters, if your tuition fees are being paid by a sponsor)

[tuitionfeeprepayments@manchester.ac.uk](mailto:tuitionfeeprepayments@manchester.ac.uk)

(for prepayments on tuition fees and queries)

## Find out more...

About registration: <http://bit.ly/kjNZaY>

About tuition fees, including methods of payment: <http://bit.ly/md7f3V>

*For additional registration information relating to international students:*

*See Arrival Guide p48*

## checklist:

- Register with the University by 30 September
- Arrange payment of your tuition fees

## Crucial checklist 1:



# Plan your journey to Manchester

We're lucky in Manchester to be conveniently located in a central, well-connected part of the UK, with plenty of transport options to get you here safely.

## By air

Served by most major airlines, Manchester International Airport is conveniently situated about 10 miles south of the University. Frequent trains, bus and coach services run from the airport to the city centre and taxis are also available. Find out more on the airport's website: [www.manchesterairport.co.uk](http://www.manchesterairport.co.uk)

## International arrivals

For details on our arrival services for students based outside the EU, including our airport pick-up service, see the Arrival Guide p30.

## By train

The University is close to both Manchester Piccadilly and Oxford Road train stations. Call the 24-hour passenger information service +44 (0)8457 48 49 50, or check online: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

## Fare discounts

- Advance Fares are often much cheaper, if you can plan ahead: [www.nationalrail.co.uk/times\\_fares/advance.html](http://www.nationalrail.co.uk/times_fares/advance.html)
- Some cheap fares on national routes are available via Megabus: <http://megabus.com/uk>
- Virgin Trains' Best Fare Finder service can offer good deals on routes linking London with the North West: [www.farefinder.virgintrains.co.uk](http://www.farefinder.virgintrains.co.uk)
- A 16-25 Railcard entitles you to discounts on tickets (full-time mature students are also eligible for this railcard): [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

## top tip

If you plan to bring your bike to University on the train, you should tell the train company in advance, to ensure it can be carried. See p36 for bike security advice.

## By coach

The National Express Coach service is often cheaper than train travel and has a discount scheme for students: tel +44 (0)8717 81 81 78 [www.nationalexpress.com/coach](http://www.nationalexpress.com/coach)

## By road

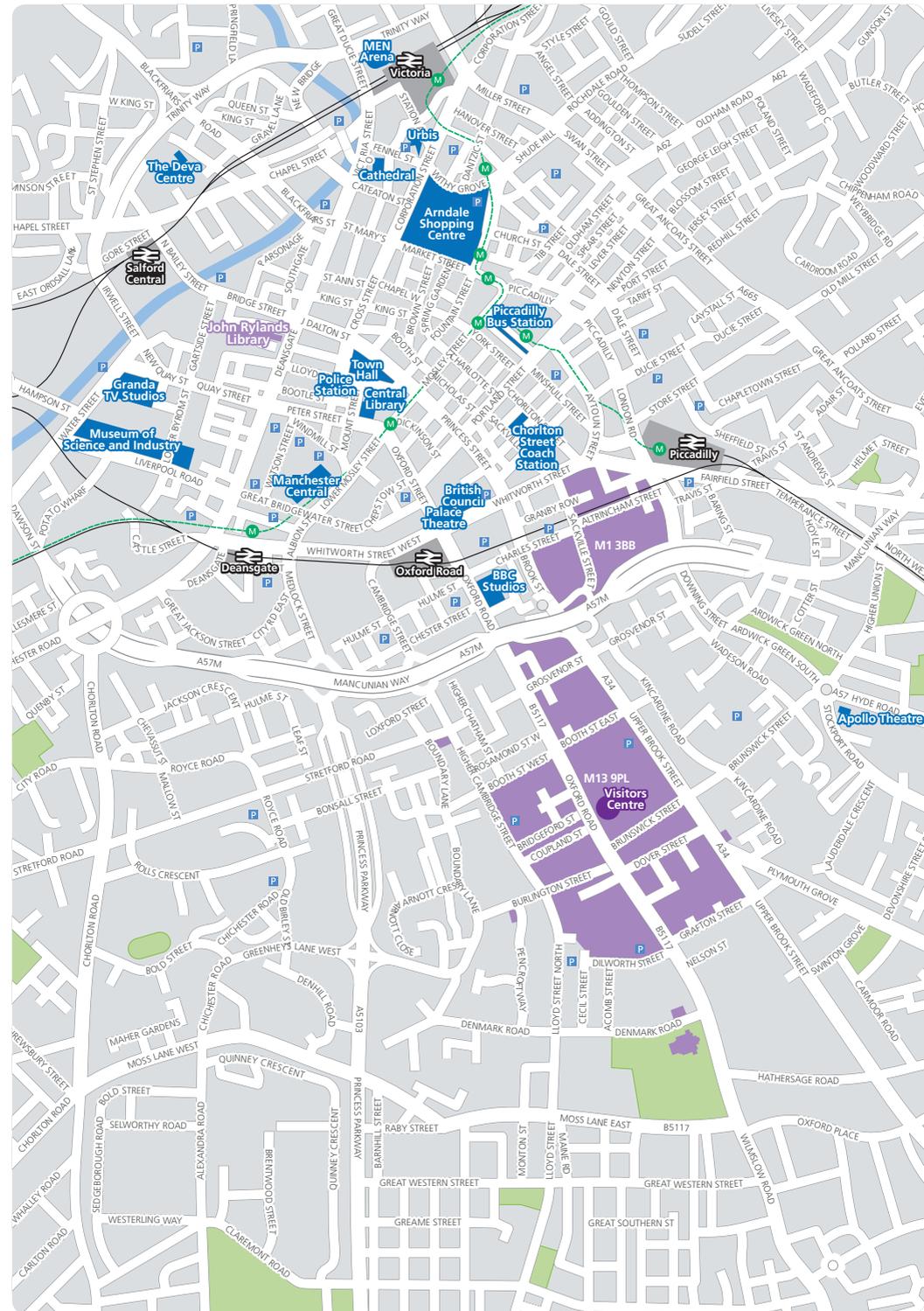
Manchester is well served by the motorway network. Use the Google Maps 'Get Directions' service to plan the best route. [www.google.co.uk/maps](http://www.google.co.uk/maps)

## SatNav

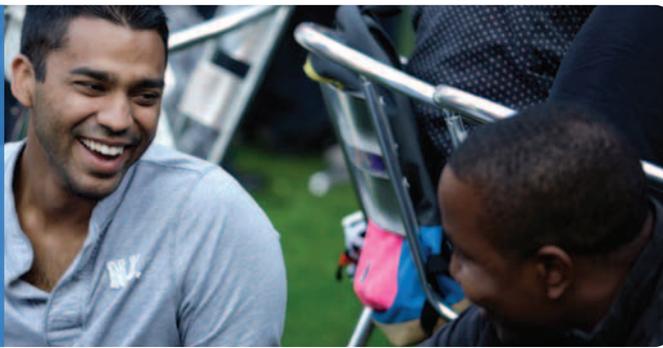
Oxford Road campus postcode: M13 9PL  
Sackville Street campus postcode: M1 3BB

## checklist:

Plan your journey to Manchester



## Crucial checklist 1:



# Student arrival in Manchester

Worried about meeting people when you arrive at University? Don't forget, everyone's in the same boat. Here's how some of our current students fared when they first arrived...

### Emily Hammond, Microbiology with German

"I met a couple of people on the accommodation Facebook group for Owen's Park, which meant I didn't feel at a total loss when I arrived. Definitely join the faculty society if you have one – it's great for meeting people on your course and in your faculty. And join a society or club that you've never done before – you'll meet new people and have fun enjoying new experiences."



### Camilla Howard, French and Spanish

"Before I arrived, I looked on Facebook groups where people had written what course or halls they were in, to see who I could meet. When you arrive, be brave – knock on your neighbours' doors! Freshers' events are key – everyone is keen to make friends at them and they're a great way to socialise."

### Robert Beck, Drama and English

"Meeting people online is very useful and can give you an easy icebreaker when you arrive. Don't necessarily go around the Student Fair with people, though – it's about what you're interested in."



### Georgie Box, Speech and Language Therapy

"The best piece of advice I was given when I started university was to invest in a doorstop and keep my door propped open for the first few weeks. It makes you much more approachable and is a great and easy way to meet people and make friends."

## "If only I'd known..."

A few things some of our current students wish they had known before they arrived at Manchester:

*"... how supportive people would be."*

*"... all of my flatmates had already met on Facebook through the 'Richmond Park' group – I didn't even know it existed!"*

*"... registering online before you get to Manchester is possible and loads quicker."*

*"... to set an average weekly budget, and set a higher one for Welcome Week."*

*"... to bring hangers for your wardrobe, because there are never enough."*

*"... to order compulsory textbooks asap, or else you won't get them in time."*

*"... to enjoy Welcome Week more, I wasn't aware how important it was."*

*"... everyone else is trying to find friends too – have the confidence to speak."*



# Crucial checklist 2: Welcome Week

- Pick up your student card p14
- Explore online p15
- Register with local health services p16
- Enjoy Welcome Week! p18
- Explore your surroundings p20  
(getting around, campus, the Library, the SU)
- Learn more about student life p28

Welcome Week is always a whirlwind of activity for our new students – if you find yourself becoming overwhelmed, simply stop, take a deep breath, go through your Crucial Checklist to make sure you're getting everything necessary done – and then remember to relax, smile and have a good time.

Look out for events organised by your School that will help you meet staff and students, and learn more about the School and your course; discover all the resources, services and opportunities that the University has to offer you at the student fairs; get to know your way around campus and city; and remember that there are always friendly people around ready to help and advise you – just ask.

## Crucial checklist 2:



# Pick up your student card

## Why?

Once you've registered\*, you can pick up your student card, which gives you access to the University libraries and some buildings.

Collecting your student card will also release any funds you may be expecting from the Student Loans Company. Your payment should arrive in your bank account three to four working days after you pick up your card, but funds will only be released after Monday 19 September 2011.

## Where and when?

You can collect your student card from any of the locations shown.

Venue	Opening dates	Opening hours – weekdays	Opening hours – Sat 17 and Sun 18 Sept
Joule Library Map ref: 1	1-30 Sept	9.00am – 5.00pm	Sat 17: 9.00am – 6.00pm Sun 18: 1.00pm – 6.00pm
Dalton Ellis Hall	15-19 Sept	9.00am – 5.00pm	11.00am – 3.00pm
Owens Park	15-20 Sept	9.00am – 5.00pm	10.30am – 4.30pm
Precinct Shopping Centre, Unit 1A Map ref: 30	1-30 Sept	9.00am – 5.00pm	Closed – however student cards maybe obtained from the Whitworth Hall between 11.00am – 3.00pm

## checklist:

- Pick up your student card

### International students

You will need to bring your passport and Identity Card for Foreign Nationals (ICFN), if one has been issued to you by the UK Border Agency, when you collect your University ID card.

\*Not registered yet? See p6.

