Are you being heard?

LUU societies can represent YOU, your views and your needs to the Union and the wider university, but only if you sign up!

The Mature and Part Time Students’ Society, the Disabilities Society and the Student Parents’ Society are currently seeking members.

Membership brings direct benefits in terms of social events and tailored activities, but can also extend your voice across the campus and beyond.

Join up and be noticed at www.leedsuniversityunion.org.uk/clubsandsocieties/
LLC student support group
The group comprises:

Serena Hayward
s.l.hayward@leeds.ac.uk 0113 343 7890
Reception and enquiries

Lorna Thompson
l.n.thompson@leeds.ac.uk 0113 343 3212
Reception and enquiries.

Geoff Humble
g.f.humble@leeds.ac.uk 0113 343 4851
Reception and enquiries.

Beverley Brealey
b.brealey@leeds.ac.uk 0113 343 8760
Reception and enquiries

Ellen Avery
e.r.avery@leeds.ac.uk 0113 343 2696
Ellen is the LLC’s academic skills advisor, and runs a series of academic skills workshops throughout the year. You can book a place on one of these workshops or schedule a one to one meeting to discuss your own concerns about academic skills.

Mohammed Hussain
m.a.hussain@leeds.ac.uk 0113 343 3191
Mohammed is a trained careers guidance officer, offering confidential and impartial advice on all aspects of choosing a course, entry requirements, progression, and study at university level. You can make an appointment to talk to Mohammed at the Centre, or drop in for a chat.

M.J. Morgan
m.j.h.morgan@leeds.ac.uk 0113 343 3244
M.J. is responsible for the following: welcome support for new students; the mature student peer support scheme; support for students with a disability; information about financial support for part-time study; student social events; one-to-one support with IT and library skills; the Ziff building student resource area.

Please contact a member of the group if you have an enquiry about any aspect of support for your studies. We’ll try to help, or refer you to the appropriate source of information and advice.
End of session results

Undergraduate results for Session 2010-11 will be available to view online from mid-day on Friday 1st July 2011. You will find enclosed with this newsletter a Step-By-Step Guide entitled 'Results and Resit Application', which is also available electronically by clicking on Step-by-Step Guide to Results and Resit Applications (July). This explains how you can get information about your module grades. Please take some time to read the instructions because they include guidelines as to what you will need to do if you need to apply for module resits for which the deadline for application is Thursday 21st July 2011.

Please note that late fees will apply to all students who register for a re-sit after this deadline.

If you are studying modules provided by another School, you will need to contact them directly about any variations to the procedure outlined in the Step-By-Step Guide. To find out whether this applies to you, check the module code; all Lifelong Learning Centre modules are prefixed by LLLC.

End of session results are released to students on the web and can be accessed through the University Portal portal.leeds.ac.uk

More information can be found at www.leeds.ac.uk/ssc/examresults.htm

If you have any questions please contact Jane Hanna on j.a.hanna@leeds.ac.uk, tel: 0113 343 7446

Becoming a Leeds alumnus

If you are finishing your course this year, we look forward to seeing you at the awards ceremony and wish you all the best in the future.

Don’t forget that if you do graduate this year you can continue to use the University Library for reference for the rest of your life; you can get a graduate Library card by completing an application form available at reception at any of the Library sites. For £50.00 per year you can also borrow from the Library. For details see library.leeds.ac.uk/info/200203/using_the_library/252/admission/5.

You can also get life membership of Leeds University Union and use the University’s sports facilities at a discounted rate; see www.alumni.leeds.ac.uk for more details of the ‘perks’ of being a Leeds graduate.

The LLC would really like to keep in contact with you after you graduate, and always welcomes any news about developments in your career. You may find that from time to time we contact you to ask you about this. From 2012 the University will be required to publish information about its courses to provide prospective students with information about the HE experience that we know they will find useful. This will include data on study hours, costs and employment information of those who complete the course.

Please let us know of any changes in your contact details. We will also keep you informed of events we hold here which you may be interested in attending, such as our series of public seminars, which explore current policy, practice and research in relation to the different programmes delivered by the LLC.

Each seminar focuses on a different area of our delivery (e.g. Business Management, Family Support, Arabic and Islamic Studies), and is of direct relevance to students on those programmes as well as being of interest to alumni. The current series of seminars has come to an end, but there will be more later in the year.

If you would like to remain actively involved in the LLC, please see the enclosed form for details. Your continued engagement with us would be much appreciated; we look forward to hearing from you.
July 2011 Graduation Ceremony

The Ceremonies Office has sent a message via the Portal to all finalists, inviting them to register for the July 2011 degree ceremonies.

