

MANCHESTER
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The University of Manchester

Faculty of Science
and Engineering

Welcome to CEAS

Student Experience



Department of Chemical Engineering & Analytical Science

Year 1 Guide – 2019/120

Great Expectations Guide!

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WELCOME - You're now developing to be an 'independent learner'

This expectations guide has been designed to provide you with some general introductory advice on studying at the university. When you begin your study here, one thing that everyone talks about is the idea of *"independent learning"*. You will hear this phrase from day one during your welcome week talks. People will say quite obvious things to you, such as **"you're no longer at school"**, or **"you have to be able to organise yourself"**, or **"you are an adult and need to find your own motivation"**. We appreciate this can be quite annoying after a while, but what is even more annoying is that all these people are right. It is difficult to complete a Chemical Engineering degree without being organised, motivated and independent.

During your school life experience most people will have taken examinations and written essays. However, at university you will encounter forms of assessments and modes of work that you will not have come across before. Even for the types of assessment that you are familiar with, you will find that the standards expected of you will be higher. There's no need to panic though, you are not alone as advice and support is available through a variety of resources throughout your studies. Many students progress and graduate perfectly well each year having come to terms with these new challenges.

One good tip, though, is to occasionally stop and think about those things that you are learning in addition to the course content. This should help you to reflect on what skills you have started to gather: we call them 'transferable skills'.

'Transferable Skills' are the abilities that you gain that are necessary in places beyond the university and when it comes to applying for jobs in later years to help you to stand out from the crowd. Many employers won't consider employing you unless you are able to articulate what skills you have and how they might be used to benefit their organisation.

This booklet will hopefully help you settle into university life and smooth your transition from school to university. Be prepared to hear constantly that you are now an independent learner, but hopefully this guide will enable you to understand what's expected from you during your studies.

To end, don't be afraid to ask for help, in fact one of the many activities we can class as a "skill" is the ability to ask the **right person the right question at the right time**. If you do this, you are likely to create a useful answer. There are many people within the Department, Faculty and University who will be more than pleased to help you, so use your initiative to seek them out!

Good luck on your journey with us!

Department of Chemical Engineering and Analytical Science

PUTTING A FACE TO A NAME

We welcome you to the Department of Chemical Engineering and Analytical Science (SCEAS). We hope you settle in quickly to your new surroundings and you find this guide useful.

I'm sure you will all get to know us shortly, but it's sometimes easier putting a face to a name. We are a friendly bunch so please don't be afraid to stop us for a chat.



Professor Christopher Hardacre
Head of Department



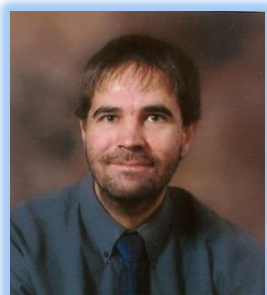
Dr. Thomas Rogers
Discipline Head of Education



Mr Simon Perry
Undergraduate Programme Director



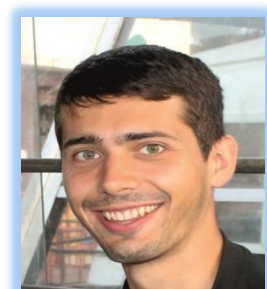
Dr. Maryam Malekshahian
Year 1 Tutor



Dr Percy van der Gryp
Deputy Undergraduate Programme Director



Miss Tonia Berry
Student Support & Welfare Officer



Dr. Thomas Vetter
Industrial Experience Academic Coordinator

HEALTH & SAFETY

Staff and students at this University carry out an extremely wide range of activities, some of which involve **risks** that are new, unpredictable, or just different. We cannot provide a **risk-free environment**. We can, however, strive to ensure that all of us make **well-informed decisions**, and are **responsible** and **considerate** about the risks we encounter during our studies and work.



We at the Department of Chemical Engineering and Analytical Science firmly believe that of the diverse ranges of activities we carry out, none of them are so important that we cannot **take the time** to do them **safely** and **reduce the risk** of harming ourselves or others.

As a **student** we expect you to work with us to maintain that belief. On arrival you **must carry out a University Safety Induction** along with a **specific induction for the Department**, your studies cannot progress until you have done so.

More importantly you will not be allowed in any the Department's laboratories until you have completed these inductions. **Further details will be available during Welcome Week.**

WHAT TO EXPECT DURING WELCOME WEEK

The table below shows the activities taking place during the Department's welcome week which starts on Monday 16th September 2019.

Activity	Date	Time	Where
Welcome to the Department Talks	Mon 16th Sept	10:00am - 11:30am	Renold Building, C9
Welcome Fair	Mon 16th Sept	12:00pm - 1:30pm	James Chadwick Building, 4th Floor, EBL Suite
Safety & Blackboard inductions*	Group 1: Mon 16th Sept Group 2: Tues 17th Sept	2:00pm – 4:00pm 9:00am-11:00am	Simon building computer cluster for both groups
Sustainability Challenge Event	Tues 17th Sept	1:00pm - 5:00pm	To be confirmed nearer to the start of welcome week
Maths Diagnostic Test *	Group 1: Wed 18th Sept Group 2: Wed 18th Sept	10:00am - 12:00pm 1:00pm - 3:00pm	George Begg Computer Cluster George Begg Computer Cluster
Meet your Academic Advisors	Thurs 19th Sept	9:30am - 11:00am	James Chadwick Building, 4th Floor, EBL Suite
Meet your PASS Leaders	Thurs 19th Sept	11:00am - 12:00pm	James Chadwick Building, 4th Floor, EBL Suite
Campus Tours	Fri 20th Sept	ALL DAY - OPTIONAL	VARIOUS PLACES
Climate Change lecture	Fri 20th Sept	11:00am - 12:00pm	Renold Building, C16
Registration Queries Drop-in Session	Fri 20th Sept	12:00pm - 1:00pm	Sackville Street G100

**Note you will be allocated a group; you only have to attend one of the sessions*

A Welcome Week timetable will be available for you to view prior to your arrival via the Department's Pre-Arrival webpage: <http://www.welcome.manchester.ac.uk/your-course/science-and-engineering/ceas/>

UNIVERSITY SUSTAINABILITY CHALLENGE



As part of the Welcome to Manchester, all new first year undergraduates take part in the Sustainability Challenge. This year, the challenge takes place on **Tuesday 17th September**, and students from chemical engineering will be doing the challenge in the afternoon.

