

SCHOOL OF **BIOLOGICAL SCIENCES**

PRE-ARRIVAL
INFORMATION FOR
PGT STUDENTS



WELCOME FROM THE DIRECTOR OF EDUCATION



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 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.

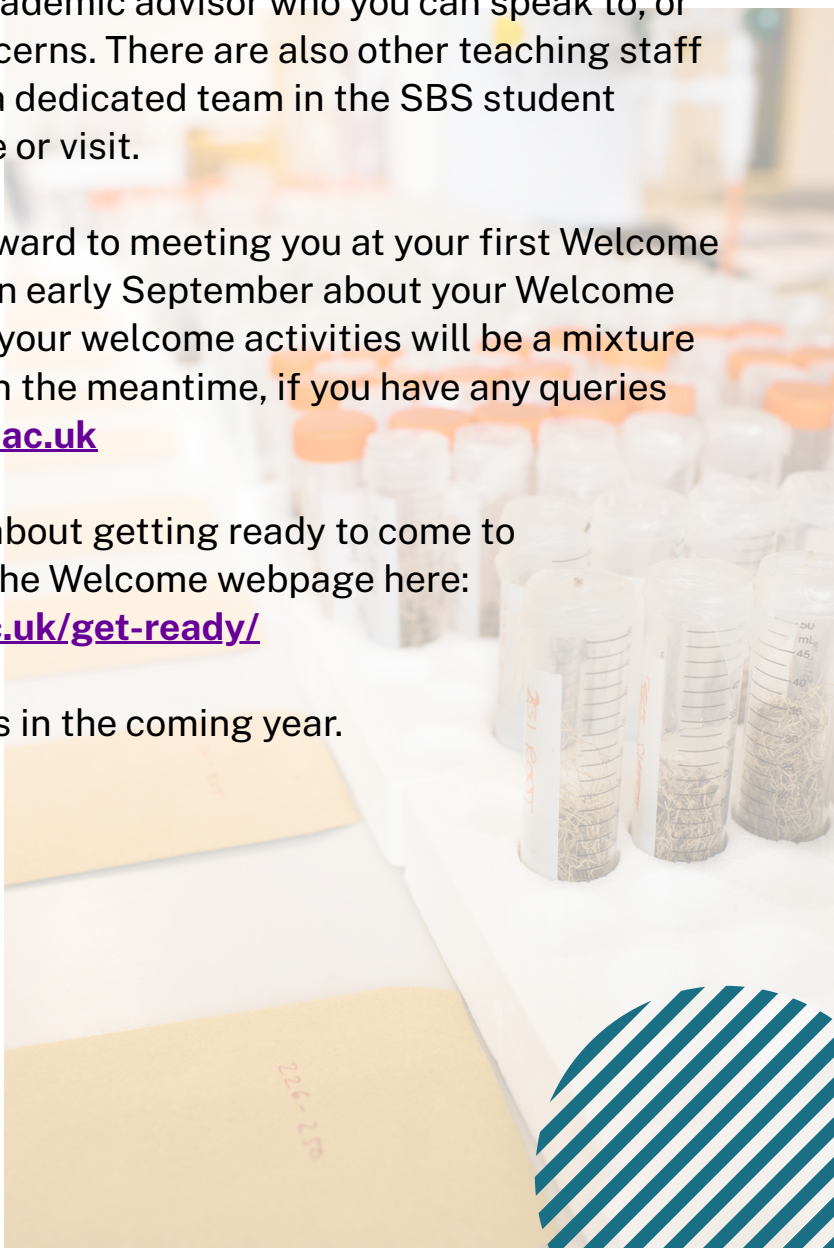
Don't forget that there is plenty of support available if you are unsure of anything. No question is too small to ask. Once you start your degree programme you will be assigned an academic advisor who you can speak to, or email if you have any questions or concerns. There are also other teaching staff who will be happy to help, along with a dedicated team in the SBS student support Hub who you can email, phone or visit.