# Explore online

## Internet in halls

Students living in University halls of residence – and in some privately managed halls – can join our Hornet Internet Service. This enables you to access the internet via the network socket in your bedroom. Hornet users receive dedicated support from a team of staff living in halls – and setting up the service is usually quick and easy.

### You will need:

1. Your username and password, supplied during IT Sign-Up (see p5)
2. A suitable computer and network cable – for more details, see: <http://hornet.manchester.ac.uk>

## top tip

Don't be a sitting duck! Make sure your computer is secure and keep your personal details safe by following our five-step security plan: <http://bit.ly/jRbfae>

## Online health and safety course

We want to make sure that all our students stay safe during their studies. This is why we ask you to take a short online health and safety course. Please do this in your first couple of weeks on campus – you should allow one hour to complete it. If you have any queries or problems completing it, contact your School. The course will be available on Blackboard, your online learning environment, which can be accessed via [www.portal.manchester.ac.uk](http://www.portal.manchester.ac.uk)

## Choosing course units

If you have a choice of units, your School will advise you on how to choose your options.

All course units have related materials available in Blackboard.

However, don't worry if you can't see much in Blackboard during Welcome Week! Your enrolment on units may not yet be complete. Contact your School for further help and advice.

## checklist:

- Get online in your hall
- Take the online H&S course
- Choose your course units



Crucial checklist 2:



## Register with local health services

We want you to stay fit and healthy while you're with us, so make sure you can access local health services by registering with them as soon as possible.

### Doctor

We do not have a doctor's service at the University, so you must register with a local doctor to receive NHS treatment in Manchester.

### Finding a doctor

Lists of local doctors are available from:

- Local post offices
- Occupational Health Services (see p4)
- The Students' Union Advice Centre\*
- NHS Choices website – use your term-time address postcode to search: [www.nhs.uk](http://www.nhs.uk)

### International students

You, your spouse and your children (but not visiting relatives) may be entitled to free medical health care if you register with a local doctor. See Arrival Guide p53.

### Dentist

We encourage you to register with a local NHS dentist, so you can access treatment for a small fixed charge. Find one online:

[www.nhs.uk/servicedirectories](http://www.nhs.uk/servicedirectories)

Free emergency treatment is available from the University Dental Hospital, or you can contact the 24-hour emergency dental hotline: 0845 601 859.

[www.cmft.nhs.uk/dental.aspx](http://www.cmft.nhs.uk/dental.aspx)

### top tip

You might be able to save money on the cost of National Health Service (NHS) charges under the NHS Low Income Scheme. Complete the NHS form HC1 to apply, available from Jobcentre Plus offices, NHS hospitals, or by contacting the Department of Health on 0845 610 1112. Your doctor, dentist, or optician may have one, too.

### Optician

It's a good idea to get your eyes tested regularly. You can choose any local optician you like – shop around to find the best deals.

There is one based in the Students' Union on Oxford Road:

[www.university-vision-manchester.co.uk](http://www.university-vision-manchester.co.uk)

The University's Vision Centre also offers a range of services, including eye tests, glasses and contact lenses:

[www.manchester.ac.uk/visioncentre](http://www.manchester.ac.uk/visioncentre)

\*See 'Student support' p40-43

### checklist:

- Register with a local doctor
- Register with a local dentist
- Find a local optician

## Your notes

A large, light-colored rectangular area with horizontal dashed lines for writing notes.

# Welcome Week '11

umsu  
UNIVERSITY OF MANCHESTER  
STUDENTS' UNION

A whole host of events and activities, book-ended by two incredible nights at the University of Manchester Student's Union.

**LAUNCH** FROM 9PM

Sunday **18th** September

Don't waste your time tredding around the city. For the first time ever, the best student club nights in Manchester do battle, all in one place.

**WELCOME PARTY** FROM 9PM

Saturday **24th** September

TOUCHDOWN, easily the biggest party of Welcome Week. Top acts will be appearing in all our venues, featuring one of the countries best DJs, Radio 1's Zane Lowe!

Head to [www.umsu.manchester.ac.uk](http://www.umsu.manchester.ac.uk) for full info and to get your tickets

All through Welcome Week we will have events from our societies including:

Film nights ★ Debates ★ Campaign sessions ★ Dance classes

Plus the Student Fair will be running from 10am Tuesday - Thursday, so you can sign up to societies, sports clubs and get amazing deals and freebies. We are also working together with many of the Halls of Residence to bring you the best Manchester has to offer!

Check our website [www.umsu.manchester.ac.uk](http://www.umsu.manchester.ac.uk) for full details

# TOUCHDOWN

SATURDAY 24TH SEPTEMBER

FEATURING RADIO 1 SUPERSTAR DJ **ZANE LOWE**



THE BEST IN DRUM N BASS, DUBSTEP, RNB, DANCE, INDE, POP AND ROCK  
TURNING THE UNION BUILDING IN TO ONE MASSIVE SUPER-CLUB

★ FULL LINE UP WILL BE CONFIRMED ON OUR WEBSITE ★

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TO GET YOUR TICKETS **NOW**

## Crucial checklist 2:

**You'll soon get the hang of the University campus**, which is based around two main sites on Sackville Street and Oxford Road. Start at the Visitors' Centre in University Place on Oxford Road (see p22) – pick up a campus map here, if you don't already have one, and start exploring.

### City guide

To help you find out about and explore the city of Manchester, pick up a copy of **'Uncovered'** from the Students' Union (campus map 68) – a comprehensive guide to our exciting city for students, by students. Also see the Crucial Guide Live at [www.studentnet.manchester.ac.uk/crucial-guide](http://www.studentnet.manchester.ac.uk/crucial-guide)

# Explore your surroundings: Getting around

## Cycling\*

A popular cheap and healthy transport option for many students – the area around the University is very flat, there are cycle lanes around campus and plenty of cycle parking is available. There are also plenty of bike shops close to campus for accessories and repairs.

## Buses/trains

Many local timetables are available in the Student Advice Centre in the Students' Union. You can also get detailed route, fare and timetable information – including details on discounted bus passes for students – from the Greater Manchester Passenger Transport Executive (GMPT):  
tel: +44 (0)871 200 2233  
[www.gmpete.com](http://www.gmpete.com)

Free 'Metroshuttle' buses run on three different routes around the city centre, connecting many central train stations, shopping areas and landmarks. Details, routes and timetables are available online:  
[www.gmpete.com/buses/metroshuttle.cfm](http://www.gmpete.com/buses/metroshuttle.cfm)

The 147 bus service runs between the campus and Piccadilly train station. There is a 'free zone' for students on this bus route (see top tip), outside which you pay a flat fee of 80p. Find out more:  
<http://bit.ly/kj1C85>

## Trams

Metrolink trams link Manchester city centre with Salford, Eccles, Altrincham and Bury – with further links currently under construction. Find out more:  
[www.metrolink.co.uk](http://www.metrolink.co.uk)

## Taxis

Sharing taxis can be a cost-efficient way of getting around, especially on a night out. Always use black cabs, or a reputable minicab firm. Booking in advance should mean less queuing at taxi ranks in the city centre.

## Private vehicles

We advise against bringing a car to University – parking on campus is both extremely limited and expensive, and the routes most commonly travelled by students are well covered by public transport.

## Need disabled parking?

If you are a blue badge holder, bring it to the University car parking office for a free permit for University-owned car parks and a designated parking space near to where you study. The Disability Support Office (DSO) can help you to arrange this. Access is not guaranteed if you don't have the blue badge, but help may still be available – contact the DSO:  
[www.manchester.ac.uk/dso](http://www.manchester.ac.uk/dso)

*\*See our section on 'Staying safe' for advice on keeping your bicycle secure – p36.*

## checklist:

- Get a campus map and stroll around
- Use your free 147 bus pass for Welcome Week – see inner front cover
- Pick up **Uncovered** from the SU



## top tip

The 147 Oxford Road link bus is free to University of Manchester students travelling between the Students' Union building on Oxford Road and the Sackville Street site. Bus stops are marked on the map below. At Sackville Street, the bus stops underneath the railway bridge, near the main gatehouse. To use the free service, show your student card (see p14). Until you get this card, cut out and use the temporary bus pass on the inside front cover of this guide.



## Crucial checklist 2:



# Explore your surroundings: Campus



### University Place

A focal point at the heart of the University campus, this modern building is the location of many a lecture and tutorial, as well as being home to the main Refectory, a cafe, shop and the Visitors' Centre (campus map 37).



### Student Services Centre

Located on the street leading to the Main Library, the Student Services Centre (SSC) (map ref 57) is a central point for information and advice. It provides a wide range of services, and is the place to go for help with any practical matters of university life.



### The Manchester Museum

The University's museum has a historic focus on natural history, features many changing exhibitions and is a real asset for many humanities and science students. Open to the general public, it's free to visit.

[www.manchester.ac.uk/museum](http://www.manchester.ac.uk/museum)



### Main Library

You'll soon become familiar with the University's Main Library (campus map 55), which will probably play a crucial role in your studies (see p24). Not to be confused with the historic and famous John Rylands Library Deansgate, in the centre of Manchester, which houses Special Collections – also well worth a visit.



### The University Precinct Centre

Containing cafés and sandwich shops, a bookshop, newsagents, convenience store, hairdressers, waxing salon and banks – this student-focused shopping centre is worth investigating (campus map 30).



### The Martin Harris Centre for Music and Drama

Part of the School of Arts, Histories and Cultures, this centre hosts diverse arts events spanning music, drama, literature and dance, which all students may attend and enjoy.

[www.manchester.ac.uk/martinharriscentre](http://www.manchester.ac.uk/martinharriscentre)

## Food and drink on campus

Feeling peckish? Whether you want a substantial meal, a snack to go, or somewhere to sit and relax with a coffee and cake, you'll find somewhere suitable to eat and drink on campus.

### top tip

Recycle! We've got recycling facilities across campus, including in all our cafés, shops, libraries and many academic buildings and halls of residence. Sustainability means a lot to us – please do your bit to help.

<http://bit.ly/lpxkFK>

### top tip

Reduce your impact on the environment and buy a University HugMug – a reusable cup for hot drinks or soup, available at all University-run cafés. It reduces waste, saves you 15p on every drink or soup and can get you further savings via promotions throughout the year.

## University venues

Our FoodOnCampus service operates a host of restaurants and cafes across campus, catering for all dietary requirements and is proud to boast Fairtrade status for its ethically sourced products.

For quick and tasty, hot international cuisine, go to **Eats Restaurant** in University Place: the largest eatery on campus with a specials menu that changes daily – and a chef in action on the wok, making noodles to order.

Hot-topped salads and freshly made pizza are the specialities in **Potter's**, in the Simon building (campus map 59). A bustling atmosphere and comfy sofas make it the ideal place to grab food with friends, or cosy up with a coffee.

**Rock Café** in the Renold Building (campus map 8) has comfy seating, board games and music, as well as a good selection of hot and cold food and one of the best breakfasts on campus.

You'll also find more than 30 great value coffee shops and cafes in buildings across campus, ensuring you're never far from a hot drink or snack.

