

**Directorate for the Student Experience**

**Sustainability Challenge 2019: Briefing for Schools**

**1. Arrangements for the Sustainability Challenge 17th September**

Earlier in 2019, Schools agreed with SDCE to allocate their students to either an AM (9-1pm) or PM (1-5pm) slot (see Appendix 1).  Within each AM and PM slot the Sustainability Challenge will run twice. Each session will last 2.5hours, but with different start times and different locations.  On Friday, September 13th, students will be allocated to mixed disciplinary groups of ~12, and each group will then be assigned to one of 200+ workshop rooms, either in the AM or PM slot.  This has two implications for your School:

1. Students from your School will be allocated to different rooms, with different start times to each other, within your agreed AM or PM slot.
2. We will not be able to provide you with room and start time for your students until after students have been allocated to their mixed disciplinary groups on September 13th. Arrangements will also be in place for students who, for whatever reason, have not been grouped, and these will be communicated to Schools (see below).

**2.** **Communicating with Students**

General information about the Sustainability Challenge is being communicated to students as part of the University’s wider Welcome Communications, and will include instructions for students about what they need to do to find out where to go and when.

On Friday 13th September, all students who have been allocated to groups will be sent **an email** (to their university and personal email addresses) with details of time and location for the Sustainability Challenge session to which they have been allocated. This information will also be uploaded to each student’s **personalised timetable**. **Please emphasise to students the importance of knowing their building, room and start time before the day.**

**3. Communicating with Schools**

 We will provide the following materials for **Schools** to use in their own direct communications with students, and in Welcome Packs:

1. AM/PM Email text with link to a webpage where students can read about the Challenge and view a teaser trailer (available to download here: <http://www.sdce.manchester.ac.uk/egc/staff-resources/> )
2. Personalised Flyer for inclusion in Welcome Packs (these have already been sent to the EGC key contact in your School)
3. Sustainability Challenge slide for School Welcome Presentations (available to download here: <http://www.sdce.manchester.ac.uk/egc/staff-resources/> )

 Further information and downloadable resources can be found on our website here: <http://www.sdce.manchester.ac.uk/egc/staff-resources/>

We also have a Frequently Asked Questions section which you may find useful: <http://www.sdce.manchester.ac.uk/egc/sustainability-challenge/>

 Finally, on **Friday 13th September** we will send electronic spreadsheets, with details of session times and locations for all students by School, to **named contacts** in Schools, to enable staff in Schools to answer questions from students about where they should go, as necessary.  As explained above, students will also have received a personalised email with this information, and the information will be on their personalised timetable, so the spreadsheet is provided as a back-up only. We will send updated spreadsheets on Monday 16th including students who have been added to the system since Friday 13th.

If colleagues have any queries about the Sustainability Challenge please do not hesitate to contact Sarah Swithenbank on 54290 or at: sarah.swithenbank@manchester.ac.uk or egc@manchester.ac.uk

Many thanks to all concerned in Schools and Faculties for your help and support - it is very much appreciated.

**Appendix 1**

**Sustainability Challenge 2019: Tuesday September 17th, 2019 - AM/PM Split by Faculty & School**

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| **Humanities** |
| **School/Cohort** | **AM/PM slot** |
| SoSS – Specialist programmes | AM |
| Law | AM |
| AMBS | AM |
| SoSS - BA Econ | PM |
| SALC | PM  |
| SEED | PM |

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| **Science and Engineering** |
| **School/Cohort** | **AM/PM slot** |
| MACE | AM |
| Chemistry | AM |
| SEAES | AM |
| Maths | AM |
| CEAS | PM |
| Computer Science | PM |
| EEE | PM |
| Physics | PM |
| Materials | PM |

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| **Biology, Medicine and Health** |
| **School/Cohort** | **AM/PM slot** |
| All Biosciences except Group 10, 11, 12, 13\* | AM |
| Medical Education  | AM |
| Psychology | AM |
| SLT & Audiology | AM |
| Optometry | AM |
| Biosciences Groups 10, 11, 12, 13\* | PM |
| Nursing | AM |
| Dentistry | PM |
| Pharmacy | PM |
| Midwifery | PM |

\*Biosciences Groups 10, 11, 12, 13 comprise:

**Group 10** **Group 12**

BSc (Hons) Biology with IE/PE BSc (Hons) Biomed Sci w IE/PE

BSc (Hons) Biology BSc (Hons) Biomed Science w Mod Lang

BSc (Hons) Biology w Mod Lang BSc (Hons) Biomedical Sciences

**Group 11**  **Group 13**

BSc (Hons) Biochem with IE/PE BSc (Hons) Med Biochem w IE/PE

BSc (Hons) Biochem w Mod Lang BSc (Hons) Medical Biochemistry

BSc (Hons) Biochemistry