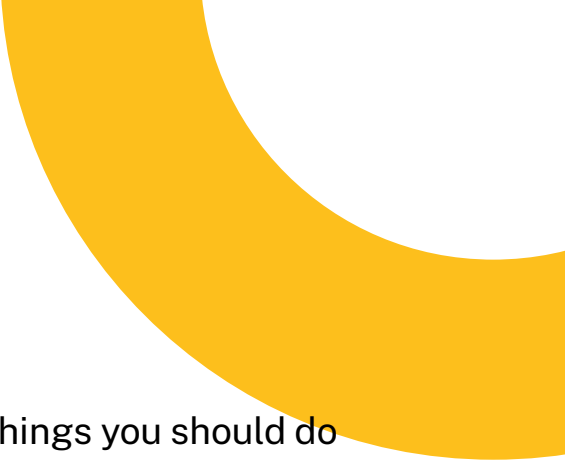


SCHOOL OF **BIOLOGICAL SCIENCES**

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 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 at: 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 programme 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 office 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; sbs.hub@manchester.ac.uk.

Wishing you all success and happiness in the coming year.



Nicky
Professor Nicky High
Director of Education



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.



Find it faster on our [SBS SharePoint](#)

- Course handbooks
- Academic contact details
- Assessment information
- Extensions and mitigating circumstances processes
- Wellbeing support
- Career support
- Events and news



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 are not a member of the University until you register.

You will need to complete registration in order to collect your student card. Your student card provides you access to University facilities. You will be able to make an appointment to book to collect your student card once you have completed the registration process.

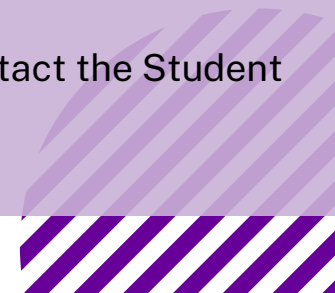
Find out more about registration at:

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](#).



WELCOME FROM THE DIRECTOR OF EDUCATION

Congratulations on your recent examination success (or, if you are making a deferred application, your earlier examination success!). We are very much looking forward to your arrival in the School of Biological Sciences (SBS), and it is a pleasure to be welcoming you to one of the leading universities in one of Europe's most exciting cities. In offering you a place, we believe you are all exceptional students.

This is your chance to realise your potential and ensure your CV will stand out from the crowd by graduation. At SBS, you will learn about your chosen field from staff who contribute to the world-class research that Manchester is so well known for.

Starting university can be both daunting and exciting. The way that we teach and our expectations of you may be very different from what you are used to. The number of students taking the same courses as you may also seem enormous, at first. Rest assured that this will all become entirely normal very quickly, and that you will soon get to know other students who have the same teaching sessions, practicals and tutorials in common with you.

Make the most of the opportunities offered at Manchester while you study. Try something new, whether it's joining a society or playing sport, but, above all, enjoy student life.



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'](#) brings all your online university services together in one place. From 'My Manchester' you can access the student self-service system which will allow you to 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.

CANVAS

The teaching and learning activities within your courses are enhanced and supported by the use of Canvas. All of your courses/spaces are listed in My Manchester under the 'Canvas' tab. Within this tab you will find a list of courses you are registered to take, under the 'Course List' and a list of any Programme or Community spaces.



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:

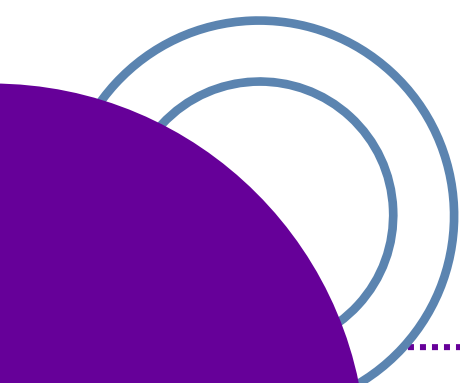
10 credit units = 100 hours of study

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 administration office, 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 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 logo for the Student Support Hub is centered in the upper half of the page. It consists of a white circle with a thick purple border. Inside the circle, the words "STUDENT", "SUPPORT", and "HUB" are stacked vertically in a purple, sans-serif font. Below the word "HUB" is a short, thick purple horizontal line. The logo is set against a background of a light purple circle and a horizontal purple band.