Find out more about University-run eateries, including food promotions, location maps, our ethical food policies, and more: [www.manchester.ac.uk/foodoncampus](http://www.manchester.ac.uk/foodoncampus)

## Other eateries on campus

Run independently of the University catering services, but handily based on or near campus, are:

**Christie's Bistro** – housed in the University's impressive Christie Building: [www.chancellorshotel.co.uk/christies](http://www.chancellorshotel.co.uk/christies)

**Couture** at The Manchester Museum: [www.couturemanchester.com](http://www.couturemanchester.com)

**The Gallery Café** at the Whitworth Art Gallery: [www.themoderncaterer.co.uk](http://www.themoderncaterer.co.uk)

**Herbi Vores** – handy vegetarian café underneath The Burlington Rooms, by the Main Library.

**Source** at Owens Park Hall of Residence, Fallowfield

Various Students' Union bars and cafes: [www.umsu.manchester.ac.uk/services/bars\\_and\\_cafes](http://www.umsu.manchester.ac.uk/services/bars_and_cafes)

For student recommendations of other places to eat around campus, pick up a copy of **'Uncovered'** from the Students' Union (campus map 68).

## checklist:

Discover what food promotions are available on campus: <http://bit.ly/jHeEY2>

## Crucial checklist 2:

# Explore your surroundings: Discover the Library

**The John Rylands University Library (JRUL)** is recognised as one of the UK's largest and finest academic libraries. We offer a huge range of resources, both printed and electronic, with friendly and helpful staff at each of our libraries to get you started.

JRUL has nine libraries across campus, plus one in the city centre. The Main Library is the most heavily used, and has the largest collection of books. Depending on your subject area, you may use some of our smaller site libraries – this will be explained during your induction.

## top tip

Don't forget your student card, which doubles as your Library card, and which you will need to enter libraries, borrow books and use the photocopiers. See p14.

## Getting to know the Library

**Browse the website:** Here you can find video tours, 'how to' guides, powerful search tools, access to online reading lists for your course, subject pages and full details of all the Library's wide range of services: [www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)

**Talk to staff:** Library staff are on hand to offer help and advice on all Library services – ask them any questions you have.

## Borrowing books

**How to borrow**  
Use the 'Library Search' function on the Library website or student portal to locate items. If a book is already out on loan, you can reserve it, using the 'Reserve This Item' option. Use the self-service facilities in the Library to borrow and return your books.

**Loan periods**  
Normal loans are for four weeks. Shorter loan periods range from seven days to three hours for books in very high demand. If someone else reserves a book you have on loan, the Library may recall it by sending you an email.

**Renewals**  
Unless they are recalled, you can renew your loans at any time up to and including the day they are due

back, either online, by phone or by coming into the Library.

**Fines**  
Avoid fines by returning or renewing books in good time. Fines for late returns range from 20p per day to 50p per hour. You can pay fines in a number of ways, including online. <http://bit.ly/kf51TS>

**Making requests**  
If we don't have what you need, we may be able to borrow it from elsewhere for you. There is a small charge of £2 per item. <http://bit.ly/mGKa9R>

**Find your PIN**  
Your library PIN will allow you to use a number of Library services securely. To find out or change your PIN, visit [www.portal.manchester.ac.uk](http://www.portal.manchester.ac.uk) and go to the Library section, or ask a member of staff.

## Finding reading lists

You can view reading lists for your course, which contain links to books, journal articles and other resources your tutor expects you to study. To access the 'Link2Lists' service, go to [www.portal.manchester.ac.uk](http://www.portal.manchester.ac.uk), log in, and go to 'My Studies' – or visit the Library website.

## Searching for journal articles

Journal articles are where researchers write about their work, discuss recent research findings and critically review existing work. You can access articles from over 41,000 different publications. A special guide has been written to help you find what you need: <http://bit.ly/kfvLzX>

## Printing/photocopying

You can print from any computer in any of the libraries. Prices vary according to size and quality. See IT Services, p38-9.

Your student card also acts as your photocopying card – but it needs to be encoded before it will work. This can be done at all libraries on campus. You can then use the credit-loading machines to put credit onto your card: <http://bit.ly/IE9D5I>

## top tip

You can opt to receive text alerts to tell you when reserved and requested items are ready to collect. Visit the Library section at [www.portal.manchester.ac.uk](http://www.portal.manchester.ac.uk) to activate this service.



## "If only I'd known..."

*"... to go to the Library as soon as possible and find the areas for all of my subjects."*

*"... to find out how to reserve books, what 'HD' is, etc."*

*"... to find out who my subject librarian was. I could've contacted them when I had some library questions."*

*"... the Library is open 24/7 during exams."*

*"... the Library has many zones for different purposes – eg silent zones, social zones."*

*"... to take advantage of the online library resources, especially when the actual Library is very busy."*

*"... to get books out early if there's a lot of people on your course, otherwise you may not get them before the deadline."*

## Contact us

John Rylands University Library  
Oxford Road, Manchester M13 9PP  
tel +44 (0)161 275 3751  
[www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)  
Campus map ref: 55

## checklist:

- Check your reading lists
- Encode your student card for photocopying
- Buy credit for photocopying /printing

## Crucial checklist 2:

# Explore your surroundings: Discover the Students' Union

## What is the SU?

The Students' Union is an organisation run by students to provide representation, support, activities and campaigns for the student body of the University. The Students' Union building is the social hub on campus, with spaces to relax, eat, drink and engage in many activities and events to have fun, help improve the community and enrich your CV.

The SU aims to make sure that all students get the most out of their time at university, by being inclusive in everything it does, and taking your voice to the University at every level. Students make the decisions, run the societies, plan events and even pull the pints; you are at the core of everything the SU does.

## Societies and activities

Getting involved in some Students' Union activities is a great way to meet people with similar interests to you, try something new, or impress an employer with extra-curricular achievements on your CV. From social to sporty, political to cultural, campaigns to media, there is a massive range available – and you can always set up something new.

Into volunteering or fundraising? Join Student Action or RAG. Love media? Join The Mancunion, FuseFM, or FuseTV. Interested in

helping to organise the biggest student festival in Europe? Get involved with the Pangaea planning team. For all this and more, make sure you attend the Student Fair in the Union during Welcome Week (see p18-19), and check out our website for a full list of activities: [www.umsu.manchester.ac.uk/activities](http://www.umsu.manchester.ac.uk/activities)

## Run by students, representing students

The Students' Union is a democratic organisation where students make all the big decisions. Elections for key representatives run every year, and Union policy is set at regular open meetings and online. [www.umsu.manchester.ac.uk/representation](http://www.umsu.manchester.ac.uk/representation)

The SU also offers a wide range of student advice and support services, including course representatives, the Students' Union Advice Centre and a peer support centre. See Student Support p40-43.

## Mature students

The Burlington Society is run for mature and postgraduate students from both this University and other neighbouring academic institutions. There's a bar, common room, function room and a tasty vegetarian café. Numerous social events and support services run

throughout the year and you can attend one of the society's famous Welcome Parties at the start of each term. [www.manchester.ac.uk/burlington](http://www.manchester.ac.uk/burlington)

## Entertainment and leisure

- A brand-new café and recently refurbished bars, serving hot and cold drinks, snacks, meals and salads in a relaxed and friendly environment
- The Manchester Academy – four live music venues with the hottest music from the UK and around the world, and no booking fee from the box office
- Shops for stationery, snacks, newspapers; a hairdressers, opticians, bank and more
- Run your own events and club nights from world-class venues

## SU officers

Academic Affairs	Mo Saqib	academic@umsu.manchester.ac.uk
Campaigns	Amanda Walters	campaigns@umsu.manchester.ac.uk
Communications	Jeremy Buck	communications@umsu.manchester.ac.uk
EPS Faculty	Ghalia Albarzai	engineering@umsu.manchester.ac.uk
General Secretary	Letty Newton	gensec@umsu.manchester.ac.uk
Humanities Faculty	Nick Pringle	humanities@umsu.manchester.ac.uk
Life Sciences Faculty	Luke Newton	lifesciences@umsu.manchester.ac.uk
MHS Faculty	Markus Arnold	medical@umsu.manchester.ac.uk
Postgrad & Mature	Sarah Kerton	postgrad@umsu.manchester.ac.uk
Student Activities	Amaya Dent	activities@umsu.manchester.ac.uk
The Mancunion	Nick Renaud-Komiya	editor@mancunion.com
Welfare	Hannah Paterson	advice@umsu.manchester.ac.uk
Women's	Sylvia Barnett	womens@umsu.manchester.ac.uk

## checklist:

- Attend the Student Fair
- Join a student society:  
[www.umsu.manchester.ac.uk/societies](http://www.umsu.manchester.ac.uk/societies)
- Get your ticket to the Welcome Party  
[www.umsu.manchester.ac.uk/WelcomeParty](http://www.umsu.manchester.ac.uk/WelcomeParty)
- Contact your course representative, or become one yourself  
[www.umsu.manchester.ac.uk/coursereprs](http://www.umsu.manchester.ac.uk/coursereprs)
- Grab a copy of The Mancunion and tune in to FuseFM  
[www.mancunion.com](http://www.mancunion.com) / [www.fusefm.co.uk](http://www.fusefm.co.uk)
- Attend a Union meeting



## "If only I'd known..."

*"... to get involved with a society in the first year – you have the most time in that year."*

*"... you can look at the Academy's online calendar to see who's playing – lots of very cheap and good gigs."*

*"... I could use the website to sign up for societies after Fresher's Week."*

## Contact us

Barnes Wallis Building  
Sackville Street, Manchester  
M60 1QD

Steve Biko Building  
Oxford Road, Manchester M13 9PR

tel +44 (0)161 275 2930  
[www.umsu.manchester.ac.uk](http://www.umsu.manchester.ac.uk)  
Campus map 68 and 9



## Learn more about student life



**Joseph Akinragbe,**  
Economics and Finance

From: Lagos, Nigeria

"On the basis of my extra-curricular activities alone, coming to the UK and studying at Manchester has been worth it; the skills I have picked up are unquantifiable.

"I have been elected onto the Students' Union executive as the International Students' Officer – my proudest moment at Manchester to date. I was President of Manchester Entrepreneurs, a community of future business leaders, and a coordinator of the BA Econ student representative system."



**Kat Pugh,**  
Music

From: London, England

"A good degree from Manchester makes you a very employable graduate; however, in a competitive work industry, it's the skills you develop at university – running a society, taking part in an organisation that supports an industry you are applying to – that are important. Studying at Manchester provides you with opportunities that will help you stand out from the rest.

"I've used the Careers Service for getting part-time jobs (see p46), advice on internships and voluntary work, advice on the area of work I wish to enter, Manchester Gold Mentoring (where they partner you with a relevant career mentor) and the Manchester Leadership Programme (a prestigious accredited course unit)."

