

MANCHESTER
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The University of Manchester

**Faculty of Science
and Engineering**



Department of Chemical Engineering & Analytical Science

MSc Guide – 2019/20

Great Expectations!

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A WARM WELCOME

This expectations guide has been designed to provide you with some general introductory advice on studying at the university. This booklet won't provide many answers, but will hopefully help you settle into university life and will enable you to understand what's expected from you during your studies.

The Postgraduate Taught (PGT) programmes in CEAS have a taught element of 90 credits and a research element, also of 90 credits. You will take 6 taught course units to complete the taught part of the programme and will complete two units on research techniques and methods. The first-trimester unit focuses on skills development and you will develop a research proposal in the second unit. In the third trimester you will focus on carrying out your dissertation research project.

The taught units of your MSc you will use various teaching styles. Examples include traditional lectures, group work, computational labs and problem-solving sessions. You will also work independently using a range of resources, including e-learning material, books and e-books, research articles and online resources.

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.

The dissertation project forms a substantial part of the learning experience on the MSc programme. Every effort, within the constraints of the resources of the Department and the aims of the programmes, is made to match students with a suitable supervisor and a project of shared interest. During the project you are expected to take the lead and actively seek guidance from your supervisor. You should not expect your supervisor to give you detailed instructions about tasks to complete; nor should you expect him or her to do the thinking with respect to your project

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; remember the initiative has to come from you.

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 (CEAS). 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



Dr Robin Curtis
Postgraduate Taught Programme Director Director of Postgraduate



Miss Tonia Berry
Student Support & Welfare Officer

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 of the Department's laboratories until you have completed these inductions. **Further details will be available during Welcome Week.**

WHAT TO EXPECT DURING WELCOME WEEK

We appreciate that arriving at the university can be daunting. During "welcome sessions" (commencing 17th – 21st September), we do focus on some academic aspects of your studies, but we also wish to help you find your way around campus and to meet new friends, and to create a relaxed community feel to the place.

Typical activities that take place during Welcome Week are:

- Welcome to the Department sessions (Discipline Head of Education, Postgraduate Taught Programme Director)
- Welcome Fair
- Safety & Blackboard (online learning system) inductions
- Campus tours

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

LATE ARRIVALS

If you are unable to arrive by Welcome Week, please contact the Recruitment and Admissions team to let them know when you will arrive. You will be expected to meet with the Recruitment and Admissions Team once you have arrived, and to follow the guidance provided in their Late Arrivals Checklist. Also, please plan to meet with your Programme Director (or the Director of PGT Studies) once you have arrived to discuss with them what you need to do to catch up. The latest date for arriving in the UK is **Friday 11th October 2019** with the expectation that all students will have started attending classes by Monday 11th August.

GENERAL AIMS OF ALL MSc PROGRAMMES

The MSc programmes offered by the Department of Chemical Engineering and Analytical Science have been developed around a number of educational aims, namely to:

- ❖ Satisfy the demands from industry, consultants and research organisations for chemical engineering graduates appropriately educated to meet the challenges of the 21st century.
- ❖ Develop core and/or advanced engineering and scientific skills and to show how these can be applied within the specialised area of study.
- ❖ Develop core skills in the conduct and presentation of research in the selected field of study.
- ❖ Enable students to undertake research in a selected field of study and to enable students to extend their skills in the conduct of research.
- ❖ Enable students to enhance their skills in the reporting of research.

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PGT ESSENTIALS - MSc PLENARY SESSIONS

University Commitment

“Induction has the objectives of providing ‘tools for success’ and supporting students to identify with their programme/area of study (Department community) and the wider University

The induction cycle aims to contribute to students’ success at the University of Manchester by supporting them in the development of skills, knowledge, behaviours & networks that will enable them to make the most of the opportunities for learning, enrichment and personal development available.”



The Department is committed to upholding these values and a series of weekly plenary sessions will be held for all MSc students in the **first trimester**. These sessions will provide invaluable information, guidance and instruction on a range of topics that are important for academic success and personal development, topics include:

- Safety
- What the library has to offer
- Avoiding academic malpractice,
- Preparing for the proposal and dissertation projects
- Preparing for your exams and
- Preparing for your career after the MSc.

All MSc students are expected to attend these plenary sessions.

