MANCHESTER 1824
The University of Manchester

SCHOOL OF
BIOLOGICAL SCIENCES

PRE-ARRIVAL INFORMATION



This guide will introduce you to some of the main things you should do before arriving in Manchester – in particular, registering with the University, confirming your attendance and finding out about your programme of study.

Over the next few weeks we will be posting key welcome information on our Welcome Week website, including your Welcome Week Schedule, and will send you information via email. You can find our welcome week website here: **www.welcome.manchester.ac.uk**

Don't forget that there is plenty of support available if you are unsure of anything. No question is too small to ask. Once you start your degree pro gramme you will be assigned an academic advisor who you can speak to, or email if you have any questions or concerns.

There are also other teaching staff, postgraduate demonstrators and PASS leaders who will be happy to help, along with a dedicated team in the SBS Student Support Hub who you can email or visit.

Your Programme Director will look forward to meeting you at your first Welcome meeting. In the meantime, if you have any queries please contact The School of Biological Sciences Student Support Hub; **sbs.hub@manchester.ac.uk**.

Wishing you all success and happiness in the coming year.

The School of Biological Sciences (SBS) Student Support Hub Team



SBS STUDENT SHAREPOINT

As a School of Biological Sciences student, you will be able to access the School Sharepoint site here:
School of Biological Sciences Student Information - Home

The Sharepoint site contains a wealth of essential information about course unit selection, handbooks, the student voice, mitigating circumstances, assessment and lots more. We will refer to the Sharepoint resources frequently during your time on your programme. Please spend a few minutes reviewing it now and saving it to your bookmarks so that you know what information is there and can easily refer back to it.



REGISTRATION



From 1 September, you will need to complete the online registration process and start to think about your course unit selection (for further information about selecting course units, please see the next section of this booklet). Registration is a crucial part of becoming a member of the University, and is an online process that requires you to complete IT sign-up, confirm your personal details are correct, register for your programme of study and pay, or make arrangements to pay, your tuition fees.

You will need to complete registration in order to collect your student card. Your student card provides you access to University facilities, including the Stopford Building, where you will have many of your classes. You will be able to make an appointment to book to collect your student card once you have completed the registration process.

Find out more about registration at:
www.welcome.manchester.ac.uk

Registration queries
If you have queries relating to steps 1-9 of the registration process, please contact the Registration Helpline on 0161 549 1180 between 9am and 5pm, Mon-Fri.

If you have any queries regarding your tuition fees, please contact the Student Finance Team via our online Student Services enquiry form.

UNIVERSITY EMAIL

Your University email account is activated after you have registered, and is essential for keeping in touch with academic and support staff. It is accessed via your My Manchester portal, or you can set up your emails on your smartphone or tablet for convenience. Find out how to set up your University email account at IT Services.

MY MANCHESTER

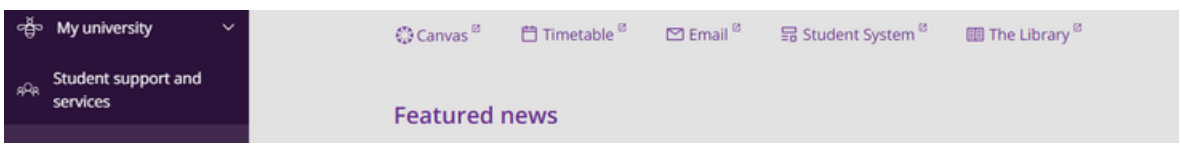
'My Manchester' brings all your online university services together in one place. From 'My Manchester' you can view your timetable, select course units and access your grades for assessed work. My Manchester also allows you to access university services including Canvas, the Student System and your University library account. You can login into My Manchester at:
https://my.manchester.ac.uk/

HANDBOOK

A copy of your handbook can be found online from the 1st September:
https://livemanchesterac.sharepoint.com/sites/UOM-FBMH-SBS-StudentInformation

CANVAS

The teaching and learning activities within your course units are enhanced and supported by the use of Canvas. All of your course units and programme spaces are listed in My Manchester via the 'Canvas' link. Within this link you will find a list of courses you are registered to take and can access the online course unit content, view deadlines and submit online assignments.



COURSE UNIT SELECTION AND YOUR TIMETABLE

Please make sure that you have a look at your Course Unit Plan (sometimes referred to as 'Academic Advisement') and have a good idea of which optional units you would like to take before meeting with your Programme Director in Welcome Week. You can view your Academic Advisement/Course Unit Plan on the SBS Sharepoint here. This sets out which course units you need to take to fulfil the requirements of your programme. There will be some core and optional units that you have to take this year, and many programmes also allow free choice units from other departments. You can find more details of course units here.

You will be able to select your optional course units via the student self-service system, accessed via 'My Manchester'. However, we advise you not to enrol onto the course units until after you have met with your Programme Director in Welcome Week. If you have any problems with the online process of selecting your optional units, there will be drop-in sessions to help you with the process during Welcome Week (please refer to your Welcome Week timetable for further details).

You will take:

- 9 lecture-based units over the year
- 2 practical units
- A tutorial unit over the year

You should ensure that you are enrolled for all your semester 1 course units ready for teaching to commence in Week One (the week immediately following Welcome Week).