### "If only I'd known..."

*"... cycling into uni is much faster than the bus in the morning."*

*"... about the Curry Mile in Rusholme!"*

*"... how important internships and other involvement in extra-curricular activities are."*

*"... classes at the Armitage Centre are drop-in, so you don't have to pay for the whole semester."*

*"... the great things that go on in Fallowfield (I lived on North Campus)."*

*"... you can experience down days."*

*"... your academic advisor is there for you no matter what, regardless of whether your problem is academic or not."*

*"... how to cook!"*

*"... it'll go really fast."*

## Crucial features: student life

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Sport and fitness at Manchester	p32
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Staying safe	p38
IT services	p34
Student support	p40
If things go wrong	p44

For many undergraduates, student life is their first step into an independent lifestyle. For others, it contains quirks and features unlike any other working, home, or cultural environment they may have known.

Learn all the facts, advice and sources of support available to guide you successfully through every aspect of your student life...



# Studying at the University

A university degree puts you in control of your learning to a far greater extent than a school or college education does. You are encouraged not just to work hard to fulfil set tasks and meet deadlines, but also to become an active, independent learner, capable of organising your own time and workload.

You'll be trained to think both intelligently and independently; to read widely around a topic and research it thoroughly; to reflect on ideas you encounter and to analyse and describe them.

**You may also experience the following:**

## Lectures

Lecturers deliver information to many students in a formal lecture theatre setting. Notes are usually provided – however, these will not cover everything.

**Tips:** Listen carefully. Make your own notes. Follow up on any online resources indicated in the lecture.

## Seminars

More informal discussion groups with your tutor and a smaller group of fellow students on a set topic. Short presentations are sometimes required. These usually relate to a particular course unit.

**Tips:** Always read and prepare beforehand. Don't be afraid to ask for clarification – if you don't understand something it's likely you're not alone.

## Tutorials

These small group sessions are often used to bring together material from several course units, so that you can understand the links between the different parts of your subject.

**Tips:** Come prepared to share your ideas. Tutorials give you the chance to develop your communication and thinking skills.

## Small group work

You may be set to work with a team of fellow students on an assigned or chosen task.

**Tips:** Communication is at the heart of good teamwork – talk to each other!

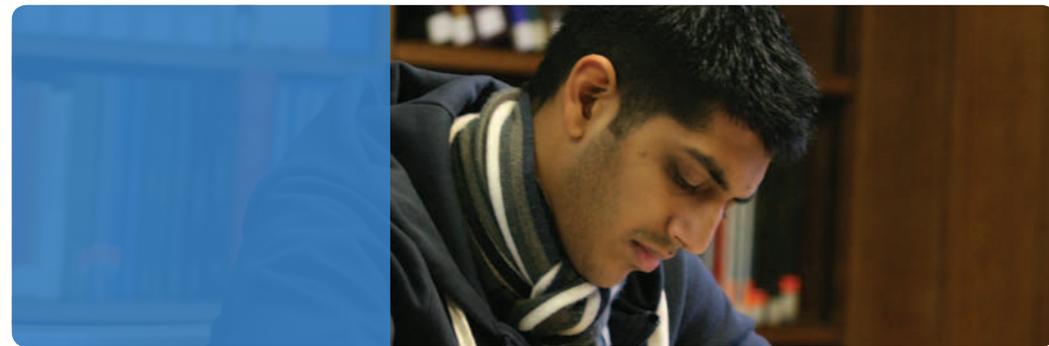
## Workshop, laboratory, or studio sessions

Some courses involve practical work sessions in which you can put theory into practise – and then perhaps write up results, or present them.

**Tips:** If you don't make mistakes, you can't learn from them. Don't be afraid to experiment.

### top tip

Our most successful students are proactive. They seek out and discover the many fantastic learning resources and opportunities Manchester has to offer – not only in libraries, laboratories and lecture theatres, but also via work experience, student societies, career development programmes, industrial placements, voluntary work, local community groups and more. And they ask questions. Seek, and you shall find...



## Computers and online learning

There are lots of computer clusters on campus (see p38) where you can work on coursework, whether you need to type an essay, or use specialist software for your subject. Our virtual learning system, Blackboard, offers a wide range of useful resources for flexible study and interaction with students on your course, and may also be used for assessment.

**Tips:** If you have any problems using computers for your work, speak to your academic advisor, or to the IT Support person in your faculty. See *IT Services p38-39*.

## Private study

Read widely on your subjects, make notes, research, write and revise outside of formal teaching. You'll also need to plan your overall learning schedule.

**Tips:** Take a look at [www.skills4study.com](http://www.skills4study.com), which offers useful advice on developing study skills. Ask your academic advisor for tips.

## Assessment

Formal examinations, coursework assignments, projects, essays, presentations and more – understanding the format of different types of assessment is important, as well as the content. If you're unsure of what you're being asked to do, ask the lecturer who has set the assessment.

**Tips:** Note exam periods now and plan backwards to make sure you get everything done. See *Diary Dates p2*.

### Problems?

Your academic advisor is your first point of contact for any problems you might have – however, plenty more sources of support are open to you. See *Student Support p40-43*.

### "If only I'd known..."

*"... preparing for seminars does half the work for exam revision."*

*"... not to listen to people who say you don't need to go to lectures!"*

*"... the importance of checking the University email account."*

*"... referencing is a useful thing to get your head around."*

*"... how motivated you need to be to learn alone – it's different from school."*

*"... not to leave printing until the last minute."*

*"... about the 'discussions' tab on Blackboard as a way of finding answers to FAQs for my course."*

*"... how much time goes into researching a good essay."*

*"... it's important to keep lecture notes up to date, or you can get really behind in January."*



## Sport and fitness

An active body aids an active brain – so all the sports and fitness activities, clubs, facilities and opportunities that the University has to offer can help you to excel in more ways than one. We advise you to take part in some form of physical exercise at least three times a week. Don't worry if you're not 'sporty', as our wellbeing programmes offer something for everyone – and there's a social aspect to our clubs, too.

### University clubs and leagues

If your focus is on fun with a little competition thrown in, our new **Halls Sport** programme and **Campus Leagues** are ideal for beginners and those who want to play recreationally. The next step is one of our 42 **Athletic Union** clubs, in which you can compete more seriously, representing the University against other institutions. All abilities are welcome; it's enthusiasm that counts.

### Fitness/wellbeing classes

We run a wide range of health, fitness and wellbeing classes every week, ranging from high-energy aerobics, kickboxing and circuit training, to more relaxing yoga, pilates and tai chi. Book online: [www.manchester.ac.uk/sport/health-and-fitness](http://www.manchester.ac.uk/sport/health-and-fitness)

### Support for serious athletes

High performance athletes in all sports may be eligible for additional support. This could range from financial contributions towards competition expenses, to one-on-one strength and conditioning sessions with our in-house expert. To find out more, contact our Sport Development Manager: [imogen.williams@manchester.ac.uk](mailto:imogen.williams@manchester.ac.uk) / tel +44 (0)161 275 5304.

### University facilities

**Armitage Site:** The University's 'home of sport' in the heart of the student community in Fallowfield. Includes a sports hall, multi-activity rooms, squash courts, grass pitches, five-a-side pitches, cricket pitches and two floodlit, international standard, artificial turf pitches. The fitness gym has also just been extended and refurbished with brand new equipment.

**Sugden Centre:** Based on campus, just off Oxford Road. Offers excellent value for money on gym memberships, fitness classes, sports halls, squash courts and five-a-side pitches.

**Manchester Aquatics Centre:** The University is a partner in this centre, which boasts two Olympic-sized (50m) swimming pools, as well as gym facilities and fitness classes. Find out more: <http://bit.ly/lu0ZIC>



### City facilities

The 2002 Commonwealth Games legacy lives on in the excellent sports facilities that Manchester has to offer. These include: Manchester Velodrome ([www.nationalcyclingcentre.com](http://www.nationalcyclingcentre.com)), Manchester Tennis and Football Centre at City of Manchester Stadium, National Squash Centre and Regional Athletics Centre ([www.manchestersportandleisure.org](http://www.manchestersportandleisure.org)). Chill Factore snow centre ([www.chillfactore.com](http://www.chillfactore.com)) and Salford Watersports Centre ([www.salford.gov.uk/watersportscentre](http://www.salford.gov.uk/watersportscentre)) are also nearby.

### Volunteering opportunities in sports

Get involved with the local community while gaining valuable life skills in a fun, sporting environment with our **Sports Volunteer Scheme**. We offer placements with local sports clubs and host many events that need support from volunteers. You could be a coach, perhaps gaining coaching accreditations, or a referee, event organiser, cheerleader – even our lucky mascot, the Purple Bug!

### Manchester sporting achievements

The University of Manchester is regularly seen as one of the top ten Universities for Sport. In 2009-10, we ranked 9th in the British Universities and Colleges Sport leagues and championships.

Earlier this year, the captain of the University's Football Club, Matt Smith, was selected for the England C squad for a major tournament and for the GB squad at the World University Games.

And at the London 2012 Olympics, watch out for two names: Mike Rock (swimming) and Hannah Lawrence (fencing) – they were both supported by sports scholarships during their recent studies at the University.

### Contact us

SPORT – Head Office  
William Kay House, 333 Oxford Road, Manchester M13 9PG  
tel +44 (0)161 275 6991

[uniman.sport@manchester.ac.uk](mailto:uniman.sport@manchester.ac.uk)  
[www.manchester.ac.uk/sport](http://www.manchester.ac.uk/sport)  
Campus map 69

### top tip

Be inspired – come to the Sport and Activity Fair during Welcome Week to find out everything you need to know about joining one of our Athletic Union or Campus Sport teams. See *Welcome Week p18-19*.

# Money matters

## Budgeting

Don't let money worries spoil your time as a student. Work out a sensible budget before the year starts and, if you have a shortfall, think about a vacation or part-time job – you might pick up some valuable new skills. The University Careers Service can help you with this – see p46.

See the tables opposite for a basic breakdown of costs for a first-year UK undergraduate for the academic year 2011-12, and typical income. As well as money for tuition fees, a single student is advised to have the amounts suggested here for each academic year (40 weeks) to cover food, accommodation and basic transport. If you bring your family, you must have at least 50% more available.

### International students

For lots more financial advice dedicated to the needs of students from outside the EU, see your Arrival Guide p32-41.

## Financial support for UK/EU students

Find out more about the packages available to you:

- Students from England: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) tel 0845 300 5090
- Students from Wales: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk) tel 0845 602 8845
- Students from Scotland: [www.saas.gov.uk](http://www.saas.gov.uk) tel 0845 111 1711
- Students from Northern Ireland: [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk) tel 0845 600 0662

Students from the EU may be eligible for higher education maintenance support if you satisfy certain residence criteria in the UK and Islands – follow the link for EU students on [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

## Payment of loans and grants

Student maintenance loans and grants will be paid directly into your bank account once you have registered with the University and collected your student card. Make sure your funding body has your bank details!

## Scholarships and bursaries

The University has a number of scholarships and bursaries available for UK undergraduate students. Your eligibility for these will be automatically assessed by the University's Scholarship and Bursaries Officer at the start of term. Any award you receive will be assigned to your record by mid-November. Please register your bank details on your financial award summary, so that scholarships/bursaries can be paid to you. Find out more: <http://bit.ly/KGWgAD>

The University also has an **Access to Learning Fund**, designed to help UK students who need extra financial support because they have higher than expected costs, such as single parents, or because they encounter an unexpected financial emergency, such as experiencing a burglary. Find out more: <http://bit.ly/KJzx3h>

Individual courses may have other sources of funding, such as NHS bursaries for medical degree courses – your School will provide you with details.

