



MANCHESTER
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The University of Manchester

**SCHOOL OF
BIOLOGICAL SCIENCES**

WELCOME FROM THE DIRECTOR OF UNDERGRADUATE STUDIES



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.



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



IT/ONLINE/ELEARNING OPTIONAL DROP IN

First line – change to: ‘As part of our induction activities, we have opened up an area of Blackboard (online.manchester.ac.uk) called the ‘Student Support Hub’ which contains information about the online systems that the university uses to support you and your learning while you are with the university. This can be **accessed here** with your university username and password. Please complete the content and tasks by the end of Week One.

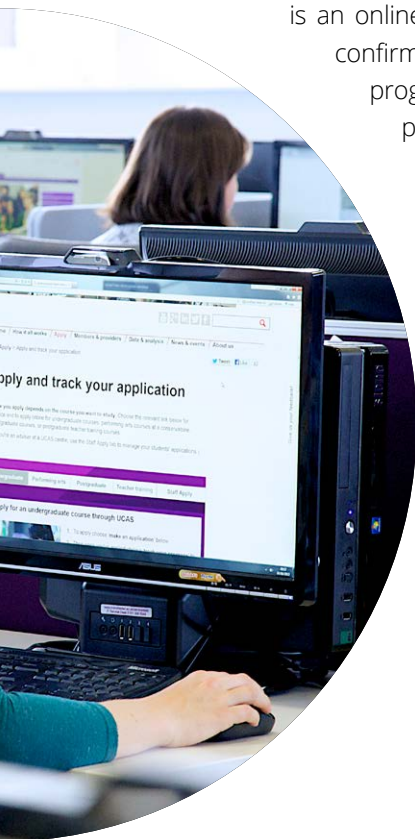
If you have completed the content and tasks set out in the Student Support Hub regarding getting online and you still have questions, then you can attend the eLearning and IT drop in session during Welcome Week to ask your questions. (Please see your welcome schedule for further information).





REGISTRATION

From 1 September, you must 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.



Please note that if you do not register by 30 September you will be liable for a late registration charge of £200. You will need to complete registration in order to collect your student card. Your student card provides you access to University facilities and can be collected at various points across campus during Welcome Week.

Find out more about registration at:

www.welcome.manchester.ac.uk



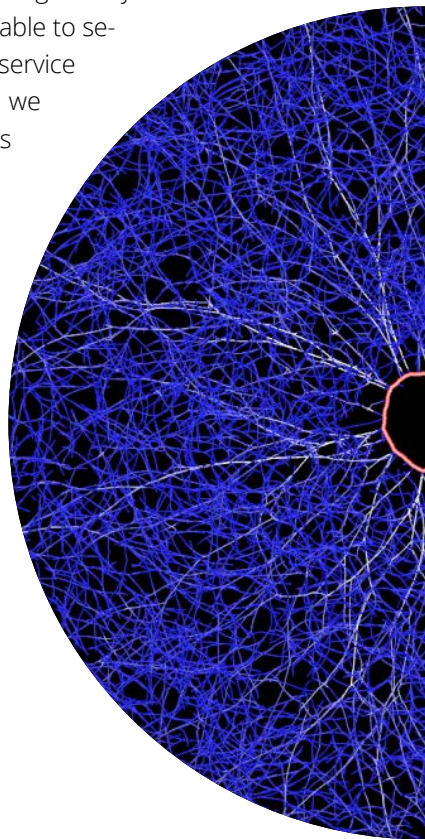
COURSE UNIT SELECTION AND YOUR TIMETABLE

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 will be able to select your optional course units via the student self-service system, accessed via 'My Manchester'. However, we would advise you not to enrol onto the course units until after you have met with your Programme Director. 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 can find a copy of your Course Unit Plan (or Academic Advisement sheet) on the [intranet](#). 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 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).

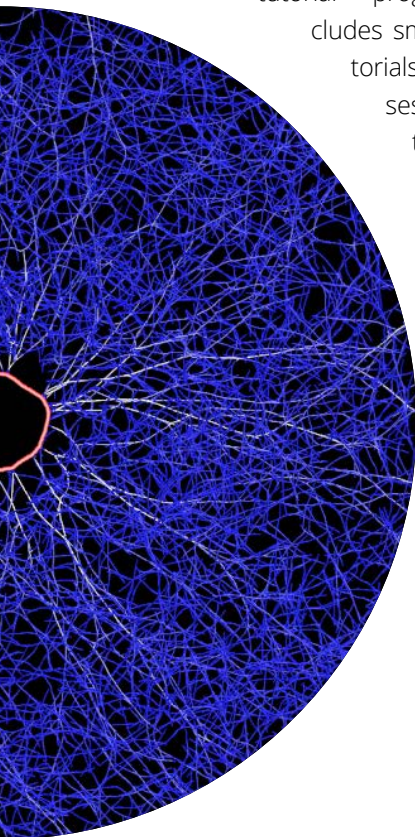


All Level 1 SBS students are enrolled in the tutorial unit BIOL10000. Tutorials will provide you with knowledge and expertise related to your degree programme as well as transferable skills. The tutorial programme includes small group tutorials and plenary



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 laboratory-based practical unit or a field course.



STUDENT SYSTEM

ONLINE TIMETABLE

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 MyManchester.