An email will be sent to your University email address telling you exactly where to go, and when, so please make sure you can access your email account, and look out for the email. The information will also be included on your personalised timetable.

To find out more about the challenge, and view the event trailer, please follow the link below. <http://www.egc.manchester.ac.uk/sustainability/>

Chemical engineers are increasingly involved in developing sustainable processes and technologies in fields such as energy, chemical production, waste disposal, and many others. **As a chemical engineer**, you will need to appreciate the economic, environmental and social impacts of the things you work on. The Sustainability challenge is therefore highly relevant and is an essential part of welcome week

Students who took part in the challenge last year identified the following benefits:

- skills practised/developed
- understanding of sustainability
- communication skills
- real world problem solving
- collaboration
- presentation skills
- working against the clock
- processing complex information, from different sources, to arrive at recommendations

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MATHS DIAGNOSTIC TEST

In Welcome Week, students will be asked to sit a short Maths Diagnostic test which will take place on **Wednesday 18th September 2019**. The purpose of this is to determine the appropriate lecture course and tutorial group for each student. This should NOT be seen as daunting in any sense.

The following books are useful preparation tools:

- "Engineering Mathematics" by KA Stroud
- "Mathematics for Engineering - A modern interactive approach" by A Croft and R Davison.
- "Heinemann Modules Mathematics for Edexcel AS and A-level" by K Pledger et. al



ACADEMIC CALENDAR 2019/20

2016/17 academic year	
Welcome Week	16 th September 2019
Semester 1 teaching period	23 rd September 2019 – 13 th December 2019
Reading week	28 th October 2019 - 1 st November 2019
Christmas vacation	13 th December 2019 – 13 th January 2019
Semester 1 exam period	13 th January 2020 – 24 th January 2020
Semester 2 teaching period	27 th January 2020 – 7 th May 2020
Easter vacation	27 th March 2020 – 20 th April 2020
Semester 2 exam period	13 th May 2020 – 3 rd June 2020
Resit Exam Period	17 th August 2020 – 31 th August 2020

YEAR 1 TAUGHT UNITS 2019-120

Unit Code	Unit Title	Semester	Credits
CHEN 10011	Engineering Mathematics 1	1	10
CHEN 10031	Process Fluid Flow	1	10
CHEN 10041	Process Engineering Fundamentals	1	10
CHEN 10081	Fundamentals of Thermodynamics	1	10
CHEN 10050	Computational Methods for Chemical Engineering	1 & 2	10
CHEN 10060	Laboratory Projects 1	1 & 2	10
CHEN 10022	Engineering Chemistry	2	10
CHEN 10072	Engineering Mathematics 2	2	10
CHEN 10092	Process Heat Transfer	2	10
CHEN 10122	Chemical Engineering Design Project	2	10
CHEN 10162	Engineering Biotechnology	2	10
CHEN 10192	Chemical Thermodynamics	2	10

COMMUNICATION CHANNELS

You will be joining a very vibrant and large community. There are various ways that as a Department we engage and communicate to our students such as:

CEAS WEEKLY NEWSLETTER

Every Monday afternoon during term time we publish a weekly newsletter which will be sent to your email address, and to make it even easier to navigate, we have created a section per year group. Topics covered include:

- Latest teaching and learning news
- Wellbeing events
- Employability opportunities
- What's going on around campus



EMPLOYABILITY

AUDIT GRADUATE SCHEME FOR PROFESSIONAL SERVICES FIRM
Location: London, UK (Vice)
Application deadline: 08 March 2019
Start date: Summer 8 September 2019
Salary: Competitive

Are you looking for a career in audit? Do you want real responsibility with the opportunity for global travel? Do you want to work for a firm that values your well-being, offers flexible working and supports all of your professional qualifications? Do you want the chance to kick-start a successful and rewarding career? One of the largest professional services firms in the world are looking for passionate & high-achieving students and graduates to become part of their industry leading auditing team.

Apply now for the graduate scheme
<https://www.pwc.com/uk/careers/graduate-scheme/2019/ceas>

Or here for the summer internship:
<https://www.pwc.com/uk/careers/graduate-scheme/2019/ceas>

RISK MANAGEMENT GRADUATE SCHEME
Location: London, UK (Vice)
Application deadline: 08 March 2019
Start date: September 2019
Salary: Competitive

Apply now: <https://www.kpmg.com/uk/careers/graduate-scheme/2019/ceas>

Do you have an interest in business and finance? Are you detail driven with strong communication skills?

On this graduate scheme, you will be working on risk management, providing practical recommendations that cut through complex business problems in order to protect client information. This comes with the opportunity to travel internationally to visit clients and the opportunity to study for professional qualifications.

OTHER OPPORTUNITIES

EVENTS

TeachFirst
The School of Chemical Engineering & Analytical Science

SKILLS WORKSHOP SELECTION PROCESSES
WEDNESDAY 6th MARCH
2PM-4PM
EBL SUITE, JCB

LEARN ABOUT POTENTIAL SELECTION METHODS YOU MAY BE INVOLVED IN. GAIN INSIGHT INTO WHAT TOP GRADUATE EMPLOYERS LOOK FOR DURING SELECTION.

YOU DON'T HAVE TO BE INTERESTED IN TEACH FIRST, BUT IF YOU ARE THIS WILL BE DOUBLY USEFUL.

TO SIGN UP, SEARCH ON EVENTBRITE: Teach First Skills Workshop, Subject: Professor



WELLBEING

SIX WAYS TO WELLBEING
The University has developed a means of understanding wellbeing, consisting of 6 ways. These weekly newsletters will include resources, events and freebies following these ways:

- Work-life balance
- Connect
- Learn
- Be healthy
- Be active
- Learn and Develop

SOCIAL RESPONSIBILITY

LOVE 4 THE STREETS VOLUNTEERING OPPORTUNITY
Become part of the community, and be the change.

We're looking for creative volunteers who want to share their artistic skills to help others and create content about causes they're passionate about. Learn more about the kinds of volunteering opportunities we have to offer here: <http://www.love4thestreets.org>

Past volunteers have run an workshops for the homeless, designed posters for fundraisers, created documentaries and documented major events raising awareness of homelessness.