The announcement will include information on how to register online; you can also view this webpage for detailed instructions www.leeds.ac.uk/ceremonies/conferment.htm

Those of you who are due to graduate this year with a Foundation Degree or honours degree should note:

- The Lifelong Learning Centre graduation ceremony will take place on Wednesday July 20, 2011 at 11:30am. The ceremony schedule is available to view on the Ceremonies website www.leeds.ac.uk/ceremonies/schedule.htm
- Those of you who are taking part-time degrees taught in departments have the choice of graduating at the LLC ceremony or with your fellow full-time students.
- Graduates who cannot attend the July ceremony have the option to attend the December ceremony but it is important that you register your ceremony choice.
- The deadline for ceremony registration and booking academic dress is Friday June 17, 2011. You can find more information about this on the Ceremonies website www.leeds.ac.uk/ceremonies/academic_dress.htm

Later in the year we will contact those students directly who are likely to complete a Certificate of Higher Education or other certificate (e.g. CEC) with further details about LLC award ceremonies.

All students who will be graduating should be aware that they will need to have cleared any outstanding debts to the University (including Library fines and unpaid tuition fees) before the date of the ceremony.

If you have any queries about ceremony registration, please contact the Ceremonies Office on 0113 343 4117 or by email to ceremonies@adm.leeds.ac.uk

Sitara Akram
Centre Administrator
Lifelong Learning Centre
s.akram@leeds.ac.uk

Spring into summer…
Summer workshops at the Lifelong Learning Centre from Tuesday 28 June – Saturday 2 July 2011

The Lifelong Learning Centre is organising a programme of summer workshops which will run from Tuesday 28 June to Saturday 2 July inclusive.

The programme will include:
- Creative writing
- Film and culture
- An eclectic mix of thought-provoking sessions

To add your details to the summer workshops mailing list please contact Lorna Thompson by email to l.n.thompson@leeds.ac.uk or on 0113 343 3212.
News from the Student Parents’ Society

2011 has been a busy year for us; we went to Scarborough for a day trip on 27th March and had a great day at the Sealife Centre and exploring the seafront. We also held a nearly new sale on 2nd April which raised £140 for the society and we held our Easter party on April 16th, where spent a very busy afternoon playing games, making Easter bonnets and playing on the bouncy castle!

We are working with the Lifelong Learning Centre for our final event of the year, a party which will be held on 12th June from 12-4pm in the Riley Smith Hall of Leeds University Union and on the newly grassed area at the front of the union, weather permitting!

There will be the usual fun and games, party food and a bouncy castle so please come along and join us. If you are interested in coming along please email leedsstudentparents@gmail.com and let us know how many people you will be bringing (to help with catering). Everything will be free but any donations are very much appreciated!

So far 2011 has been a great year for the Student Parents’ Society and we would like to say thank you to everyone who has got involved, both volunteering to help out with events and coming along to make our events so successful!

The president of the society, Helen Lakomska is graduating this year so sadly will not be with us after our end of year party next month; Helen helped to get the Student Parents’ Society up and running again in 2009 and has helped us organise all of our events, she has done an amazing job and will be very much missed but it has truly been a pleasure to work with her!

We look forward to seeing you at the end of year party but if not, have a great summer break and we will see you after the holiday!

Part-time paid work available on campus 2011-2012

The Equality Service is looking for note-takers with deaf and disabled students for the 2011-2012 session.

Most recruits are usually postgraduates but the Service is willing to consider applications from undergraduates with good listening/writing skills who have ‘graduate level knowledge’ in one or more subjects.

As this could have been gained in a work environment or elsewhere this can provide opportunities for mature students to make use of experience gained outside the University.

If you are interested and would like to know more, please contact the LLC Disability Officer M.J. Morgan on 0113 343 3244 or by email to m.j.h.morgan@leeds.ac.uk and she will send you the details.
The Lifelong Learning Centre and LUU Student Parents Society invite you to join us for an...

End of Year Party!

Sunday 12th June 2011
12pm - 4pm
Riley Smith Hall,
Leeds University Union

Ball pool
Bouncy Castle
Games
Refreshments
Arts and crafts

If you would like to come along please email leedsstudentparents@gmail.com, we just need to know how many people you’ll be bringing (to help with catering).
Did you know that there is a society at University of Leeds for disabled students, friends, family and those studying disability?