ACADEMIC CALENDAR 2019/20

2019/20 academic year	
Welcome Week	16 th September 2019
Trimester 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 – 14 th January 2019
Trimester 1 exam period	13 th January 2020 – 24 th January 2020
Trimester 2 teaching period	27 th January 2020 – 13 th May 2020
Easter vacation	27 th March 2020 – 20 th April 2020
Trimester 2 exam period	13 th May 2020 – 3 rd June 2020
Trimester 3 (end date to be confirmed)	Dissertation submission: 4 th September 2020
Resit Exam Period	19 th August 2020 – 30 th August 2020

ADVANCED PROCESS INTEGRATION DESIGN (APID) STRUCTURE

Unit Code	Unit Title	Trimester	Credits
CHEN 60014	PGT Plenary Sessions (Compulsory)	1	0
CHEN 66000	Health and Safety (Compulsory)	1	0
CHEN 67000	Academic Malpractice Awareness (Compulsory)	1	0
CHEN 64291	Computer Aided Process Design	1	15
CHEN 64341	Energy Systems	1	15
CHEN 64351	Utility Systems	1	15
CHEN 64421	Research Techniques & Methods (Skills)	1	15
Choose three electives from the following (Trimester 2)			
CHEN 64432	Research Techniques & Methods (Proposal)	2	15
CHEN 60202	Oil & Gas Processing	2	15
CHEN 64352	Distributed & Renewable Energy Systems	2	15
CHEN 64372	Distillation System Design	2	15
Compulsory (Trimester 3)			
CHEN 61000	Dissertation (Compulsory)	3	60

ADVANCED CHEMICAL ENGINEERING (ACE) STRUCTURE

Unit Code	Unit Title	Trimester	Credits
Compulsory units (Trimester 1)			
CHEN 60014	PGT Plenary Sessions (Compulsory)	1	0
CHEN 66000	Health and Safety (Compulsory)	1	0
CHEN 67000	Academic Malpractice Awareness (Compulsory)	1	0
CHEN 64421	Research Techniques & Methods (Skills)	1	15
Choose three electives from the following (Trimester 1)			
CHEN 64291	Computer Aided Process Design +	1	15
CHEN 64341	Energy Systems *	1	15
CHEN 60431	Utility Systems	1	15
CHEN 64111	Catalytic Reaction Engineering	1	15
CHEN 64211	Process Fluid Dynamics +	1	15
CHEN 60271	Advanced Engineering Separation	1	15
CHEN 61191	Sustainable Development & Industry +	1	15
CHEN 64261	Adsorption and Ion Exchange	1	15
Compulsory unit (Trimester 2)			
CHEN 64432	Research Techniques and Methods (Proposal)	2	15
Choose three electives from the following (Trimester 2)			
CHEN 64322	Interface & Colloid Science +	2	15
CHEN 64352	Distributed & Renewable Energy Systems	2	15
CHEN 60222	The Nuclear Fuel Cycle	2	15
CHEN 60202	Oil & Gas Processing**	2	15
CHEN 64372	Distillation System Design	2	15
CHEN 60232	Molecular Modelling & Simulation in Chem Eng+	2	15
Compulsory (Trimester 3)			
CHEN 61000	Dissertation	3	60

Requisites and Pre-Requisites

- * CHEN64341 Energy Systems or an equivalent undergraduate unit on Heat Integration: Pre-requisite unit to enrol for CHEN60202 Oil & Gas Processing.
- ** CHEN60202 Oil & Gas Processing: Students need to have undertaken the pre-requisite unit, CHEN64341 Energy Systems or an equivalent undergraduate unit on Heat Integration to be eligible to enrol.
- + Students are permitted to take a **maximum of four units** from these units to ensure they have sufficient Advanced Design Practice to obtain IChemE accreditation.
- # Students who have completed a University of Manchester Chemical Engineering programme cannot retake any units taken previously.

WHAT TO EXPECT IN YOUR LECTURES



The onus is on you as an 'independent learner' to take notes, and to make these notes relevant to your current and 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** - Teaching and learning material for each unit will be available on Blackboard.
- ❖ **Podcasts** - Most lectures are now made into screen capture **podcasts**, where projected material (e.g. slides) and audio input are recorded and then made available on Blackboard.
- ❖ **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 use the podcast to make more detailed notes or to work through examples independently.
- ❖ **Note taking** – Your slides may be available in a printed handbook. Otherwise, you may wish to print off slides or take an electronic copy to lectures with you. **Review and review your notes fully** at the first opportunity. See a useful note taking link: <https://www.languagecentre.manchester.ac.uk/resources/online-resources/online-skills-development/academic-english/study-skills/note-taking/>
- ❖ **Assessment** - 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** – Definitions 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 between lectures, at problem-solving classes or in their weekly 'office hours'.

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



IMPORTANT INFORMATION

EMPLOYABILITY

AUDIT GRADUATE SCHEME FOR PROFESSIONAL SERVICES FIRM

Location: London, UK 100%

Application deadline: 10 March 2019

Start date: Summer & 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 graduates to join our audit team and graduates to become part of their industry-leading auditing team...

Apply now for the graduate scheme: <https://www.auditgraduates.co.uk/apply/graduate-scheme/13/Teach-CEPT>

Or here for the summer internship: www.auditgraduates.co.uk/apply/summer/13/Teach-CEPT

RISK MANAGEMENT GRADUATE SCHEME

Location: London, UK 100%

Application deadline: 4th March 2019

Start date: September 2019

Salary: Competitive

Apply now: www.auditgraduates.co.uk/apply/graduate-scheme/14/Teach-CEPT

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 clients' information. This comes with the opportunity to travel internationally to visit clients and the opportunity to study for professional qualifications.