## Sources of financial advice

The University's Student Services Centre and the **Students' Union Advice Centre** are both useful sources of financial support and advice, including details on scholarships and bursaries. See *Student Support p40-43*.

### top tip

Try the Brightside-UNIAID student calculators for help in planning your budget:

[www.studentcalculator.org.uk](http://www.studentcalculator.org.uk)  
[www.studentcalculator.org.uk/international](http://www.studentcalculator.org.uk/international)

### "If only I'd known..."

*"... to put my student loan in a savings account with a direct debit to my student account, so I couldn't spend it all."*

*"... to get loads of discount vouchers and use my student/ NUS card in restaurants."*

*"... a good way to budget is to withdraw your limit for the week and spend that – once it's gone, it's gone!"*



## Typical expenditure for 2011-2012\*

Tuition fees (Home/EU)	£3,375
Accommodation – self-catering	£4,200
Meals (based on a budget of £35 per week)	£1,400
Books and stationery	£375
Clothes (including warm clothing and footwear)	£375
Local transport	£500
Other general living expenses (eg photocopying and printing, laundry, phone calls, consumables, entertainment, sports, cooking equipment, etc)	£1,390
<b>Total</b>	<b>£11,615</b>

## Typical income for 2011-12\*

Income	Household income £25,000 per year	Household income £34,000 per year	Household income £60,000 per year
Home UG loan for maintenance (max)	£3,497	£4,397	£3,564
Home UG maintenance grant	£2,906	£1,106	£0
Bursary/scholarship	£1,250 - £3,000	Up to £1,250	Up to £1,250
Home UG loan for fee	£3,375	£3,375	£3,375
<b>Total</b>	<b>£12,778 (max)</b>	<b>£10,128 (max)</b>	<b>£8,189 (max)</b>

\* NB These figures are only intended as a guide – all students have different needs, priorities and entitlements to the maintenance grant and student loans. Your family may top up your income, or you may choose to work part-time (see p46).

# Staying safe

## Personal safety

If you're new to urban life – or even if you're used to big-city living – you may feel nervous about your safety as a student in Manchester. However, we have a team of security staff on the campus – and taking a few simple, sensible precautions on your part can help to keep you safe and secure.

Crimes that may affect students on campus are dealt with in this section, but for lots more useful safety advice for your life in Manchester, see: [www.manchester.gov.uk/StudentSafety](http://www.manchester.gov.uk/StudentSafety)

## Halls of residence

If you're staying in University accommodation, you will be given advice on safety and security when you arrive. In every residence a team of wardens and tutors work throughout the evenings, nights and weekends.

There are some simple steps you can take to keep yourself and others safe:

- Don't hold the door open for people when you come in and out
- Lock your door when not in your room and at night when you are sleeping
- If you are at all concerned about someone or something, contact security

## Cycle security

**Avoid poor quality cable locks or old D-locks** that can be easily cut through with bolt cutters. Many cycle lock companies grade the safety of their locks (eg gold, silver and bronze) – invest wisely! Some suppliers are listed on a Home Office recognised website: [www.soldsecure.com](http://www.soldsecure.com)



**Use/buy 'lockable' fixtures** to protect your bike wheels and seat instead of quick-release fittings.

**Don't assume your rickety old bike is safe** – thieves go for all makes, models and conditions.

### Bike marking

If your bike is lost or stolen, you're unlikely to see it again unless it is on a database to which the Police have access, as otherwise they won't be able to identify you as the rightful owner if they recover it.

The University offers a free bike marking service to all students, in which:

- A unique serial number is etched onto the frame in a highly visible location

- Your personal/cycle details are recorded and entered onto a University database to enable our security officers to check them
- The information is also entered onto the national property database [www.immobilise.com](http://www.immobilise.com), which the Police check when they recover missing property

Check online (see below) for details of forthcoming 'crime reduction' events where your bike can be marked.



The crime reduction 'zoom flag' indicates that bike marking is taking place at an event.

## Mobile phone registration

Your mobile phone should also be on a database to which the Police have access. The University marks and registers mobile phones at our many crime reduction events, in which:

- Your phone is covertly marked with ultraviolet pen
- Owner/phone details are recorded, including the IMEI number, which can be used to block your phone if stolen and can help the police to find it (dial \*#06# into your handset for its IMEI number)
- Relevant information is entered onto the 'Immobilise' database

Check online (see below) for details of forthcoming 'crime reduction' events where your phone can be registered.



The crime reduction 'A board' indicates that phone registration is taking place at an event.

## Insecurity thefts

Leave your property lying around unsupervised even for a moment and a thief may walk off with it. This can happen in libraries, computer clusters, cafés, bars, lecture theatres, offices, outdoor seating areas and other locations. Particularly attractive to opportunist thieves are laptops, mobile phones, cameras and handbags.

By simply looking after your valuables, you will save yourself the hassle of cancelling credit cards, paying for replacement keys, losing essays, etc. Take the item with you, or make sure someone you know is looking after your property until you return. **Do not** ask someone you don't know to do this, as they may not be around when you get back.

You can self-register any valuable property on [www.immobilise.com](http://www.immobilise.com) free of charge. This will help the police return lost or stolen items.

## Find out more...

Check online for forthcoming crime reduction events, update and advice: <http://bit.ly/IzDJK9>

**To report a crime:**  
tel +44 (0)161 872 5050

**In an emergency:**  
999 (for Emergency Services)

+44 (0)161 306 9966  
(for University Security)

## For advice and enquiries:

Greater Manchester Police officers run a drop-in surgery in the University's Dover Street Building (campus map 70) on Thursdays 4-6pm. They can also be contacted at all other times, including during vacations, via phone or email: tel +44 (0)161 856 4466 (Greenheys Police Station) B4.npt@gmp.police.uk

Alternatively, contact the **Students' Union Advice Centre** (see p40-43).

## top tip

You should insure your personal property against loss or theft. Shop around – Endsleigh Insurance has an office in the Students' Union, but banks and other insurance agents also offer deals. If you're living in halls of residence, check to see if insurance is included in your accommodation fees. You might also be able to cover your belongings more cheaply by extending your family's current household insurance.



## IT services

Once you set up your student IT account (see p5), you will receive a unique username and password. These allow you to access our wide range of IT facilities and services across campus, and our online learning environment, Blackboard.

### Your student IT account

All students have a secure file storage space on the University network – known as your ‘P-drive’ – where you can save files and backup your work. You can access this from any University PC you log into (look for the ‘My Documents’ folder), or from any computer with an internet connection via the student portal (see below).

You also have your own **University email account**. Check this regularly, as the University will use it to email important information to you. Most students use Outlook Live, allowing you to access your emails anywhere online, and also access an additional 25GB of free, online storage through Microsoft SkyDrive. This is a useful area for saving non-academic files, to avoid filling up your P-drive too quickly.

Find out more:  
[www.manchester.ac.uk/itservices/studentmail](http://www.manchester.ac.uk/itservices/studentmail)

### Online student resources

The student portal gives you quick and easy access to various University services, including your email, your personal file storage space, your P-drive, University news and calendars, and Blackboard (see below). You need your username and password to log into the portal. [www.manchester.ac.uk/portal](http://www.manchester.ac.uk/portal)

**Blackboard** is the University’s virtual learning environment, which you can access via the student portal from anywhere with an internet connection. You can find course materials, submit coursework and communicate with your lecturers and fellow students online. Don’t worry if you can’t see much in Blackboard initially, as your enrolment on units may not yet be complete. Contact your School for further advice.

### University computers

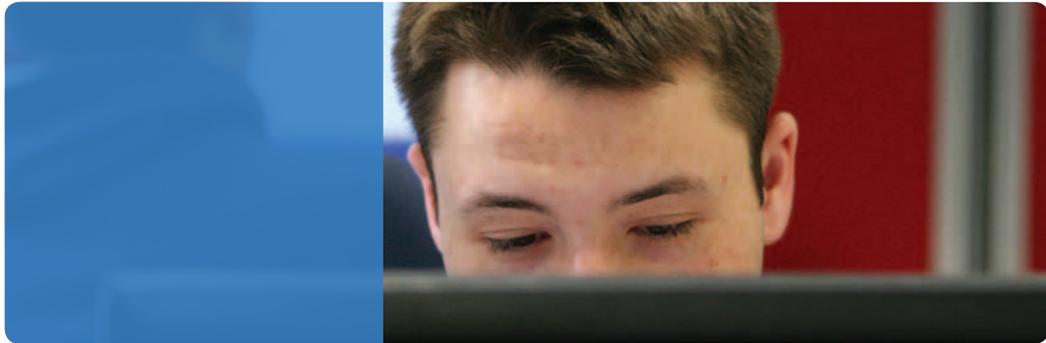
More than 3,000 PCs across campus, and in some halls of residence, are available for you to use. Many have extended opening hours, including at weekends. These link directly to the high-speed campus network, giving you access to the student portal, standard University software, the internet and printing services.

To find your nearest PC cluster, look out for the PC cluster icon on the campus map, or visit: [www.manchester.ac.uk/itservices/pc](http://www.manchester.ac.uk/itservices/pc)



### IT access for all

If you have a disability, the University has specialist hardware and software to suit particular needs, as well as the option of a customised desktop. Find out more: [www.manchester.ac.uk/itservices/accessibility](http://www.manchester.ac.uk/itservices/accessibility)



### Personal computers

Connecting your own computer to the University network is free of charge. If you have a personal computer or laptop, you can use our network via a wired connection in halls of residence (see p15). When on campus, you can connect to the University’s WiFi via your laptop, smartphone or tablet (eg iPad).

Keep your computer secure with a strong password, personal firewall and good anti-virus tool, and by installing security updates as soon as they are available. Find out more: [www.manchester.ac.uk/itservices/secure-it](http://www.manchester.ac.uk/itservices/secure-it)

### Sorting out spam

Please don’t give people outside the University access to student email addresses or send emails to large groups of fellow students. You can find out how to set up your spam filtering for your email account at [www.itservices.manchester.ac.uk](http://www.itservices.manchester.ac.uk)

### Printing

Each PC cluster has printing facilities, which you can use on a ‘pay per page’ basis. A central printing account with a £2 overdraft is automatically set up for you along with your IT account. You can buy further printing credits in units of 50p, £1 and £2 from print kiosks around campus, or use our online ePayments system at <http://printstatus.its.manchester.ac.uk>.

For more information, including locations of payment kiosks and how to print wirelessly, see:

[www.manchester.ac.uk/itservices/printing](http://www.manchester.ac.uk/itservices/printing)

### IT support

Contact our IT Service Desk for any IT-related problems you have at the University...

Online:  
[www.manchester.ac.uk/itservices/contacts](http://www.manchester.ac.uk/itservices/contacts)

Via phone: +44 (0)161 306 5544

Face-to-face: 1st floor, Main Library (blue area 1), or E floor, Joule Library, Sackville Street building.