Signup by emailing love4thestreets@gmail.com

SUSTAINABILITY CHALLENGE

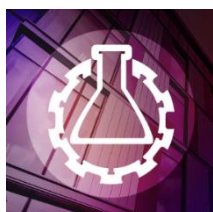
YEAR 1 SUSTAINABILITY CHALLENGE - MISSED IT BUT STILL WANT YOUR STELLIFY AWARD?

If you missed it during welcome week, but still want to achieve the Steffly Award, there are 0 catch-up sessions available for you to attend this year.

For the full list of dates and to sign up please visit the Ethical Brand Challenges website


SOCIAL MEDIA

You can also follow us via our social media channels



Follow us on twitter
[@ChemEngManUni](https://twitter.com/ChemEngManUni)



CEAS Student Experience Facebook 

Like and follow us at:

<https://www.facebook.com/uomchemicalengineering/>

STUDENT REPRESENTATION

There are various ways that you can give feedback during your studies here. They range from mid-term health checks, unit evaluation questionnaires at the end of each semester to becoming part of the Department's student representation team, where you would meet academic and PS colleagues as part of a focus group which takes place twice a semester. This will allow you to voice student concerns that they are facing relating to the student experience and teaching and learning.

If you are interested in getting involved and becoming a year rep then why not stand for the rep elections that take place at the beginning of the academic year. For further details contact our Student Experience Intern, Laura Senior at Laura.senior@manchester.ac.uk

GET INVOLVED!



Stellify enables you to do more and be more during your time at university, with a select package of activities containing some of Manchester's most exciting and transformational student experiences – and the chance to earn a prestigious University award.

'**Stellify**' means 'to change, or be changed, into a star'. We want all our students to 'stellify' themselves at Manchester – to take on fresh challenges, meet and work with a wide range of people and perspectives, contribute to local and global communities, tackle issues of global importance and gain new skills through hands-on activities, in order to become the best graduate they can be.

By participating in your own unique combination of Stellify activities, you'll gain more than a world-class degree. You'll have the chance to experience true personal and professional growth, consider your place in the world and how you can make a difference to others, and develop the distinctive attributes of a Manchester graduate

Examples of Stellify activities include:

[The Manchester Leadership Award](#)– our most prestigious extra-curricular accolade for undergraduate students, for which you'll tackle [Ethical Grand Challenges](#) relevant to global societies and contemporary workplaces, while undertaking community volunteering and leadership experiences.

Thousands of [student volunteering](#) opportunities, enabling you to gain hands-on skills and experience while contributing to communities at a local, national and global level

WHAT TO EXPECT IN YOUR FIRST LECTURE



The onus would be on you as the new '**independent learner**' in terms of how to take notes, and in terms of how you make these notes relevant to your future studies, especially in assessment. Lectures can be exciting and inspiring, but you need to make them work for you.

Here are just a few tips for how to approach lectures.

- ❖ **Blackboard** - Unit teaching material will be available to view via the Department's virtual learning space.
- ❖ **Podcasts** - Most lectures are now made into **podcasts**, for those not familiar with the term, it means a digital audio file made available on the internet for downloading to a computer or portable media player.
- ❖ **Does the message go in?** - Think about how you are most productive in terms of using material presented, you may want to enjoy and absorb the experience of the live lecture and then make more detailed notes from the podcast.
- ❖ **Pad and Plenty of Pens** - Be prepared, you should always have them at your disposal, in case one runs out, you don't want to have to whisper to the student sitting next to you asking for a spare pen!
- ❖ **Note taking** – Print off slides and take them to lectures with you. If you use shorthand, **write up your notes in full** at the first opportunity. For more information follow: <http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/workshops/>
- ❖ **Assessment Prep** - When it comes to your **exams, coursework, or other forms of assessment**, the notes are not there for the sake of it, use them wisely and make sure they are organised and usable for these purposes.
- ❖ **Don't expect to take it in all at once** - That will come later and relies on work beyond that of going to the lecture to fully understand and master the subject material.
- ❖ **Don't forget the details** – Names and references will inform your work outside the lecture, so make sure you write them down correctly.
- ❖ **Ask** – If you don't understand something, go and ask a lecturer in their office hours.

WHAT TO EXPECT IN YOUR PROBLEM-BASED CLASSES

“Probably one of the most, if not the most important skill an engineer must possess is that of problem solving” (Adams et al., 2007). In CEAS, problem solving exercises (sometimes referred to as tutorials) are normally incorporated into the lecture sessions and used to demonstrate the application of core material covered in the formal lecture sessions of taught units to a further set of problems. These exercises are designed to test and improve the problem solving abilities of the students by exposing them to a variety of problems in which they can examine and apply the methodology and supporting calculations required to solve problems related to concepts put forward in lectures.

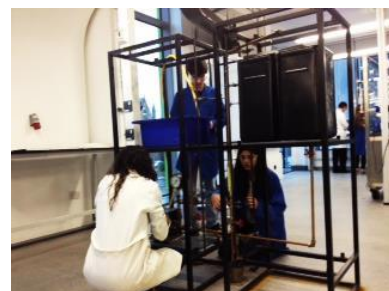
Problems are provided by the unit leader (usually prior to the lecture session via Blackboard) and time is allowed during the lecture session to work on and solve the problems. The lecturer will be available during the session to assist students, and there will also be support from teaching assistants who are familiar with the problems to be solved (**note: they are not there to give you the answers!**) The solutions to the problems will be made available at a later date, normally via the Blackboard system. Although this describes the most commonly applied technique for problem solving, there will be a variety of approaches used by academic staff. Your unit leader will provide more specific information for each of your taught units.

YEAR 1 LABORATORY PROJECTS (CHEN10060)



This may well be the first time you have ever set foot in a laboratory; the Department has the latest state of the art facilities to give you an introduction on how to conduct experiments and engineering application processes. See this as an exciting opportunity; we have excellent academic and technical staff to support you. There are twelve activities, comprising experiments and engineering application exercises. Students do eight experiments in groups of two, with each experiment lasting half a day (3hrs). An individual report or poster is submitted one week after the experiment has been carried out, or an interview is completed during the experiment. A formative laboratory note book assessment is also carried out during lab sessions.