OTHER OPPORTUNITIES

EVENTS

TeachFirst

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 Selection Processes](https://www.eventbrite.com/#!/search/Teach-First%20Skills-Workshop%20Selection-Processes)

CAREERS

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:

- Be active
- Connect
- Learn
- Take notice
- Learn and Discover
- Be healthy

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 workshop 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 SteLLify Award, there are 5 catch-up sessions available for you to attend this year.

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

SOCIAL MEDIA

You can also follow us via our social media channels



CEAS Student Experience Facebook 

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

Like and follow us at:

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

MAKING THE MOST OF YOUR EXPERIENCE



Top
Tips

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 masters 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



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. 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.

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/>)
- + Student Union Wellbeing Officer – find the current one through the SU website (<http://manchesterstudentsunion.com/execteam>)

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. 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 (Samantha Cale) to arrange a 1 to 1 meeting.
- You can contact her by popping into the Education Support Office (The Mill, C62) or by email. She will advise you about mitigating circumstances related to coursework and exams.

Use the Counselling Service

- **USE** the Counselling Service website to find out about self-help and all the events they run. The service is really helpful and has experts to aid you. Don't be put off if you think counselling isn't 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) to register a disability <http://www.dass.manchester.ac.uk/>
- Nightline and Manchester Mind: see above for details.

ACADEMIC ADVISORS – ROLE & RESPONSIBILITIES

You will be allocated an **Academic Advisor** upon arriving at the university. A meeting with them is timetabled during **Welcome Week**. You will find the details of your Academic Advisor on the student portal under **'My Advisors'**.

Your Academic Advisor is your point of contact with the University and may provide references for you, if asked. Should you experience personal difficulties which impact upon your studies, you should approach your Academic Advisor to discuss matters in confidence. Your Academic Advisor will guide you towards other sources of more professional advice, such as the Department's Welfare Officer (Tonia Berry, the counselling service, disability advice service and careers service. In this role your Academic Advisor may seek your permission to pass on information you have provided, such as medical certificates or letters from medical practitioners or counsellors. You may also withhold permission. Your Academic Advisor will not discuss personal matters with other members of staff without your express permission.

Your Academic Advisor will arrange drop-in sessions throughout the trimester. Should you require a private meeting with them you may request this for a mutually convenient time.

It is your responsibility to visit your Academic Advisor regularly, at least twice per trimester is suggested, to ensure that your Academic Advisor is aware of any difficulties or problems relevant to your general academic progress, such as health, domestic or personal difficulties. Should any of these issues result in absence from classes or be likely to impair performance in assessed work, then, with your permission, they will be reported to the relevant members of staff.

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" (from the University of Manchester Strategic Vision 2020).

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.

The Charter provides an overview of the Manchester experience and refers to regulations, policies and procedures; it is not a detailed personal agreement or contract and is not legally binding.

You can view the charter at the following link:

<http://www.studentnet.manchester.ac.uk/enhancing-my-experience/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, go to: <http://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/>

BLACKBOARD



Blackboard

Blackboard (Bb9) is an online learning system that you can use to view course material for any units that you are taking. You can also complete and submit coursework and monitor your progress using online tests and quizzes. You can communicate and collaborate with your lecturer or other students using discussion boards or wikis.

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.

Virtual Common Room

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

- **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)



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 Simon Building, the George Kenyon building, the Joule 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

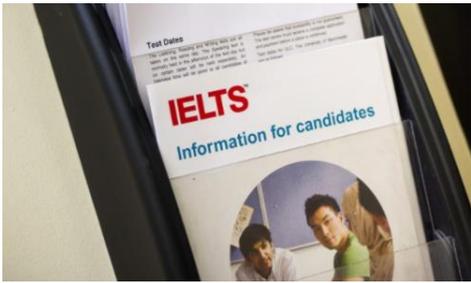


We want you to enjoy your time here and for you to be successful in your chosen area of study. If English is not your first language the university offers a wide range of support. The first step towards being successful is to access the language support that is available to you. This is essential if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

PLAGIARISM, COLLUSION AND OTHER FORMS OF MALPRACTICE

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 compulsory to take the Plagiarism and Academic Malpractice Awareness unit available in Blackboard (CHEN67000)

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 4, 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 (and will withhold information about your grades).

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 the original source of the text.

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 think that your English is not ‘good enough’, and therefore you it is better to use someone else’s words. Do not make this mistake: you must use your own words. The **University Language Centre** offers opportunities for you to improve your English language skills.

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***.

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 FACTORE

[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/>

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>

Word Press:

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

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