STUDENT SUPPORT HUB

The SBS Student Support Hub is open Monday – Friday 9am-5pm in the Stopford Building (Room G.006). 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 (G.006 Stopford) (Mon-Fri, 9am-5pm)

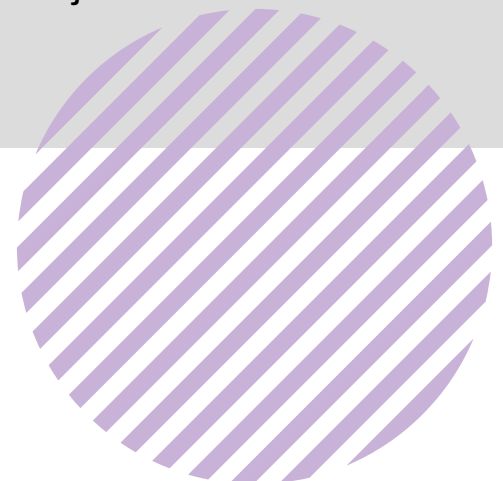
The School also has a dedicated Student Wellbeing team, with whom you can arrange a one-to-one support meeting if you require support. They can also signpost you to different services around the University. They can be contacted at sbs.wellbeing@manchester.ac.uk



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:

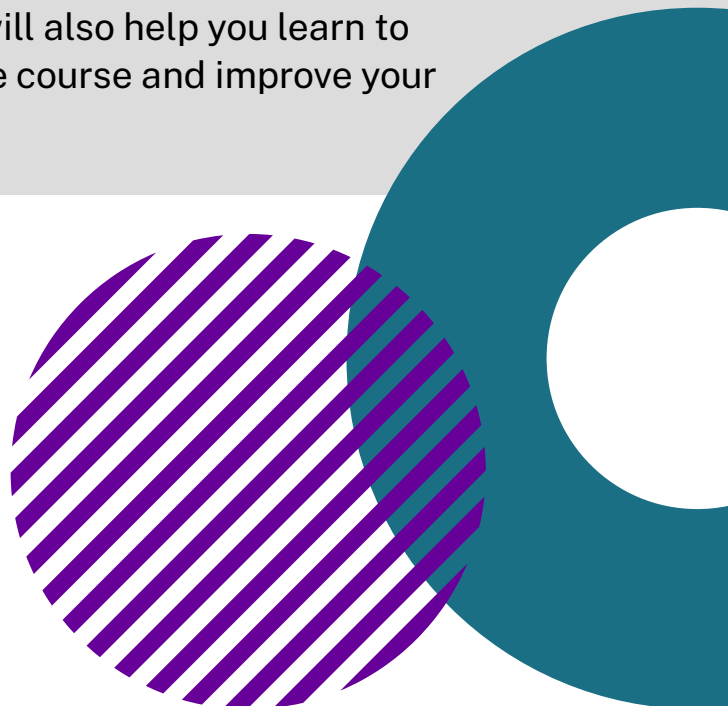
- Provide information and guidance on your academic choices
- Advise you on strategies to enable improvement, e.g. through a personal development plan
- Listen and offer you guidance and advice about pastoral/non-academic concerns
- Discuss your career aspirations and signpost relevant careers and skills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





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 in the form of a mentor, attend a PASS session to facilitate deeper learning or you may wish to become a mentor yourself later on in your second or final year. You will find out more about PASS during Welcome Week.

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. If you would like further information, take a look at the Students' Union webpage:

<https://manchesterstudentsunion.com/rep>





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

THE COUNSELLING & MENTAL HEALTH SERVICE

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

DISABILITY ADVISORY AND SUPPORT SERVICE

www.dso.manchester.ac.uk

UNIVERSITY CENTRE FOR ACADEMIC ENGLISH

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

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
children**

Commuter students

**Refugees and
Asylum Seekers**

Disabled students

Mature students

BAME 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?
<https://www.studentsupport.manchester.ac.uk/study-support/seats/>
- Do you have your **teaching timetable**? Note that this will not be complete until you have selected your optimal 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)
- Do you have a copy of 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?





We wish you a fantastic start to your academic journey with us.
Remember that we are here for any queries or concerns that you may have.

SBS Student Support Hub

G.006 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/