Your Programme Director will look forward to meeting you at your first Welcome meeting. You will receive information in early September about your Welcome Week programme. For most students, your welcome activities will be a mixture of online and face-to-face meetings. In the meantime, if you have any queries please contact: sbs.hub@manchester.ac.uk

You can also find further information about getting ready to come to Manchester and start your course on the Welcome webpage here: <https://www.welcome.manchester.ac.uk/get-ready/>

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 useful 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, and it is a good idea to spend a few minutes reviewing it now so that you know what information is there.





REGISTRATION



From the 1st September, you will need to complete the online registration process. 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 and can be collected at various points across campus during Welcome Week.

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

YOUR STUDIES

SCHOOL AND PROGRAMME INDUCTIONS

There will be an online Induction for all students the week before Welcome Week itself. Please check your Welcome Week timetable for further details about this. The Induction will introduce you to the School and the academic and support staff who will look after you during your studies. This is also a good opportunity to ask any questions you might have about the School or the University as a whole. The session will be recorded for anyone unable to attend.

Your Induction to your programme will take place the following week, during Welcome Week and will be led by your Programme Director. You will receive further details about Welcome Week activities in early September.



GETTING ORGANISED

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 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.

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.

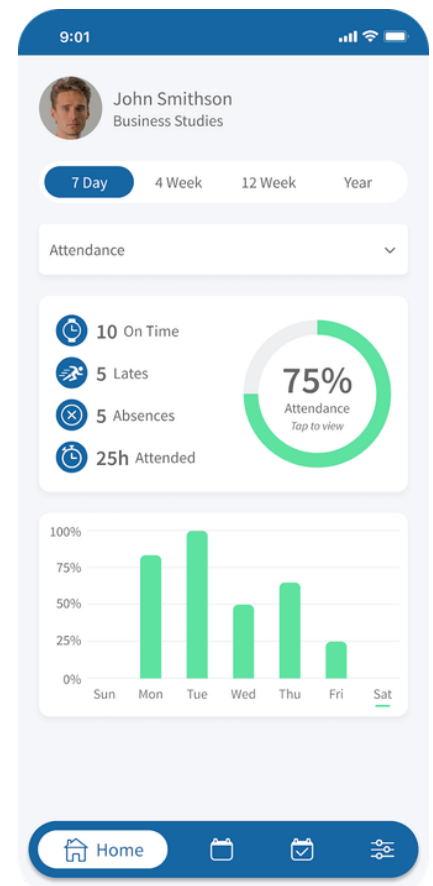


Download the app

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](#)



YOUR ACADEMIC ADVISOR

Every student in the School is assigned an Academic Advisor. Your Programme Director will tell you who your Academic Advisor is shortly after you start your programme.

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



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 also 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>



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 the Hub team, and from the Atrium in University Place. There are dedicated teams in the School to support you and online resources including Canvas and [SharePoint](#).

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. They also work closely with university support services including the University Mental Health Support Team, Disability Advisory Support Service (DASS) and Occupational Health.

We can provide support and advice on the following:

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





The Stopford Student Support Hub is open Monday – Friday 9am-5pm on the Third Floor of the Stopford Building). 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 (Third Floor, Stopford Building) (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



KEY UNIVERSITY SERVICES

Key central support services include the **Mental Health Support Team**, the **Disability Advisory and Support Service (DASS)** and **The Careers Service**.

The Student Services Centre

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

The Careers Service

www.careers.manchester.ac.uk

The Mental Health Support Team

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

Disability Advisory and Support Service

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

University Centre for Academic English

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

Library Services

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

Report and Support

<https://www.reportandsupport.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

**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)
- Do you have your **Welcome Week timetable**?
- Do you have your **teaching timetable**?
- Do you know who your Academic Advisor is?
- Do you have a copy of the **Postgraduate Handbook**?
- Have you tried to log in to Canvas?
- Have you downloaded SEAtS and logged in?





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.

Stopford Student Support Hub

**Third Floor, 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/