You will find all the information you require – ranging from the handbook, timetable and group member lists – by going to the unit e-learning page (Blackboard) via your ‘MyManchester’. There is an introductory Lab session in **Week 1**, where you will have an initial session and you will have plenty of time to familiarise yourself with the unit and course material teaching commences in **Week 2**.



MAKING THE MOST OF YOUR EXPERIENCE



1 CONFRONT ANY PROBLEMS

If there's something that you don't know or understand, don't be afraid to ask – the University recognises that your first year can be a complicated time when you're coming to terms with all the new information and material that you're given. There will be someone who can help and give advice so make sure you find them. The Department Education Support Office (The Mill, C62) is a good starting point to find out where best to go; the friendly team will support you all they can!

2 ESTABLISH A ROUTINE

Having a routine will help you be more organised and create a better balance between your work and social life.

3 WELLBEING

Use all of the available services to maintain your wellbeing! This is vital. Make sure you sleep enough and eat well. If you used to be a person who did lots of sport, keep it up. If you haven't done any exercise before then take advantage of the huge number and variety of activities offered. **Don't forget to register with a GP and Dentist.** See the ['Looking After Yourself'](#) section for much more detail on how to maintain your wellbeing – use the links to benefit from an amazing network of support staff!



4 GET ORGANISED

Every student registered with the University has access to their own personalised timetable via the **'MyManchester'** portal, but there's no harm in buying a diary and making sure that you note down all your classes, appointments and deadlines. Work backwards from the hand-in-dates to put down when you need to start working on each assignment. By Week 3 of each semester, the Department will provide a detailed list of all coursework for that semester including the crucial hand-in dates. Organise your class, revision and research notes so that you can find what you need easily.

Check your emails regularly; also keep your eye out for the Department's weekly teaching and learning newsletter. Many of the cases of academic malpractice (cheating) that the University deals with at Level 1 arise from students' poor time management and/or chaotic note-taking: **so don't let this happen to you!**

5 RECOGNISE THAT THIS IS YOUR ACADEMIC CAREER

Weekly group meetings with your **Academic Advisor** – who you will meet face to face during welcome week, are essential to enable you to settle into your new surroundings. These sessions will help you to identify specific academic goals that you want to accomplish and make sure you reflect on these periodically. You will also meet your **Academic Advisor** on an individual basis once a semester. At university, your own input and research is vitally important, so make sure that you are very comfortable using the libraries and electronic resources at your disposal. Try to contribute during tutorial and small group sessions as you'll get the best out of yourself that way.

⑥ TAKE EVERY OPPORTUNITY TO IMPROVE YOUR STUDY SKILLS

Your lecturers and tutors will advise you about the skills you are expected to acquire and demonstrate while studying for your degree. They will set coursework and exams designed to test and develop a range of academic and transferable skills. However, studying at University is likely to be very different from previous study you have done. Ultimately you are in control of your own learning. Developing your study skills is an integral part of your life as a student.

Use the Library skills sessions to improve and perfect these:

<http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/>



⑦ BE OPEN TO NEW EXPERIENCES

Try to do something outside of your comfort zone. Challenge yourself by trying new things. You will be swamped with opportunities, use them – university is all about development and you'll be surprised by the amount of employers when you start to look for summer placements and graduate schemes look for these types of transferable skills!

⑧ GET TO KNOW YOUR ACADEMICS

Academic staff want you to understand and enjoy your programme of study and will be available to talk to you about the course. They are busy people though so don't just try and speak to them immediately after a class. Make a note of the point you want to make and maybe ask one of your PASS leaders first or email them. All academic staff will have allocated office hours so if you need to see someone, check when these are and go along. Your **Academic Advisor** is a key person so make sure you attend any scheduled meetings with them.

⑨ GO TO CLASS



This might seem obvious but it can't be stressed enough. Students who attend classes really do outperform those who are routinely absent. A majority of students who are excluded at the end of the year have poor attendance records. If you are genuinely ill, then make sure you either see your Academic Advisor or speak to our Student Support and Welfare Officer, Anna Baker.

⑩ BE REALISTIC IN YOUR EXPECTATIONS

You may find that you spend some time in the first couple of weeks feeling lonely, homesick or just plain fed-up. This is normal and doesn't mean that university life is not for you. Try not to fall into the trap of ignoring what you're feeling. It isn't easy to change so many things about your life all at once so just try and take it slowly. Keep smiling and take advantage of the small group work to get to know other students better. If you find that you are very low and that your sleep and eating are affected then tell someone – your Academic Advisor or our Student Support and Welfare Officer are good places to start.

ESSENTIAL ENGINEERING SKILLS

The word clouds below represent the four basic areas of engineering skills that you will develop during your academic studies. These skills are some of the key attributes that employers look for when recruiting.