### top tip

You can opt for your email address not to be included on the University’s external address book by logging into [www.manchester.ac.uk/itservices/itaccountmanager](http://www.manchester.ac.uk/itservices/itaccountmanager). However, it will still be visible internally unless you specifically request otherwise.



## Student support

Our multitude of support services can help you with almost any problem or query you may have – the only difficulty you may experience is in knowing which service to approach for what issue!

Your academic advisor is generally a good place to start with enquiries – but this section will also help point you in the right direction for any specific queries you may have, and for general information that may be useful to you.

### General information

**The Student Guidance Service** offers impartial advice and information on any matter that concerns your academic career. This might include University matters, such as course interruptions, withdrawals, or changes; or personal matters outside the University that may be affecting your academic progress. The service is open Monday to Friday 10am to 4pm and is based on the first floor of University Place (campus map 37).

[www.manchester.ac.uk/sgs](http://www.manchester.ac.uk/sgs)

### Counselling support

University life is busy and exciting – but can sometimes be worrying or stressful, especially if you have concerns in your life outside the University. If this happens to you, don't suffer alone.

#### University counselling service

Free, confidential help is available from trained counsellors with any personal problems affecting your work or wellbeing. We also run group sessions and workshops for those who feel uncomfortable with the idea of a one-to-one conversation, or simply want to arm themselves with some useful information on subjects such as reducing stress, coping with academic pressures, or building confidence and self-esteem. [www.manchester.ac.uk/counselling](http://www.manchester.ac.uk/counselling)

### Nightline

Part of the **Students' Union**, this student-run listening and information telephone service offers anonymous, non-judgemental and non-directive support every night of term, between 8pm to 8am. You can call and talk over any issue or problem you have in complete confidence: from private worries, to phone numbers for University departments, or details of clubs in the city. The phone number is on the back of your student card. [www.umsu.manchester.ac.uk/nightline](http://www.umsu.manchester.ac.uk/nightline)

### Support in university accommodation

All University-owned accommodation has a team of residential pastoral staff who can give you general help and support, as well as providing a local point of contact in case of an emergency at night and over the weekends. When you arrive, look out for events that your pastoral team will arrange to introduce themselves to you. [www.manchester.ac.uk/accommodation](http://www.manchester.ac.uk/accommodation)

### Course support

Your academic advisor is your first port of call for any queries regarding your course.

We also have **course representatives**, students who are chosen by their peers to meet regularly with academic staff to make sure your education is of the highest quality. Their work feeds into and is supported by the Students' Union representatives from each faculty, too. Anyone can be a course representative; make sure your voice is heard by participating! [www.umsu.manchester.ac.uk/course reps](http://www.umsu.manchester.ac.uk/course reps)



### Peer support

As well as Nightline and course representatives, other student-run services are available if you would rather have support from your peers. These include:

#### Peer mentoring

Many disciplines across the University offer you the chance to get support and guidance from older students, to help make the transition into University life smoother and easier. These schemes are student-led, to ensure they meet your needs.

<http://bit.ly/jWXsRs>

#### The Students' Union Advice Centre

This centre provides professional help and advice across various issues, from emergency loans, to contraceptive advice, accommodation issues and various academic matters, including complaints and appeals. No appointment necessary. It is based in the Steve Biko Building, first floor, and is open Monday to Friday 9.30am-4.30pm all year round. Tel +44 (0)161 275 2947 or visit [www.umsu.manchester.ac.uk/advice](http://www.umsu.manchester.ac.uk/advice)

#### The peer support centre

This includes LGBT, Unisex, Students with Disabilities and Nightline – all specialist support services run by the Students' Union. It is based in the Barnes Wallis Building, ground floor (campus map 9).

### Administrative support

**The Student Services Centre** is the place to visit if you have any administrative queries. Student life can involve a lot of form filling and documentation, especially in the early weeks, and we will try our best to simplify this for you. You can find us just off Burlington Street (map ref 57) on the way to the Main Library. There is also a satellite centre in the Joule library on Sackville Street (map ref 10).

We can sort out questions concerning registration, student cards, tuition fees assessment or payment, Council Tax exemption, and all sorts of documentation, such as academic transcripts or student loans, grants and awards. We can also help with queries about examinations, graduation ceremonies, degree certificates and numerous other general enquiries. You can contact us with your enquiry, or make requests and carry out certain tasks yourself using the student portal ([www.portal.manchester.ac.uk](http://www.portal.manchester.ac.uk)). The walk-in service and student phone line are both available five days a week from 10.00am to 4.00pm.

#### Contact:

The Student Services Centre  
Burlington Street (campus map 57)  
tel +44 (0)161 275 5000  
ssc@manchester.ac.uk  
[www.manchester.ac.uk/ssc](http://www.manchester.ac.uk/ssc)

### Careers support

Even though you are just starting University life, it's never too early to start planning for the future – especially in today's competitive jobs market. Your Careers Service offers expert advice and guidance, and can point you to exciting opportunities that will boost your job prospects. Visit the careers website and look out for careers events throughout the year. See p46 for details on services available to you in your first year of studies. [www.manchester.ac.uk/careers](http://www.manchester.ac.uk/careers)

### IT support

See p38-9 for information on online services and resources, and on IT support.

### International support

Our International Students' Advice Team, based in the Student Services Centre, provides advice and information to all our international students on diverse topics, including immigration issues, work permits, finance, funding and academic or personal problems.

See contact details for the Student Services Centre (above), or email [iat@manchester.ac.uk](mailto:iat@manchester.ac.uk).

For full information on support for international students, including details on English language courses, see your Arrival Guide.

# Student support

## Disability support

Staff in the Disability Support Office can help any student with additional needs arising from a medical condition, a physical or sensory disability, a specific learning difficulty such as dyslexia, or a mental health problem that affects their study. We can arrange assessments, assist with applications for funding support, and discuss appropriate study aids and special examination arrangements, if necessary. All enquiries are treated in confidence.

### Contact:

The Disability Support Office (DSO)  
2nd Floor, University Place (campus map ref 37)  
tel +44 (0)161 275 7512  
minicom +44 (0)161 275 2794  
text 07899 663 512  
dso@manchester.ac.uk  
<http://bit.ly/iPdFYZ>

## Health support

Occupational Health Services offers confidential care and support on health and safety issues that may be relevant to your course and your ability to study. Services available include: emergency care if you are taken ill on campus; travel health advice; contraceptive and sexual health services, including the availability of emergency contraception and free condoms; and health promotion, including

help and support to deal with issues relating to drug and alcohol abuse. It also provides medical certificates of fitness for employment and hobbies.

The service is open Monday to Friday, 9.00am to 4.00pm. You can self-refer, or be referred by your School or another support service: <http://bit.ly/k7LaXN>

Please note that this service is not a doctor's surgery. You should register with local healthcare services when you arrive at the University (see p16).

## Childcare support

If you have family responsibilities, we provide nursery facilities situated conveniently close to campus. Places for children aged between six months and five years are available year-round, on weekdays, from 8.30am to 5.30pm. Due to high demand for some age groups (particularly under-two year-olds), there may be a substantial waiting list.

### • Dryden Street Nursery

(campus map 62)  
tel +44 (0)161 272 7121  
admin.drydenstreetnursery@btconnect.com

### • Echoes Nursery

(campus map 6)  
tel +44 (0)161 306 4979  
echoes@networknurseries.co.uk

'Manchester Student Parents and Carers Network' is a dedicated Facebook group for University of Manchester students. The network is also a Students' Union Society, so look out for their stall at the Students' Fair (see p18-19).

The International Society at William Kay House on Oxford Road runs a weekly Women and Families group: <http://bit.ly/krcxQu>

You can get more information about local childcare providers, schools, funding for childcare and a range of related topics online: <http://bit.ly/mSyFpz>

Information on child-related matters is also available from the Students' Union Advice Centre and the Student Guidance Service (see above).

## top tip

If you want to get involved in SU activities and events (including any societies), you can claim £5 per hour towards childcare costs. Email [womens@umsu.manchester.ac.uk](mailto:womens@umsu.manchester.ac.uk) for more information.

## Legal support (in term-time only)

If you have any legal or associated problems, you can get free, confidential advice from our Legal Advice Centre, run by the School of Law. Following an appointment, clients will be advised in writing on their legal position and what steps to take next. Cases are not taken beyond written advice, although the centre may be able to make referrals to other agencies. The centre runs regular clinics in the areas of employment law, landlord and tenant law, small claims and police complaints.

### Contact:

Legal Advice Centre  
tel +44 (0)161 306 1264 / 275 7976  
[free.legal@manchester.ac.uk](mailto:free.legal@manchester.ac.uk)  
<http://bit.ly/m38rIW>

## Religious support

Our student population is drawn from all cultures and religious beliefs. A number of chaplains of diverse faiths are available if you want to talk through difficulties, to explore issues of faith, or are looking for information about local faith communities:

- St Peter's House for the Anglican, Baptist, Methodist and United Reformed Church denominations: [www.stpeters.org.uk](http://www.stpeters.org.uk)
- Avila House for the Roman Catholic chaplaincy: [www.rc-chaplaincy-um.org.uk](http://www.rc-chaplaincy-um.org.uk)
- Hillel House for the Jewish chaplaincy: **Tel +44 (0)161 226 1139**
- The University of Manchester Islamic Society maintains campus prayer facilities for Muslim students in the MacDougall Centre and the Sackville Street Building: [www.manchesterisoc.com](http://www.manchesterisoc.com)

The Students' Union also has societies for many major religions: [www.umsu.manchester.ac.uk](http://www.umsu.manchester.ac.uk)

## Support for care leavers

If you are leaving or have recently left care, you may benefit from a New Student Advisory Meeting. In this meeting we will make sure that you have accessed all the financial support you are entitled to, that your accommodation needs are catered for, and will answer any questions you may have. To arrange a meeting in complete confidence, contact the Student Guidance Service (details at the start of this section).



## If things go wrong

The University is proud of and committed to ensuring the high standard and quality of our programmes of study, services and facilities for you, our students. We recognise, however, that on occasion things may not go as well as we would hope. If this happens, we need to know what may have gone wrong in order to resolve the issue and take any appropriate action to improve our services and facilities accordingly.

### top tip

The University's Mediation Service is open to students who want to address a situation or problem they are experiencing. This may be with another student on your course or in halls, or it might concern a member of staff. For more information contact 0161 306 5874 or email [mediation@manchester.ac.uk](mailto:mediation@manchester.ac.uk).

### Complaints

If you have a complaint with any aspect of your academic life, we advise you to follow our procedure for student complaints, as follows:

**Step 1:** Seek to resolve your complaint informally – raise it promptly and directly with the staff concerned (whether they be academic or administrative staff in your School, or staff working in the service or facility about which you are complaining). We hope – and find – that most complaints can be resolved at this stage.

**Step 2:** If your complaint is not dealt with to your satisfaction via informal procedures, you can make a formal complaint. Complete a copy of our complaints form, which is available online, together with full details of the complaints procedure: <http://bit.ly/iPHUQH>

Submit the form to the relevant faculty officer or service manager, as appropriate (see <http://bit.ly/j9tsKI> for relevant contact details).