Membership of the LUU Disabilities Society is free until September 2011 when a small fee will be introduced to enable us to do more together. Joining means you will have the opportunity to meet other disabled students or those who have friends or family with a disability. We also welcome those studying disability. This creates a social network, both on and off campus, providing social activities and mutual support.

As a society we have done much to raise awareness of disability across the university and have seen the Refectory purchase trolleys for us to put food on and a plan to add accessible PC stations in the coffee bars on campus. We have been involved in improving campus access during times of disruption and building works and hope to make many more improvements next year.

Our President Robyn Brockie recently attended the NUS Disabled Students’ Conference and was elected Women’s Officer so we now have a national voice directly within the NUS. Our own committee includes a Mature Students’ Officer and a Postgraduate Officer and we welcome suggestions for improvement of the structure and content of the society from all members. Please join us by going to: www.leedsuniversityunion.org.uk/clubssandsocieties/generallinterest/DisabilitiesSociety/

Please email for more information: dissoc@live.co.uk

DisSoc is about inclusion throughout the university and believe that in order to achieve this, we need to work together.

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The Snowdon Award Scheme

The Snowdon Award Scheme is a charity that provides grants to students with physical or sensory disability, to help them complete further or higher education or training. Every year, it provides students with physical or sensory disability with grants, ranging from £250 to £2,500. These help cover additional costs, like computers, mobility equipment or human help that push up the already high costs of being a student or trainee.

Whether they fund a sign language interpreter, a laptop, transportation or something more specific, these grants can change people’s lives. They provide students with the opportunity to access education or training and enjoy a level of independence that would not otherwise be possible. If you are interested in applying please see the link below or email dissoc@live.co.uk for more information.

www.snowdonawardscheme.org.uk

Common Purpose ‘Frontrunner’ campaign and courses

In 2009, 425,063 students enrolled in higher and further education colleges in the UK, of whom 5.8% were disabled. Many disabled students and learning difficulties realise their full potential, enjoy their educational experience and pursue careers and leadership roles in the private, public and not-for-profit sectors. However for some the barriers are still too great.
In 2009, under half of all disabled graduates from higher and further education found full-time work on completion of their degree. There are also too many boards, too many senior management teams and too many sectors where the voice of disabled people is silent – because they are simply not represented or given the chance to lead. Common Purpose’s Campaign and Leadership Development course for young disabled leaders aims to change this.

From 2010, Common Purpose will help 240 higher and further education students in the United Kingdom develop the skills and knowledge to pursue leadership roles throughout their studies and beyond. Common Purpose will run a three-day leadership development course in the winter and summer of each year. Forty disabled university students will participate in each three-day course.

Common Purpose will also develop an online resource of information and inspiration for disabled students throughout the United Kingdom and around the world. There will also be an annual one-day workshop for students graduating from higher and further education to help them identify and actively pursue potential leadership roles.

DisSoc is about inclusion throughout the university and we believe that in order to achieve this we need to work together.

News from the LUU Mature and Part-Time Students’ Society (MatSoc)

Hi All! Firstly we’d like to tell you about the change of plans to the pub quiz. As the Old Bar has stopped running the quiz until after summer, we’ll once again be decamping to the Cuthbert Broderick in Millennium Square. We’ve reserved the sofas to the right of the bar and will be there from 6.30pm on Thursdays. So why not come along and join us?

We also have our end of year event to look forward to; see the poster elsewhere in this newsletter.

In other news, we’re afraid to announce that our partnership with DisSoc and Student Parents’ Society did not win the award for best collaboration at the LUU Riley Awards 2011, but there’s always next year!

The 2011 NUS Mature and Part-Time student conference was held in May; Rachael Goodrick attended as our delegate. Let’s hope she’s brought back some good information and ideas for us all.

We're still in need of a Support and Campaigns Officer for MatSoc! If you're continuing as a student next year and would be interested in joining the committee (looks good on the old CV too we might add) please email us for more details. If you feel you could fulfil the duties, then pop us a manifesto on email!

That's all we have for you this time folks! Keep your eyes peeled though for some events during summer!

Regards,

Your wondrous MatSoc committee members :)
Volunteering: can you help the LLC in 2011-2012?

In this Newsletter, you will find an appeal for help with two key student services provided by the LLC: the welcome events for new students in September and the Peer Support Scheme.

Please give some thought as to whether you can volunteer for either or both!

Feedback consistently shows us that students really value, and benefit from, support from their fellow students, so your involvement in these activities is both important and appreciated.