Knowledge & Understanding Skills



Practical Skills



Intellectual Skills

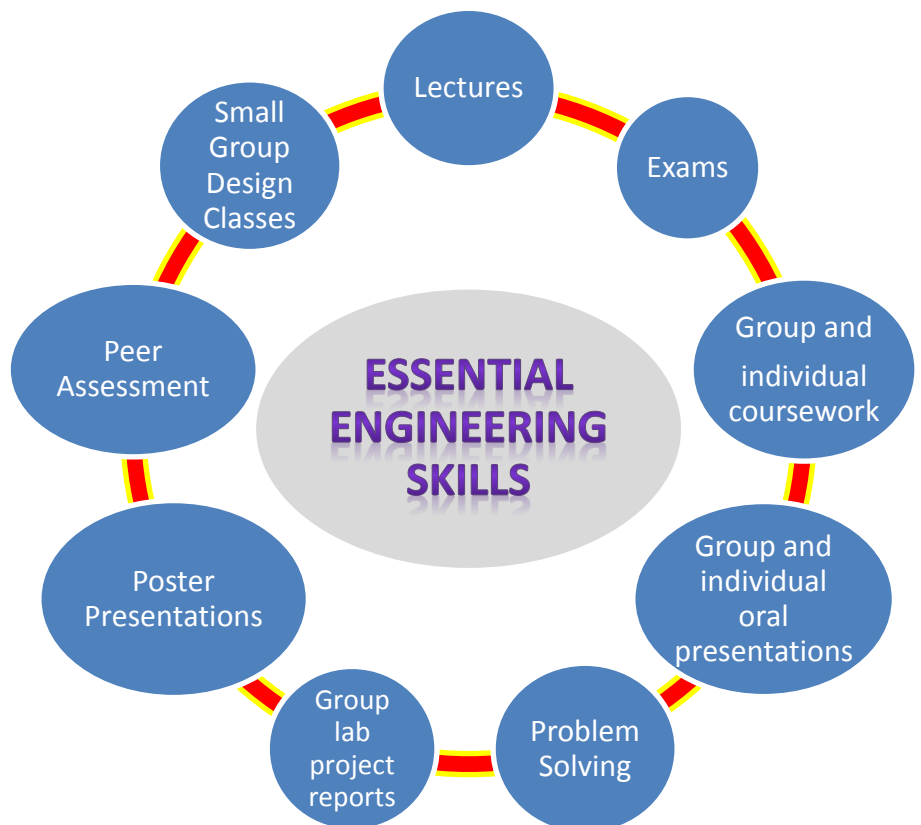


Transferable & Personal Qualities

TEACHING AND ASSESSMENT STYLES TO HELP YOU GAIN 'ESSENTIAL ENGINEERING' SKILLS

The engineering skills you will acquire over the duration of your programme in line with industry expectations are gained in many different ways, as you can see in the diagram opposite.

During your years of studies you will experience all these types of assessments which will help you to be a more rounded individual when you come to graduate.



LOOKING AFTER YOURSELF: Your Wellbeing and Mental Health

Your wellbeing is all about looking after yourself and at the university we provide an abundance of support. To make it easier for you we have broken it down into sections below:

University/Course/Personal/Disability Issues

- + Friends, family and your Academic Advisor
- + Student Welfare Officer – (Tonia.berry@manchester.ac.uk)
- + Mitigating circumstances – more information click [here](#)
- + Disability Advisory and Support Service (DASS) (<http://www.dso.manchester.ac.uk/>)
- + SU Wellbeing Officer – find the current one through the SU website (<http://manchesterstudentsunion.com/execteam>)
- + PASS Coordinators (<http://www.peersupport.manchester.ac.uk/what-is-peer-support/what-is-pass/>)

Your Mental Wellbeing

- + Counselling – weekly wellbeing sessions in the Simon Building and also appointments (<http://www.counsellingservice.manchester.ac.uk/>)
- + SU Wellbeing Events – including Wellbeing Week (<https://manchesterstudentsunion.com/wellbeing-advice>)
- + [My learning essentials by the library](#) – dealing with ‘messy minds’, workload and coursework/exam-related stress
- + Manchester Mind (<http://www.manchestermind.org/>)
- + Nightline (<http://manchester.nightline.ac.uk/>) – Telephone number is located on your ID card
- + Your GP/NHS/Dentist (see ‘Your Physical Wellbeing/Sport for links)

Your Physical Wellbeing/Sport

- + Food on Campus map (<http://www.foodoncampus.manchester.ac.uk/find-us/>)
- + Sporticipate (<http://www.sport.manchester.ac.uk/sport/sporticipate/>)
- + Sport Societies (<http://www.sport.manchester.ac.uk/sport/su/>)
- + Gym Memberships (<http://www.sport.manchester.ac.uk/facilities/>)
- + International Society: regularly organise hiking trips to the Peak District (<http://internationalsociety.org.uk/>)
- + Your GP/NHS/Dentist (<http://www.nhs.uk/Service-Search/GP/LocationSearch/4>, <http://www.nhs.uk/pages/home.aspx>, <http://www.nhs.uk/Service-Search/Dentists/LocationSearch/3>)

Your Safety

- + University Security: contact on 0161 306 9966 (<http://www.estates.manchester.ac.uk/services/security/>)
- + Greater Manchester Police/Fire Service/Ambulance: 999. Ring 101 if not an emergency. If an incident happens on campus, ring Security first and then inform the Emergency Services who will be directed by Security.
- + Immobilise: register your property to protect against theft at <https://www.immobilise.com/>

Fun Events for your Wellbeing

- + Wellbeing Week run by the SU each Semester (<http://www.sport.manchester.ac.uk/fitness/wellb/wellbeing-week/>)
- + Napping pods (<http://www.library.manchester.ac.uk/locations-and-opening-hours/learning-commons/zzz-zone/>).
- + Look out for Fairs such as Food Fairs, fairgrounds in Oxford Road and the JustFest – bound to put a smile on your face!

Steps to take if you are facing problems, we really want to support and help you in any way we can.

TALK, don't suffer in silence

- **TALK** to someone: your family or your friends might be going or might have gone through the same issues as you are. As they say a problem shared is a problem halved!

See your Academic Advisor

- **SPEAK** to your Academic Advisor - you should be meeting them once a week. They should be able to advise what you should do next and signpost you to the appropriate support.

Contact our Student Support & Welfare Officer

- **CONTACT** our Student Support & Welfare Officer to arrange a 1 to 1 meeting.
- You can contact them by popping into the Education Support Office (The Mill, C62)
- They will advise you on mitigating circumstances to help you with coursework deadlines or exam time extensions.

Use the Counselling Service

- **USE** the counselling website to find out about self-help and all the events they run.
- The counselling service are really helpful and have experts to aid you. Do not be put off if you think counselling is not for you - the service can be tailored to fit your needs.
- Fill out their online form to book an appointment:
<http://www.counsellingservice.manchester.ac.uk/get-help/appointments/>

Use other Help Services

- **CONTACT** the Disability Advisory and Support Service (DASS):
<http://www.dso.manchester.ac.uk/>
- Nightline and Manchester MIND

PASS SCHEME: Peer Assisted Study Sessions

When you first arrive, university can be quite unnerving (particularly Chem Eng!) and so one hour a week has been set aside and timetabled for PASS, where second year students will come and help answer any questions and help facilitate you through any problems, academic or not!