### Harassment

The University aims to promote a learning and working environment that values diversity and promotes inclusion for all our students and staff. We take any form of harassment, discrimination, or bullying very seriously.

Our 'Dignity at Work and Study' initiative provides support to anyone who finds themselves either subjected to or accused of this behaviour. A team of trained harassment advisors is available to provide confidential support and information, and mediation can also be arranged, if desired.

#### Contact:

The Equality and Diversity Office  
tel +44 (0)161 306 5857  
[equalityanddiversity@manchester.ac.uk](mailto:equalityanddiversity@manchester.ac.uk)  
[www.manchester.ac.uk/aboutus/equalityanddiversity](http://www.manchester.ac.uk/aboutus/equalityanddiversity)



### Academic appeals

We are committed to safeguarding your interests in relation to the process by which decisions relating to your academic status or progress are reached. We therefore have a procedure that you may use to appeal against a decision of a board of examiners, or a progress committee or a graduate committee, or equivalent committee whose decision relates to your academic status or progress.

Please note that it is not possible for you to contest the academic or professional judgement of the examiners and their decisions. In other words, **you may not appeal simply because you are dissatisfied with the outcome of your assessment**. There are four very specific grounds on which an appeal might be lodged, as follows:

- Extenuating circumstances exist of which, for good reason, the board of examiners were not aware, and which may have affected the decision
- Administrative error or procedural irregularity in the assessment process
- Bias on the part of one or more examiners
- Unsatisfactory supervision in respect of a research dissertation, thesis, or equivalent work

If you wish to lodge an appeal, you are strongly advised in the first instance to raise the matter with the appropriate member of staff in your School – eg your tutor, supervisor, or course director. Only if the matter remains unresolved should you seek to undertake the formal appeal procedure, in which case you should submit a formal written statement setting out the grounds of your appeal to the appropriate faculty officer within 20 working days of notification of the result or decision against which you are appealing.

Full details of the appeals procedure are available online: <http://bit.ly/kP44Nn>

If you wish to use one of the procedures outlined here, but would welcome some advice or guidance, you could contact the appropriate officer in your faculty. You can find their details in the Crucial Guide Live: <http://bit.ly/j9tsKI>



## The Less Crucial Checklist: In Year 1

### Find a part-time job

A part-time job can be a welcome boost to your finances, as well as to the work experience section on your CV. It's also a good way to develop team-working, communication and other skills. Around 50% of students work part-time, in jobs ranging from retail and customer service to web design and translation. If you plan to work part-time, you need to manage your hours so the job does not conflict with the demands of your degree.

Our Careers Service advertises part-time jobs for students on its website, as well as offering useful advice on part-time jobs in general, and other vacancy sources: <http://bit.ly/kCXWxT>

### Pick a career development opportunity

We don't need to tell you how competitive the graduate jobs market is these days – but we can tell you that your Careers Service runs plenty of events and services that can put you on the right career path and get you noticed by graduate employers.

- Activate your account with *CareersLink* to receive details on part-jobs, work experience and careers events: [www.manchester.ac.uk/careerslink](http://www.manchester.ac.uk/careerslink)
- Get thinking about your career and decide what to do next in three minutes with *Careers KickStart*: [www.manchester.ac.uk/careerkickstart](http://www.manchester.ac.uk/careerkickstart)
- See a careers consultant for advice on your options and next steps

At the end of the year, register to take part in an accredited course unit in Year 2, which will count toward of your degree and boost your employability:

- **Manchester Leadership Programme:** Combines academic learning with community volunteering to help you develop leadership and other practical skills, as well as greater social awareness: [www.manchester.ac.uk/mlp](http://www.manchester.ac.uk/mlp)
- **Career Management Skills:** Work with employers to develop various useful skills applicable in both the working environment and in job-hunting: [www.manchester.ac.uk/careers/cms](http://www.manchester.ac.uk/careers/cms)

Find out more about these and other services, including careers talks, workshops, fairs and employer presentations, at: [www.manchester.ac.uk/careers](http://www.manchester.ac.uk/careers)

### Investigate accommodation for Year 2

Ideally, you should start looking for accommodation for your second year as early as January. Make your first port of call **Manchester Student Homes**, a University-run service that co-ordinates private sector housing for students:

Manchester Student Homes  
Unit 1-3 Ladybarn House  
Accommodation map ref 110  
tel +44 (0)161 275 7680  
[manchesterstudenthomes@manchester.ac.uk](mailto:manchesterstudenthomes@manchester.ac.uk)  
[www.manchesterstudenthomes.com](http://www.manchesterstudenthomes.com)

#### International students

Students from outside the EU may be eligible to live in University accommodation throughout their degree, in which case you must apply for second-year accommodation by February. See Arrival Guide p20 for more on accommodation.

### Consider study abroad

Thinking about study abroad may seem premature when you've only just got here, but if you want to apply for an exchange scheme in your second year (which is when most exchanges take place), you need to get onto it **almost as soon as you arrive in Manchester**.

**European exchanges** (via the Erasmus scheme) are available with universities across the continent. The **Worldwide Exchange** programme offers exchanges with countries including the USA, Canada, Australia, New Zealand, Hong Kong, Singapore, South Korea and Latin America.

#### Do I need a foreign language?

Not necessarily. You may need to speak the language for some European exchanges, and for Latin America and Seoul, but many exchanges involve teaching in English, even in universities based in non-English-speaking countries, such as the Netherlands.

### Find out more...

Contact the Study Abroad Unit (tel +44 (0)61 275 3053 or email [goabroad@manchester.ac.uk](mailto:goabroad@manchester.ac.uk)), or browse information in the Study Abroad Library (ground floor of the Rutherford Building, campus map ref 45, open 9.00am-5.00pm Mon-Fri).

[www.studentnet.manchester.ac.uk/studyabroad](http://www.studentnet.manchester.ac.uk/studyabroad)

For more details on all these regulations, please see [www.studentnet.manchester.ac.uk/crucial-guide/regulations](http://www.studentnet.manchester.ac.uk/crucial-guide/regulations)



# The small print

## Keeping up-to-date with admin

Many of the administrative processes which affect your student life are carried out online – eg registration (see p6), the publication of examination timetables and arrangements for graduation. This is why you have a responsibility to access the student portal and your email on a regular basis for important notices and updates.

In exceptional circumstances, alternative arrangements can be made – contact the Student Services Centre for advice (see p41).

## Student regulations

As a registered student of The University of Manchester, you agree to comply with the rules and regulations under which the University and its students must operate. The principles underpinning these are set out in the University's Statutes, Ordinances and Regulations.

The main rules and regulations that you should be aware of are listed below, full details of which can be found online:

[www.studentnet.manchester.ac.uk/crucial-guide/regulations](http://www.studentnet.manchester.ac.uk/crucial-guide/regulations)

### Your degree regulations

Your academic progress and the award of your degree is governed by general degree regulations, supplemented by specific regulations relating to your degree, which are set out in your course handbook.

### Registration and payment of fees

(General Ordinance XVI)  
What it means to register as a student and under what circumstances your registration may end.

To find out how to register online, see p6.

### Work and attendance of students

(General Regulation XX)  
Compulsory work and attendance requirements, and the risks of not meeting them.

**Library** (General Regulation XVI)  
Library services and facilities available to you and the terms of use, including the risk of disciplinary action if these terms are not observed.

**Conduct and discipline of students** (General Regulation XVII)  
Expectations of proper student conduct.

**Computer use/misuse** (General Regulations XIV and XV)  
Expectations of using University computer facilities, monitoring and risks of misuse.

## Dignity at work and study

How the University expects you to behave in respect of harassment, bullying and discrimination, and what you can do if you believe you have been a victim of harassment, bullying or discrimination at University.  
See also 'Harassment' under *If Things Go Wrong* p44-45.

**Examinations and assessments** (General Regulations XII)  
Details of the University examination and assessment regulations are given in the appropriate degree regulations and supplemented by your course handbook.

**Results of assessment**  
Assessment results may be withheld if you are in debt to the University.  
See also 'Academic appeals' under *If Things Go Wrong* p44-45.

**Complaints** (General Regulation XVIII)  
The student complaints procedure:  
See *If Things Go Wrong* p44-45.

**Students' Union** (Ordinance XVII)  
Membership of the Students' Union and what that entails, including details on opting out.

## Health and safety

Your responsibilities under the Health and Safety at Work etc. Act 1974, as well as the University's responsibilities and policies.  
See p5 for how to complete the online H&S induction.

**Data protection** (Ordinance XIV)  
How the University will use your personal data in accordance with the Data Protection Act 1998, including disclosure to third parties, and your rights to check and correct information held.

### Got a query regarding use of your personal data?

Contact the Records Management Office:  
Room G011, John Owens Building (campus map 48)  
tel +44 (0)161 275 8111

## Freedom of information

The University's obligations under the Freedom of Information Act (FoIA), and its Publication Scheme (PS), which is a list of all the information routinely made available to the public.