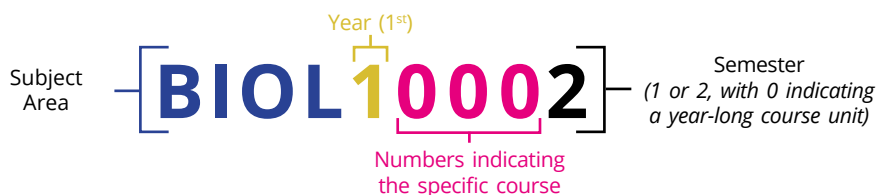
Credits are the amount that a course unit is worth, proportional to the hours of study undertaken for it. You must be enrolled on a total of 120 credits per year:

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 (usually 60/60) and that there are no clashes in your timetable.

Course codes are the specific reference numbers used for each individual course unit. Please see the graphic below for a detailed explanation.





IT SYSTEMS AND COMMUNICATIONS

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 Blackboard, the Student System and your University library account. You can login into My Manchester at:

www.my.manchester.ac.uk

HANDBOOK

A copy of your handbook **can be found online** from the 1st September.

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 courses you are registered to take, under the 'Course List' and a list



of any Programme spaces in the 'My Communities' List.

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app.

There is a really useful guide to your studies on Blackboard including a virtual tour of the Stopford Building. You can access this space once you have completed your IT set up and registration by visiting **Induction S4**.

STELLIFY

Stellify is your key to enable you to do more and be more during your time at university. Select a package of activities, such as applying for the Manchester Leadership Award, enrolling on optional course units in Interdisciplinary Learning, or volunteer to learn hands-on skills and experience working with communities at a local, national and global level.

The Sustainability Challenge is the first of three Ethical Grand Challenges during your undergradu-



ate career and your first step to achieving the Stellify Award.

The Challenge is one of our Social Responsibility Signature Programmes, introducing you to the kind of University that we are: Working across

disciplines to find solutions to real problems.

You are encouraged to complete it via Blackboard, please visit the Stellify webpage for more information:

www.stellify.manchester.ac.uk

#GETSUST



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
(E.G. HEALTH OR OTHER ISSUES AFFECTING YOUR STUDIES)



- 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

We also have a dedicated placements team who are available to answer any questions you may have about completing a placement. Completing a placement can be a daunting prospect but we are here to help you through the process by:

- HOLDING INFORMATION SESSIONS AND WORKSHOPS THROUGHOUT THE YEAR TO OUTLINE YOUR OPTIONS AND PREPARE YOU FOR YOUR PLACEMENT

- PROVIDING RESOURCES SUCH AS HANDBOOKS, BLACKBOARD SITES AND WEB PAGES

- PROVIDING YOU WITH ACCESS TO A DATABASE OF POTENTIAL PLACEMENT PROVIDERS AND JOB OPPORTUNITIES AS SOON AS THEY ARRIVE

- ARRANGING NETWORKING OPPORTUNITIES FOR YOU TO MEET WITH FINAL YEAR STUDENTS WHO HAVE COMPLETED A PLACEMENT

- GUIDING YOU THROUGH THE APPLICATION PROCESS FOR PLACEMENTS
- PASSING ON THE STUDENT FEEDBACK WE HAVE RECEIVED FROM PREVIOUS PLACEMENT STUDENTS TO HELP INFORM YOU DURING THE PLANNING STAGES



- REMAINING IN REGULAR CONTACT WITH YOU BEFORE, DURING AND AFTER YOUR PLACEMENT PERIOD AND ACTING SWIFTLY TO HELP RESOLVE PROBLEMS

There is an SBS Student Support Hub open Monday – Friday 9am-5pm in the Stopford Building (Room G.483). 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.483 Stopford**)
(Mon-Fri, 9am-5pm)

YOUR ACADEMIC ADVISOR AND ACADEMIC TUTOR

Every student in the School is assigned an Academic Advisor. In Year 1, your Academic Tutor will also 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 can arrange a meeting with your Academic Advisor at any point throughout the year, or drop in during their office hours. You should aim to meet your Academic Advisor at least twice per semester. 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 Tu-

tor 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.



SENIOR ADVISORS

There is also a team of Senior Advisors for the School who work closely with colleagues in the Education Support Team and also Academic Advisors to support students. They act as another contact point for students who may have particularly complicated issues that they would like to discuss. The Senior Advisors can also signpost students to other support services for further assistance if necessary.

PEER SUPPORT

Peer support is an umbrella term for two complementary schemes:

PEER MENTORING

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, you can watch clips from past reps on why they have valued the experience so much:

www.manchesterstudentsunion.com/rep



There are dedicated central teams in addition to those based in the School to support the role of Student Rep. See the University of Manchester Student Support webpage.

KEY UNIVERSITY SERVICES

Key central support services include counselling and mental health services, disability advisory and support services and advice and response.

THE CAREERS SERVICE

www.careers.manchester.ac.uk

THE COUNSELLING SERVICE


www.counsellingservice.manchester.ac.uk

DISABILITY ADVISORY AND SUPPORT SERVICE

www.dso.manchester.ac.uk

THE STUDENT SERVICES CENTRE

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

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- STUDENT CARD COLLECTION
 - BANK LETTERS
 - CONFIRMATION OF ATTENDANCE
 - REGISTRATION
 - TUITION FREES
 - COUNCIL TAX
 - INTERNATIONAL STUDENT INFORMATION



STUDENT SUPPORT HUB

School of Biological Sciences (SBS)
Faculty of Biology, Medicine and Health (FBMH)
G.483 Stopford Building
The University of Manchester
Oxford Road
Manchester
M13 9PT

Tel: (0)161 275 1487

Email: [**sbs.hub@manchester.ac.uk**](mailto:sbs.hub@manchester.ac.uk)