All Level 1 SBS students are enrolled in the tutorial unit BIOL10000. Tutorials will provide you with knowledge and expertise related to your degree programme as well as transferable skills. The tutorial programme includes small group tutorials and plenary sessions. In the first semester, tutorials are also linked to an online unit (Writing and Referencing Skills (WRS); BIOL10741) that will help you to improve your written communication skills.

In the first semester, you will undertake the 10-credit unit BIOL10401 (Introduction to Laboratory Science). This introductory practical unit is designed to introduce you to some of the techniques and skills required to explore biological systems experimentally at the biomolecular, cellular and organismal levels. In the second semester, depending on your degree programme, you will either do a lab-based practical unit or a field course.



Credits are the amount that a course unit is worth, proportional to the hours of study undertaken for it. You must be enrolled on a total of 120 credits per year:

10 credit units = 100 hours of study

20 credit units = 200 hours of study

Please ensure that you are enrolled on an even split of credits over each semester and that there are no clashes in your timetable. Your Programme Director will talk to you more about this in Welcome Week. Course codes are the specific reference numbers used for each individual course unit. Please see the graphic below for a detailed explanation.



After you have made your course unit selections (following on from your Programme Director meeting in Welcome Week), your timetable will be populated. You will find your timetable when you log onto My Manchester: **https://my.manchester.ac.uk/**

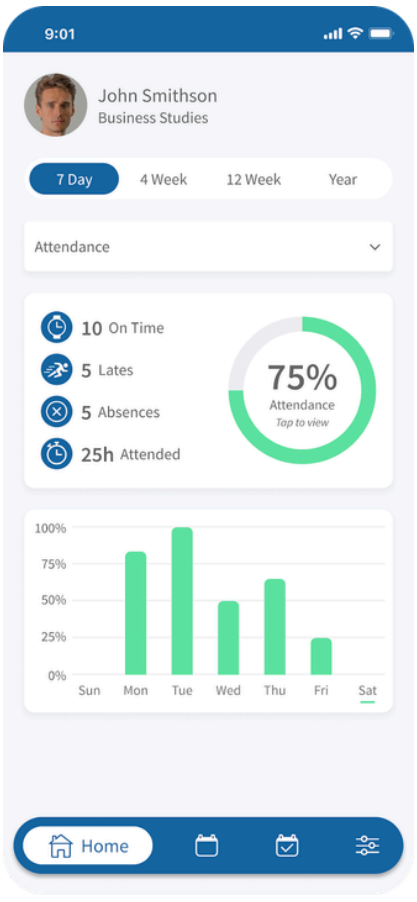
ATTENDANCE

We monitor attendance so that we can identify when a student's engagement starts to drop and reach out to make sure they are okay. Attendance monitoring is also important for Student Visa Holders, to ensure that they meet UKVI requirements.



SEAtS

Attendance is monitored across the University using a programme called SEAtS. SEAtS allows students to log attendance at all scheduled on-campus teaching sessions, such as lectures, tutorials, labs, and seminars. You will be given more information on SEAtS during Welcome Week.



Download the app

For now, prepare yourself by downloading the 'SEAtS 2024' app from your app store.

Download SEAtS from the Apple Store

Download SEAtS from the Play Store

SUPPORT

To ensure that you are able to take steps to deal with any difficulties that may arise, the University offers a range of central support services to help you through your student journey. You can get advice from your Academic Advisor and Student Support Hub, and from the Atrium in University Place. There are dedicated teams in the School to support you and online resources including Blackboard and the intranet.

SCHOOL OF BIOLOGICAL SCIENCES (SBS) STUDENT SUPPORT HUB

We have a dedicated SBS Student Support Hub who can answer any of your administrative queries or refer you to the appropriate service. The team can advise you of your options for managing any difficulties you may have and which support services you should contact to obtain further more specialised and targeted help if necessary and work closely with university support services including the University Counselling and Mental Health Service, Disability Advisory Support Service and Occupational Health.
We can provide support and advice on the following:

- Attendance Issues
- Disability Support Queries
- General support issues or concerns
- Mitigating circumstances
- Interrupting your programme of study
- Withdrawing from your programme of study
- Programme changes
- Exam-related queries
- Course Unit Selection
- Timetable queries
- Appeals and Complaints





The SBS Student Support Hub is open Monday – Friday 9am-5pm in the Stopford Building and is located on the 3rd Floor of the Stopford Building within the Stopford Student Hub and Library. You can also contact the team via email – any queries can be directed to the Student Support Hub:

- By emailing us: **sbs.hub@manchester.ac.uk** (Mon-Fri, 9am-5pm)
- By telephoning: 0161 275 1487 (Mon-Fri, 9am-5pm)
- By visiting the Hub (3rd Floor Stopford) (Mon-Fri, 9am-5pm)

The School also has a dedicated Student Wellbeing team, with whom you can arrange a one-to-one support meeting if you require support. They can also signpost you to different services around the University. They can be contacted at **sbs.wellbeing@manchester.ac.uk** or you can come to the Student Support Hub directly to meet with a member of the team.