**Copyright** (Ordinance XIV)  
Rules of copyrighted material and the risks of infringement.

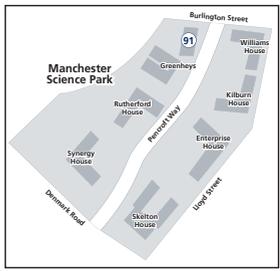
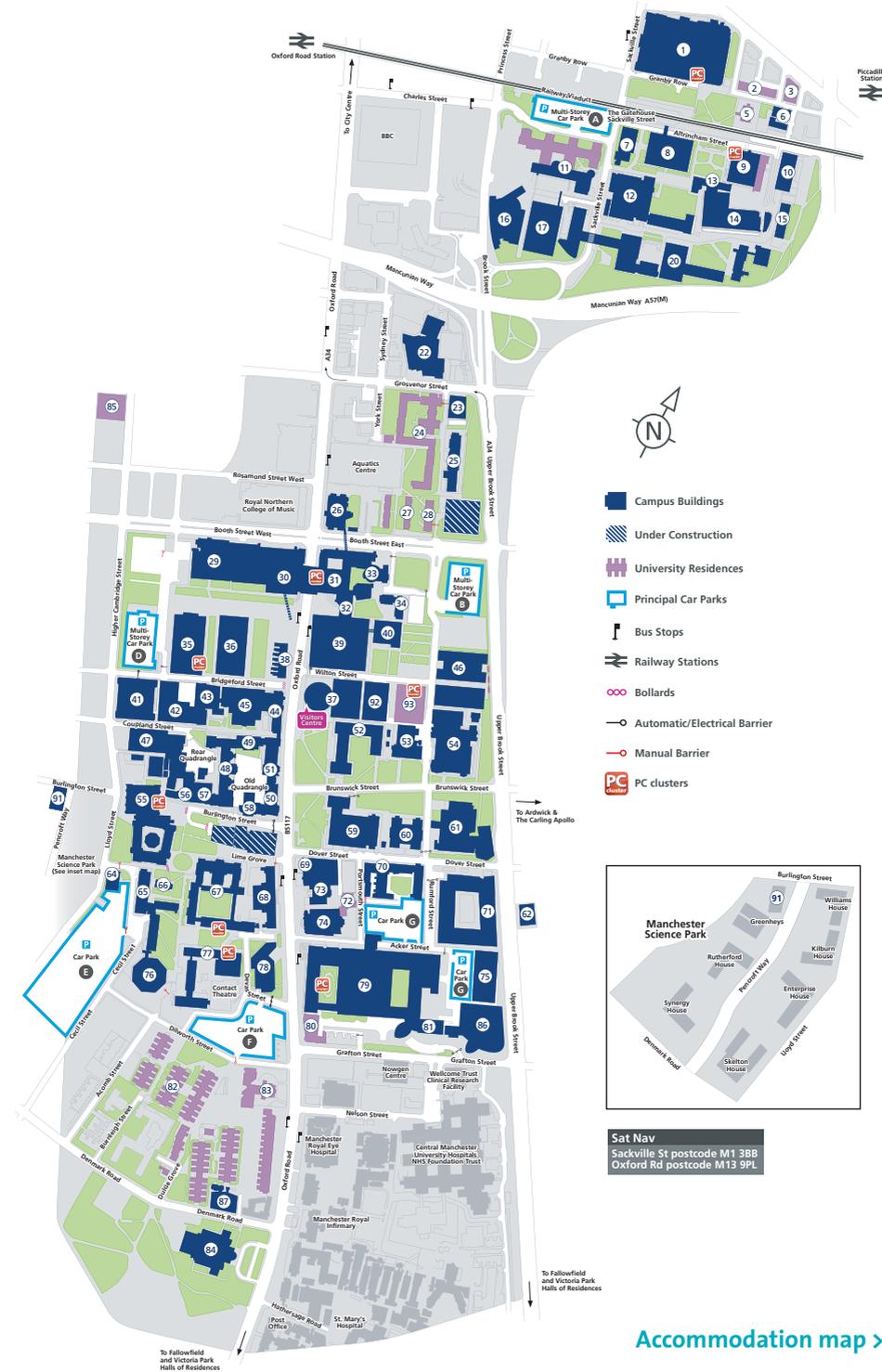
**Intellectual Property (IP)** (Ordinance XIV)  
Your intellectual property rights over work you create as a student – and the exceptions to this.



# Campus map

- 1 Sackville Street Building
- 2 Lambert Hall
- 3 Fairfield Hall
- 5 Chandos Hall
- 6 Echoes Day Nursery
- 7 Paper Science Building
- 8 Renold Building
- 9 Barnes Wallis Building / Students' Union / Wright Robinson Hall
- 10 Vision Centre / Moffat Building
- 11 The Manchester Conference Centre and Weston Hall
- 12 Pariser Building
- 13 Staff House Sackville Street
- 14 The Mill
- 15 Morton Laboratory
- 16 Manchester Interdisciplinary Biocentre - John Garside Building
- 17 George Begg Building
- 20 Ferranti Building
- 22 Sugden Sports Centre
- 23 Oddfellows Hall
- 24 Grosvenor Halls of Residences
- 25 Materials Science Centre
- 26 Manchester Business School East
- 27 Bowden Court
- 28 Ronson Hall
- 29 Manchester Business School West
- 30 Precinct Shopping Centre Harold Hankins Building Devonshire House
- 31 Crawford House
- 32 St Peters House/Chaplaincy
- 33 Crawford House Lecture Theatres
- 34 Prospect House
- 35 Humanities Bridgeford Street
- 36 Arthur Lewis Building
- 37 University Place
- 38 Waterloo Place
- 39 Kilburn Building
- 40 Information Technology Building
- 41 Dental School and Hospital
- 42 Martin Harris Centre for Music and Drama
- 43 Coupland Building 1
- 44 The Manchester Museum
- 45 Rutherford Building
- 46 Alan Turing Building
- 47 Coupland Building 3
- 48 John Owens Building
- 49 Beyer Building
- 50 Whitworth Hall
- 51 Whitworth Building
- 52 Williamson Building
- 53 Roscoe Building
- 54 Schuster Building
- 55 The John Rylands Library
- 56 Schunck Building / Burlington Rooms
- 57 Student Services Centre
- 58 Christie Building
- 59 Simon Building
- 60 Zochonis Building
- 61 Chemistry Building
- 62 Dryden Street Nursery
- 64 Environmental Services Unit
- 65 Mansfield Cooper Building
- 66 Stephen Joseph Studio
- 67 Samuel Alexander Building
- 68 Students' Union Oxford Road (also at number 9)
- 69 William Kay House
- 70 Dover Street Building
- 71 Michael Smith Building
- 72 Vaughan House
- 73 Avila House RC Chaplaincy
- 74 Holy Name Church
- 75 AV Hill Building
- 76 AQA
- 77 Ellen Wilkinson Building

- 78 The Academy
- 79 Stopford Building
- 80 Horniman House
- 81 The Manchester Incubator Building
- 82 Whitworth Park Halls of Residence
- 83 Grove House
- 84 The Whitworth Art Gallery
- 85 Opal Hall
- 86 Core Technology Facility
- 87 Denmark Building
- 89 Lamb Building
- 91 McDougall Centre
- 92 Jean McFarlane Building
- 93 George Kenyon Building and Hall of Residence and PC cluster



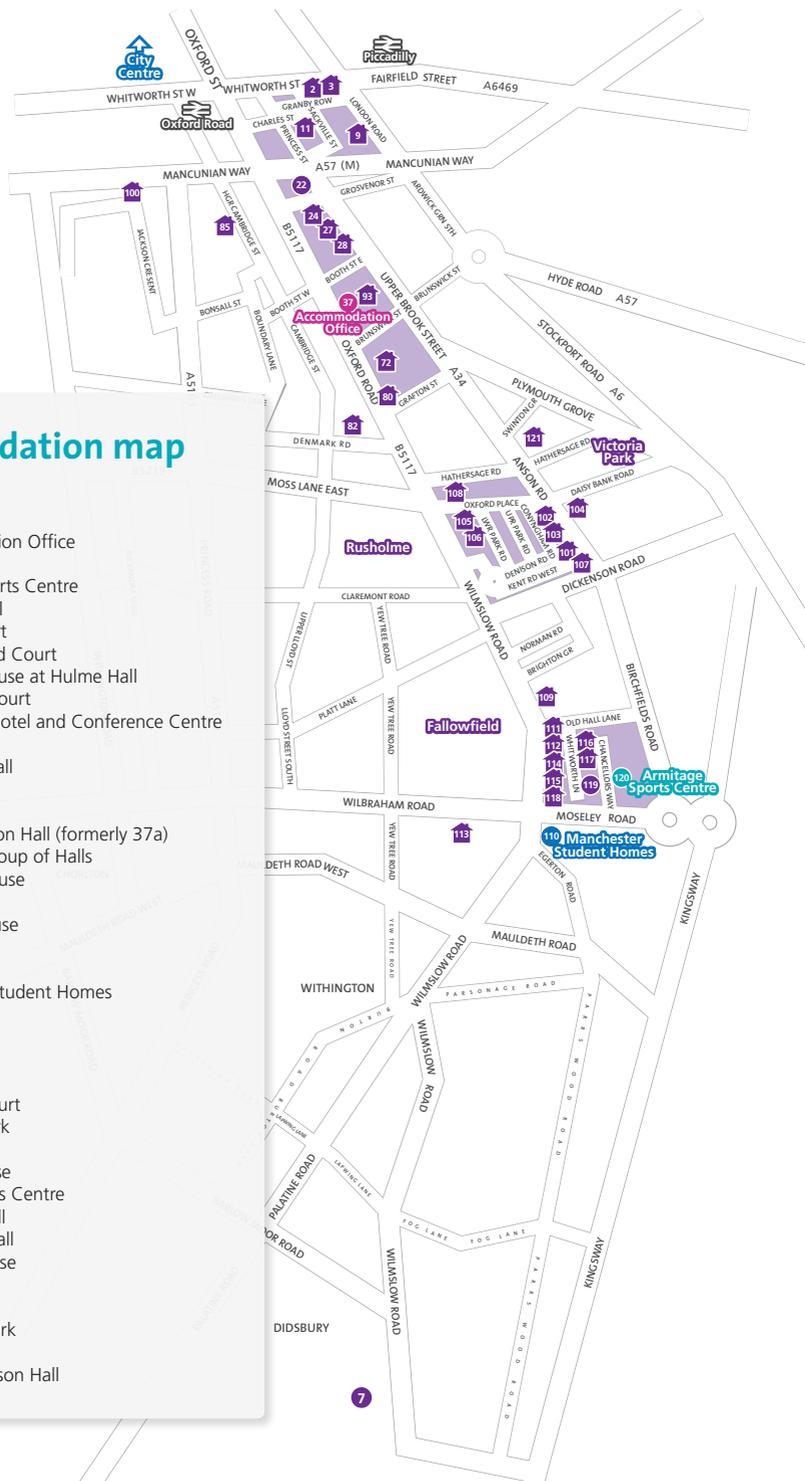
Sat Nav  
 Sackville St postcode M1 3BB  
 Oxford Rd postcode M13 9PL

Accommodation map >>>

## Accommodation map

### Building key

- 37 Accommodation Office
- 109 Allen Hall
- 120 Armitage Sports Centre
- 111 Ashburne Hall
- 27 Bowden Court
- 100 Brian Redhead Court
- 106 Burkhardt House at Hulme Hall
- 101 Canterbury Court
- 119 Chancellors Hotel and Conference Centre
- 5 Chandos Hall
- 102 Dalton Ellis Hall
- 3 Fairfield Hall
- 117 Fir's Villa
- 93 George Kenyon Hall (formerly 37a)
- 24 Grosvenor Group of Halls
- 80 Horniman House
- 105 Hulme Hall
- 110 Ladybarn House
- 2 Lambert Hall
- 113 Linton House
- 110 Manchester Student Homes
- 115 Oak House
- 85 Opal Hall
- 104 Opal Gardens
- 114 Owens Park
- 103 Pankhurst Court
- 116 Richmond Park
- 28 Ronson Hall
- 112 Sheavyn House
- 22 Sugden Sports Centre
- 107 St Anselm Hall
- 108 St Gabriel's Hall
- 72 Vaughan House
- 121 Victoria Hall
- 11 Weston Hall
- 82 Whitworth Park
- 118 Woolton Hall
- 9 Wright Robinson Hall



Want everyone to know you are a Manchester student? Check out our range of official University gifts, clothing and merchandise.

The official University hoodie is undoubtedly our most popular item, and is available in a selection of colours and sizes.



You can buy online before you arrive at [www.manchester.ac.uk/giftshop](http://www.manchester.ac.uk/giftshop), or visit the GiftShop in University Place (campus map 37).

Copies are available in braille, larger print (please specify font type and size required), or on CD. If you require a copy of this Guide, or certain sections of it, in an alternative format, please contact the Student Experience office on +44 (0)161 275 2088.

Find out more on the Crucial Guide Live: [www.studentnet.manchester.ac.uk/crucial-guide](http://www.studentnet.manchester.ac.uk/crucial-guide)

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