Each first year is assigned to a PASS group of 10-12 students, and each group is assigned two or three hand-selected, trained second-year PASS leaders. As a student, you have a very strong influence on how those sessions are run and what they include so that you can get the maximum out of them. The idea is that the best people to help you settle in and give you advice are the students who have most recently completed their first year!



More information will be provided during welcome week for you.

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IChemE MEMBERSHIP



Your degree programme is accredited by IChemE, which provides the correct pathways to becoming a Chartered Chemical Engineer and ensures the programmes we offer are appropriate and relevant to the chemical engineering industry. IChemE is the global, professional membership body for chemical engineers. With over 44,000 members in 120 countries, they're the only organisation able to award Chartered Chemical Engineer and Professional Process Safety Engineer qualifications.

Join IChemE as a student member and discover a whole host of resources and benefits to help with your studies, networking, CPD, job hunting - even your social life! Complete the online form at www.ichemeoncampus.org and pay a small, one-off application fee to gain access to:

- digital subscription to [The Chemical Engineer](#) magazine and free smartphone app
- the *Knovel* e-library and IChemE journals
- networking, events and webinars with regional member groups and special interest groups
- discounted books, conferences, training and events
- free IChemE email address
- IChemE Advantage – discounted shopping, travel leisure and more

Discover more about IChemE membership: join online or contact them at www.ichemeoncampus.org

YOUR ACADEMIC ADVISOR

Role of Academic Advisor

The **academic advisor** is your main point of contact and will monitor your general academic progress from time to time, give details of examination or other marks, provide personal advice, act as a referee if asked, and direct you to other sources of advice, such as counselling, medical and careers, especially where professional guidance is needed. Every student will be assigned an **academic advisor**.

As the first point of reference for students in difficulties, other than straight academic problems, the **academic advisor** will pass on information (e.g. medical certificates or letters from medical practitioners or counsellors) to the appropriate Department authority, provided you do not request otherwise. The **academic advisor** must be seen to respect your confidence and should therefore not discuss any details of your personal life with another person, except with your express permission. An exception to this provision might arise, for example, if information needs to be given to the Chair of an Examiners' Board or an Examinations Officer prior to presenting a case at a meeting of examiners.

Arrangements are made for the first meeting with you and your advisor (which could be on a group basis), very soon after you arrive. It is, however, the **academic advisors'** responsibility to ensure that this meeting takes place. Subsequently the **academic advisor** should arrange regular meetings, either on a group or individual basis, but you have a right to a private meeting with them at a mutually convenient time. During the first year, weekly hour-long tutorials should take place. In later years, each advisor will set aside a weekly office hour in which they will be available to see you.

It is the responsibility of **academic advisors** to establish methods of communication between themselves and you, and they should indicate a time when they will be available to see you, other than by any regular arrangement.

STUDENT CHARTER

One of the University's three core goals is "to provide a superb higher education and learning experience to outstanding students, irrespective of their backgrounds, and to produce graduates distinguished by their intellectual capabilities, employability, leadership qualities, and their ability and ambition to contribute to society"

Our Student Charter, developed jointly by the University and [the Students' Union](#), is an important part of how we establish and maintain clear mutual expectations for the experience of all students: undergraduate, postgraduate taught and postgraduate research. It sets out what we can expect from each other as partners in a learning community.

You will be able to view the charter at the following link:

<http://www.yoursay.manchester.ac.uk/student-charter/>

USING THE LIBRARIES

Discover how to start using the Library and continue utilising the services that are on offer to get the most out of your studies!

GETTING STARTED! – Information and advice to help you start using the library



Our How to videos will help you to use the Library. They cover topics such as finding, borrowing and returning books, how to print and photocopy, finding your PIN, and booking group study rooms

Go to <https://www.library.manchester.ac.uk/help-and-support/using-library-search/> for further details.



Finding Help is available in all our libraries or online through library chat. There are service desks in all of the libraries. IT service desks can be found in the main Library and the Joule Library, and there is a personal device support desk in the Alan Gilbert Learning Commons.

Go to <http://www.library.manchester.ac.uk/using-the-library/students/help-and-support/> for more details.



Finding your nearest library – Joule Library holds major collections in science, engineering and technology. The entrance to Joule Library can be found on E floor of the Sackville Street building. Enter the building from Granby Row where you can take the lift or stairs to the library.

For more information go to <http://www.library.manchester.ac.uk/locations-and-opening-hours/joule-library/>



Off Campus Access - Access library services and resources from halls, from home or if you are working away from the University. To find out how to do this, go to the following website for more information: <https://www.library.manchester.ac.uk/using-the-library/students/distance-off-campus/>



My Learning Essentials is our comprehensive programme of online resources, workshops and drop-ins designed to support you in your personal and professional development. Our workshops and drop-ins are held throughout the year and include special sessions during exams and the summer.

To find out more, click on the following link: <http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/>

ACTIVATE your IT ACCOUNT

The first thing to do to become a student at The University of Manchester is to set up your IT account. This will give you a username and password which will enable you to login to 'My Manchester' start registration and access essential University IT services including email.

When can I do it?

As soon as you receive your activation email from the University IT services. The email will be sent to the address you provided in your application, and should arrive in **late August**. Please don't try and set up your account before you receive the email – **it won't work!**

What do I need?

- Your activation email from the University
- Your University ID number (don't confuse this with your UCAS number)
- Access to a photograph of yourself (saved digitally)

How do I do it?

For more details on how to activate your account, confirm attendance and upload a photo go to the following website

<http://www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/activate-your-it-account/>

There's so much to do and think about in your preparation for starting your studies. We try to provide as much help and support as possible to make the process as straight forward as possible.

To access the Universities help and support in related to IT services before you arrive on campus and once you are here, visit the following website:

<http://www.welcome.manchester.ac.uk/new-students/get-ready/help-and-support/>

MY MANCHESTER NEWS

We appreciate that there's a lot to take in when you're new to the university, there so much going on at Department level never mind what's happening across the whole campus. To help you the university has its own 'My Manchester News'

Topics include accommodation, art, careers, facilities, friends, future, health, money, sport, learning, the city and much more....

To find out more go to:

<https://studentnews.manchester.ac.uk/>

BLACKBOARD



Blackboard

The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. All of your courses/spaces are listed in [My Manchester](#) under the 'Blackboard' tab. Within this tab you will find a list of all the courses you are registered to take, under the '**Course List**', and a list for programme spaces or other '**Organisations**', in the '**My Communities**' list.