YOUR ACADEMIC ADVISOR AND ACADEMIC TUTOR

Every student in the School is assigned an Academic Advisor. In Year 1, your Academic Tutor is also likely to be your Academic Advisor. Your Academic Advisor is normally the same person throughout your course and is your main link to the School and the University. You are expected to meet your Academic Advisor at least twice per semester and they should invite you to attend these meetings. You can also arrange further meetings with your Academic Advisor at any point throughout the year, or drop in during their office hours if they have them. Your Academic Advisor can:

- Provide information and guidance on your academic choices
- Advise you on strategies to enable improvement, e.g. through a personal development plan
- Listen and offer you guidance and advice about pastoral/non-
- academic concerns
- Discuss your career aspirations and signpost relevant careers and skills development to enhance your employability
- Provide an academic reference when you apply for jobs, further study or volunteering.



Your Academic Tutor will arrange your small group tutorials and mark your tutorial assessments. Your Academic Tutor will help you to:

- Develop skills and knowledge relevant to your degree subject during tutorials. Your tutorial studies will help you to put the information given in lectures and practicals into the context of your degree programme.

- Enhance your employability by helping you acquire a range of transferable skills. These include skills in written and oral communication, organisation of information, personal interaction, teamwork and the use of information technology. Employers value these ‘transferable skills’. Tutorials will also help you learn to manage your time during your degree course and improve your revision and examination techniques.

PEER ASSISTED STUDY SESSIONS (PASS)

Peer support is a diverse, dynamic and very exciting aspect of student life. You can seek support from more experienced students by attending PASS sessions to facilitate deeper learning. You will learn more about the PASS scheme during Welcome Week. You may also wish to become a mentor yourself later on in your second or final year.

STUDENT REPRESENTATION

Step up and Lead! Every year we need volunteers to come forward to be the voice of the students on their programme of study. Student Reps are a vital link between the student body, the University and the Students' Union. Not only will this be a brilliant opportunity to work towards delivering real change on your course, but it is the sort of invaluable experience employers will be looking for on job applications.

Full training is provided. Please get in touch with your Programme Director if you would like to volunteer for the role or look out for an email from the SBS Hub. If you would like further information, take a look at the Students' Union webpage:
https://manchesterstudentsunion.com/reps



KEY UNIVERSITY SERVICES

Key central support services include counselling and mental health services, disability advisory and support services and the Library.

THE STUDENT SERVICES CENTRE

https://www.studentsupport.manchester.ac.uk/student-services/

The Student Services Centre can provide Student Letters (e.g. Bank letters, Council Tax Exemption letters, Confirmation of Registration Letters)

THE CAREERS SERVICE

www.careers.manchester.ac.uk

Support for careers, work experience, skills, placements & part-time work

MENTAL HEALTH SUPPORT TEAM

https://www.mentalhealthsupport.manchester.ac.uk/

Provides confidential counseling, therapeutic groups, and social prescribing to help students manage stress, anxiety, and low mood

DISABILITY ADVISORY AND SUPPORT SERVICE

www.dso.manchester.ac.uk

Helps disabled or neurodivergent students by identifying practical support, exam accommodations, and reasonable adjustments

UNIVERSITY CENTRE FOR ACADEMIC ENGLISH

https://www.ucae.manchester.ac.uk/

Helps students improve their academic writing, speaking, and literacy

LIBRARY

https://www.library.manchester.ac.uk/

FEEL PART OF THE UOM COMMUNITY

It is very important to us that you settle into University life and make the most of your student experience. Click on the links below to learn more about the specific communities we have here at UoM.

International students

Students with caring responsibilities

Commuter students

Refugees and Asylum Seekers

Disabled students

Mature students

Ethnic Minority students

Care-experienced students

LGBTQ+ students

Estranged students

Students' Union Societies

Welcome Week Checklist

We know that the amount of information that you receive when you start University can be a bit overwhelming, so we have included a short checklist below of the essential things that you need to do before the start of Week One to ensure that you are ready to start your studies:

- Have you completed the university online registration? (see the **advice for new students** for help and advice)
- Have you picked up your student ID card? (see the **advice for new students** for help and advice)
- Have you looked through the **Welcome to The University of Manchester** Starting University resource?
- Do you have your **Welcome Week timetable**?
- Have you downloaded **SEAtS attendance app** to your smartphone?
- Do you have your **teaching timetable**? Note that this will not be complete until you have selected your optional units
- Do you know who your Academic Advisor is? (you will find out during Welcome Week - if you are unsure, please contact the SBS Hub - sbs.hub@manchester.ac.uk)
- Have you viewed the **undergraduate handbook**?
- Have you selected any optional course units following on from your meeting with your Programme Director in Welcome Week?
- Have you tried to log in to Canvas?





SBS Student Support Hub

3rd Floor Stopford Student Hub & Library, Stopford Building
(open Mon-Fri, 9am-5pm)
Email: sbs.hub@manchester.ac.uk
Telephone: 0161 275 1487

Follow us on Instagram for news about events, competitions and more!

https://www.instagram.com/uom_sbs/