It can also be very useful to you in developing your 'people skills' which are highly prized by employers, whether you are starting a career, looking for a new job, developing your current role or seeking promotion.

Finishing your course this year?

Your experience is valuable to us and you are welcome to be involved in both of these activities. You can also retain your connection with the LLC in other ways; if you would like to do this, please complete the alumni form with this Newsletter.

Lifelong Learning Centre peer support scheme 2011-2012

The LLC Peer Support Scheme is looking for current students and alumni to provide this important service.

Volunteers can be LLC students, ex-students or part of the wider mature/part-time student community in the University. The service will be available to all mature and part-time students at Leeds, on an opt-in basis, at any stage of their student life, so we are hoping to create a large and diverse pool of volunteers to maximise the opportunity to match a student with a helper who has an appropriate background and/or experience.

For example, a student might like to speak to someone studying a similar subject, or perhaps to someone who is a student parent, has a disability or is returning to study after a long time away.

The more volunteers we have, the more likely it is that we can put a student in touch with someone suitable, so your support would be appreciated.

Previous experience is not required, as training will be provided (if you would like to develop your skills in this area further, the LLC also offers a 20-credit level 2 elective module in Coaching and Mentoring).

Working in peer support is a great way to meet new people, help your fellow students and also develop those 'soft skills' which will enhance your CV when applying for a job or promotion, so please think whether you could be involved.

We have created a pack of information for prospective volunteers which you can get from the LLC by emailing part-time@leeds.ac.uk or telephoning 0113 343 3212.

Acquiring the pack does not commit you to anything, but we hope it will help in explaining the further details of the scheme and how it will work in practice.

You can also contact M.J. Morgan, the Peer Support Scheme co-ordinator, for an informal chat about what the role entails: ring 0113 343 3244 or email m.j.h.morgan@leeds.ac.uk
Volunteers needed for research project

We are recruiting mums aged 40-50 with children aged younger than 13 for exciting research investigating the health and cognitive benefits of grape juice. If you take part, you would need to drink 12oz (335ml) of grape juice every day for two separate periods of 12 weeks. You will receive £160 upon completion of the study.

We will also assess your driving skills in the University of Leeds driving simulator and assess your brain performance using computerised tests. You would need to come to the Institute of Psychological Science (IPS) at the University of Leeds main campus on 7 different mornings to perform the driving task and cognitive tests. The date of these 7 mornings is spread over the duration of the trial: at baseline, 6 weeks, and 12 weeks of each 12 week period. There is also an initial screening visit.

We are flexible with regards to the exact date and time of these test mornings to fit around your lifestyle. This research has been reviewed and passed by the Institute IPS Research Ethics Committee (Ethical approval number: 11-0026).

There are several inclusion/exclusion criteria which you must meet to take part in the study:

**Inclusion criteria** (you must meet these criteria):

- Mother of pre-teen children (aged 13 years or under)
- Aged 40-50 years
- BMI between 18-29 kg/m²
- Non-smoker (for previous 6 months or more)
- Full driving licence for 5 years and drive 5,000 miles per year
- Ability to understand verbal and written English
- Willingness to consume 12oz drink daily for 24 weeks.
- Working 30 hours a week or more (80% of a full time week)
- Willing to abstain from drinking red wine and dark fruit juices (e.g. other grape juices, cranberry, raspberry and pomegranate juices) during the study

**Exclusion criteria** (any of these will rule you out of taking part):

- Menopausal, showing menopausal symptoms
- Allergies to grape products
- Night shift work
- Pregnant or planning pregnancy in the next year
- Having been pregnant or lactating in the last 6 months
- History of eating disorder
- Diabetes or impaired glucose tolerance
- Taking regular medication
- Vegetarian
- Fear of heights
- Claustrophobia, epilepsy, or severe motion sickness

If you are interested please get in touch with Dr Daniel Lamport or the research team asking about the grape juice study:

Email: Juice@leeds.ac.uk
Phone: 0113 343 6694 (Dr Daniel Lamport) 0113 343 5753 (Research Team)
Financial support 2011-2012

It is important that you sort out your fee payment arrangements well in advance of your return to University in September.

Are you eligible for government financial support?

Full details of who is eligible and how to check your situation can be found at: www.direct.gov.uk/studentfinance
You can also get this information from the LLC guide Financial Support for Lifelong Learning Centre Students which is available in hard copy or from our website; contact 0113 343 3212, email part-time@leeds.ac.uk or check www.leeds.ac.uk/lifelonglearningcentre

If you are eligible for the government’s Part-Time Grant (PTG), you will need to complete a PTG1 form which will be available in the summer and can be downloaded from the direct.gov.uk website (see link above).