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. For guidance, search for 'How to: Access your Bb9 course through a Mobile Phone or Tablet' in the Knowledge Base at: <http://www.manchester.ac.uk/servicedesk/>

Accessing Blackboard

1. Log in to **My Manchester**: Click on my.manchester.ac.uk (or type the address into a web browser). You will need your University username and password.
2. In **My Manchester**, click on the **My Blackboard** tab. You will see a screen with a list of Courses and Communities (sometimes called Organisations) to which you have access.
3. To enter the course, click on its title in the **Course List**.
4. To enter a Community or Organisation space, click on the name of the organisation in the **My Communities** list.

Department Virtual Common Room

We have designed a virtual common room which can be accessed via Blackboard in your 'My Communities' section. This contains information, guidance and advice covering topics such as

- **Welcome & Induction** (e.g. timetables and pre-arrival guides)
- **Teaching & Learning** (e.g. handbooks, programme structures, timetables, staff availability)
- **Assessment** (e.g. degree regulations, exam feedback, mitigating circumstances)
- **Student Support** (e.g. wellbeing, crucial guide, useful contacts)



Common Room



Computer Clusters

The Department has a number of computer cluster rooms. They are located in the following buildings

- ❖ The Mill – A21, B12 and C32

You can also utilise the University's PC clusters in the [Barnes Wallis Student Hub](#), the George Kenyon building, Sackville Street Library and Alan Gilbert Learning Commons

University Learning Resources

Situated on south campus is the [Alan Gilbert Learning Commons](#) which is a state of the art study and learning centre in the heart of the Oxford Road Campus boasting an onsite café, an impressive atrium providing a social meeting space with Wi-Fi access and flexible study spaces and environments throughout the building ENGLISH LANGUAGE SUPPORT

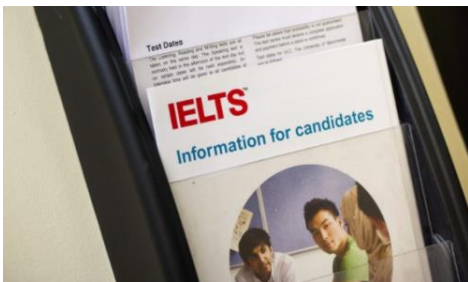


We want you to enjoy your time here and for you to be successful in your chosen area of study. If English is not your first language the university offers a wide range of support. The first step towards being successful is to access the language support that is available to you. This is essential if you are to get the most out of your time at University.

IELTS

The International English Language Testing System (IELTS) assesses the English language proficiency of people who want to study or work where English is used as the language of communication. IELTS is jointly owned by British Council, IDP: IELTS Australia and Cambridge English Language Assessment.

IELTS scores are accepted by over 8000 recognising organisations and delivered in 900+ locations worldwide; in the last year over 2,000,000 people took the IELTS test.



What you need to know

<https://www.languagecentre.manchester.ac.uk>



How to apply

<https://www.languagecentre.manchester.ac.uk/ielts/how-to-apply/>



IELTS preparation courses

<https://www.languagecentre.manchester.ac.uk/ielts/>



Test dates

<https://www.languagecentre.manchester.ac.uk/ielts/test-dates/>

For further advice and guidance please go to the <http://www.languagecentre.manchester.ac.uk/>

AVOID THE CHEATING GAME!

The University of Manchester defines plagiarism as:

“Presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement”

You are expected to submit work as part of the assessment of individual units. It is really important that you know what plagiarism, collusion and other forms of academic malpractice are so that you can avoid them. If there is evidence that you are involved in academic malpractice there will be serious consequences to the marks that you receive in your work.

It is important that you take the Plagiarism and Academic Malpractice awareness course available in Blackboard (CHEN17000) in the first couple of weeks of your studies.

You are also expected to read the ‘**Academic Malpractice: Guidelines on the Handling of Cases**’ produced by the Student Support and Services Office.

(<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870>)

Confirmation that you have read and understood the policy on academic malpractice must be received from all new students by the **end of Week 5** by completing the Blackboard on-line test. The system we use allows us to track who has completed the course so make sure you do it otherwise we will be reminding you!

For more information on academic malpractice, you should access www.library.manchester.ac.uk/academicsupport/mylearningessentials/

HOW DO WE KNOW?

The Department uses the University ‘Turnitin’ software. When a piece of work is submitted, Turnitin generates an originality report. The report gives a guide to where the student has taken the text from.

WHY DOES IT HAPPEN?

A significant number of students who resort to plagiarism and collusion often do so because they have not given themselves time to produce the work legitimately and hand it in by the deadline. You need to make sure that you have effective **time management skills** in place.

OR

You may have mitigating circumstances which are preventing you from completing your work on time. The Department of Chemical Engineering and Analytical Science is genuinely concerned about the welfare of all its students. See ‘**Looking After Yourself: Your Wellbeing and Mental Health**’ section.

CHEMICAL ENGINEERING SOCIETY

The Manchester Chemical Engineering Society is a student committee that is dedicated to making sure every student gets the most out of the course and extra-curricular activities. The society organises a huge range of events and activities throughout the year, meaning there is something for everyone.

The highlights of the Chemical Engineering calendar are Frank Morton, a nationwide sports day for all ChemEng universities held in a different location each year, and the Annual Ball, a chance to get dressed up and celebrate completing the year in style! These are both events planned and run by members of the committee.

The society organises socials regularly, including our opening event of pub golf in the first week of term. The events planned for this year range from nights out, to Christmas meals to trips to trampoline parks and fun sporting tournaments. An Easter trip abroad, most likely Amsterdam, is also being organised. These socials are a great way to meet new people on the course and get to know students from other years. ChemEng also has its' own netball and football teams, which are a fun way to get involved in the campus sports leagues.

If you're looking to do an industrial experience year you may be interested in the site visits and company presentations and workshops the society organises. Also, with members who have just completed placement years themselves the society is able to offer advice and assistance deciding if the year is for you, or helping you with applications.

Becoming a member of the society costs just £20 for all four years of the course, or you can opt to join each year for £5. This membership fee gives you huge discounts on tickets to all socials and events, including the ball and Frank Morton. Becoming a member also gives you discounts on ChemEng merchandise, with new hoodies and fleeces being designed each year. This membership fee helps the society to keep running so we can continue to make sure everyone has the best ChemEng experience possible.

You can become a member by searching for Chem Eng Soc on the Student's Union website or clicking on this link:

<https://manchesterstudentsunion.com/groups/chemical-engineering--3>

Also follow our Facebook page to get the latest event information and notifications using this link:

<https://www.facebook.com/ChemEngSocManc/>



THINGS TO DO IN MANCHESTER

Food and Drink!

Have a burger at Almost Famous

With a wide selection of burgers it's no wonder that Almost Famous has spread to Liverpool and Leeds. Drop in for a burger at the [Great Northern Warehouse](#) or visit the original joint in the [Northern Quarter](#), you won't be disappointed!



Pay as you stay at Ziferblat

[This quirky café](#), located on Edge Street in the Northern Quarter, is the first of its kind in Northern England. Once inside you are charged 6p per minute and are welcome to help yourself to cake, biscuits and drinks. This is a perfect place to meet friends, get some work done or just relax after a hard day.



The Alchemist

The [Alchemist](#) restaurant and mixology bar on New York Street is great to try if you are feeling fancy, want to impress, or celebrate. Avoid Friday and Saturday evenings as it's very popular!



THE ALCHEMIST

Culture: the theatre, music, shopping and more!

Manchester Academy/SU, The Lowry, Manchester Arena

[Manchester Academy](#) venues on Oxford Road offer an array of concerts to attend – tickets are available online via the SU or in the SU shop. Watch a play, musical, recital or dance performance at [Contact Theatre](#) on Oxford Road or at [The Lowry Theatre](#) in Media City in Salford, or even a concert at the Manchester Arena.



The Gay Village

Canal Street is the heart of the LGBTQ+ community in Manchester. Next to Chinatown, the [Village](#) is great for a fun night out and proof that Manchester is one of the world's leading LGBTQ+ friendly cities.

Shopping

The city boasts a range of shopping experiences to suit all budgets, from popular high street stores in the [Arndale Centre](#) to the luxurious retailers of [Selfridges](#) and [Harvey Nichols](#). If vintage clothing hunting is your thing, how about exploring [Affleck's Palace](#) in the Northern Quarter, just don't forget to use your **student discount!**

Sport and Activity-based Recreation

Go Bowling at Dog Bowl

Gather friends and head to [Dog Bowl](#) on Whitworth St West, just a stone's throw from North Campus. Starting at just £4 there isn't better way to blow off steam after a long day of lectures.



Manchester City/Etihad Stadium

Get tickets to see one of the best teams in the North – go to the EBL Suite of the James Chadwick for a great view of the stadium! Check out their website for tickets or for booking tours.



Manchester United/ Old Trafford (find discounted tickets in the SU Shop)

Manchester United are based out of the city centre, closer to Fallowfield in Salford. Only a short distance from Media City, the Metrolink is the best way to travel to Old Trafford. Buy discounted match tickets in the shop in the UoM SU building on Oxford Road. Have a look on their website for more information, including for booking tours.



Sugden Sports Centre

The closest gym to the North Campus, [Sugden](#) on Grosvenor Street offer discounted 9-12 month memberships for students (~£120-£150), offering fitness classes, access to football pitches, gyms, squash courts etc. Take your student card along to access discounted rates.



CHILL FACTOR

Chill Factor

[Manchester's indoor ski slope](#) – great for warming up before going away on a ski trip (see SKUM society for details) or for a bit of fun! 50 minutes for students cost £25 at peak times and £15 off-peak but are often available for cheaper on savings sites (see below). Please note that beginners will not be let on to the slope unless they have booked a lesson with an instructor. Enquire with SKUM for discounts and see if they arrange cheap lessons.

Useful sites for offers include **Groupon, My Voucher Codes, Living Social, Voucher codes, Little Voucher Book.com** etc.

Remember to take your student card to benefit from discounts!

(If any place asks to see an NUS card instead of your student card, turn your student card over and show them the NUS symbol at the bottom)

USEFUL CONTACTS, LINKS AND MORE!

CHEM ENG KEY CONTACTS PAGE:

<http://www.ceas.manchester.ac.uk/about-us/contact-us/>

Accommodation

Tel: 0161 275 2888

Email: accommodation@manchester.ac.uk

Web: www.accommodation.manchester.ac.uk

Careers

Tel: 0161 275 2828

Email: careers@manchester.ac.uk

Web: <http://www.careers.manchester.ac.uk/>

Chaplaincy

Tel: 0161 275 2894

Web: <http://www.stpeters.org.uk/>

Counselling Service

Tel: 0161 275 2864

Email: counselling.service@manchester.ac.uk

Web: <http://www.counsellingservice.manchester.ac.uk/>

Disability Advisory and Support Service

Tel: 0161 275 7512

Email: dso@manchester.ac.uk

Web: www.dso.manchester.ac.uk

Education Support Office

Tel: 0161 306 5926

Email: Eso-ceas@manchester.ac.uk

Equality and Diversity

Tel: 0161 306 5857

Email: equalityanddiversity@manchester.ac.uk

Web: <http://www.manchester.ac.uk/connect/jobs/equality-diversity/>

Finance

Tel: 0161 306 6000

Web: <https://www.manchester.ac.uk/study/undergraduate/student-finance/>

Student Services Centre

Tel: 0161 275 5000

Email: ssc@manchester.ac.uk

Immigration Team

Tel: 0161 275 5000 (option 1)

Email: visa@manchester.ac.uk

Web: <http://www.manchester.ac.uk/study/international/why-manchester/student-support/immigration/>

With thanks to the Student Experience team of CEAS, especially authors Darren Huyton, Laura Senior

Chemical Engineering Social Media Accounts

Keep up to date for all things Chem Eng – from employability to wellbeing:

Facebook:

<https://www.facebook.com/uomchemicalengineering/>

Twitter: @ChemEngManUni,

<https://twitter.com/?lang=en-gb>

Weekly Newsletter:

Every Monday afternoon during term time we publish a weekly newsletter which will be sent to your email address.