As part of your application you also need to complete a University of Leeds Tuition Agreement Form which is available from the LLC or can be downloaded from the LLC website. These forms must be completed each year. Please pass both forms to the LLC when you have completed them and you will then be able to register online 4 – 5 days later. The University will stamp the form but you must complete registration online before the form is returned to you.

Are your fees being paid by your employer or another sponsor?

You need to get a letter from whoever is paying your fees confirming this. The letter should be on headed notepaper giving details of who to invoice, or an official form from your employer or sponsor (an email is not acceptable). Please contact whoever will be paying your fees next year to ask for this confirmation as soon as possible. You need to do this well in advance of your return to University in September.

Written confirmation has to be provided each year, so if you were funded by a sponsor or your employer last year you will need to ask for this confirmation again for 2011/12. Please pass the letter to the LLC and you will then be able to register online 4 – 5 days later.

If you have any problems or queries, or think that you need assistance in going through the process, staff will be here in LLC throughout the summer period so please contact us if you need help.

Are you looking for funding from another source?

The LLC subscribes to FunderFinder, a computer database of sources of financial support for a variety of needs including paying for education. It is available on the web at www.funderfinder.org.uk so you can search it from home, work or a public library. You will need a username and password to get in; please contact the LLC to obtain these.

Please note that FunderFinder will close in July 2011; if you’re planning to use it, do so sooner rather than later!

If you have any problems or queries, or think that you need assistance in going through the process, staff will be here in LLC throughout the summer period so please contact us if you need help.

Are you looking for funding from another source?

The LLC subscribes to FunderFinder, a computer database of sources of financial support for a variety of needs including paying for education. It is available on the web at www.funderfinder.org.uk so you can search it from home, work or a public library. You will need a username and password to get in; please contact the LLC to obtain these.
LLC Seminar Series: ‘Muslim women between culture and religion: whose reality counts?’

The third LLC seminar - part of its occasional series for students, alumni and the public - was organised by the Arabic and Islamic Studies team and took place on campus on Wednesday the 11th of May.

This seminar was presented by Dr Hiam Elgousi, who teaches the Women, Culture and Islam module at the LLC.

The seminar began by outlining the rights of women in Islamic teachings and then explored the actual status of Muslim women in both secular and religious societies. Dr Elgousi discussed the ways in which cultures, traditions and politics can deter women from exercising their rights, and the impact of this on their wellbeing and development. Additionally, she examined contemporary issues grabbing headlines in the West such as the niqaab - a most heatedly discussed topic of the moment. “Muslim women giving talks about women’s rights enlightens the differences between the rights of women and cultural rights”

“If it is about time we pulled down the barriers of cultures and fear”

“I enjoyed that, it was clear and it gave me more knowledge about Islam”

“It told me things I did not know about Islam”

“It was great; I think the speaker was inspirational”

“Speaker showed in depth critical knowledge of the subject, answered questions clearly and thoroughly”

“The discussions very insightful”

“Very interesting, I look forward to the next seminar!”

The seminar was attended by 53 delegates - a mixture of current Arabic and Islamic Studies programme students, alumni, University staff, undergraduate students and members of the public. It was clear from feedback that the presentation sparked a great deal of interest in the subject area with requests for more seminars on this topic in the future.

For further information you can contact the Communities and Partnerships team at the Lifelong Learning Centre on 0113 343 1770/3229, by email to CandP@leeds.ac.uk or visit the website at www.leeds.ac.uk/lifelonglearningcentre/programmes/ais_home.html

Arabic and Islamic Studies Celebration Event 2011

The Arabic and Islamic Studies Programme Team is celebrating another successful year of delivery. Arabic and Islamic Studies students have played a vital role in contributing to the success of the programme and we would like to thank you for your input and celebrate your achievements over the past year.

Therefore, we would be delighted if you could join us for a Celebration Event on Tuesday 21st June between 12.30pm and 2.30pm. This event will be held in the Lifelong Learning Centre, Level 11, Marjorie and Arnold Ziff Building.

Invitations will be sent out shortly to all those who have studied on the programme in 2010-2011. We very much hope you will be able to join us and look forward to seeing you in June.

Samar Al-Afandi s.al-afandi@leeds.ac.uk
0113 343 3188
Libby Clark e.a.clark@leeds.ac.uk 0113 343 3229.
Office Move

Janet Morton, the Faculty Team Librarian specially assigned to the LLC, has moved offices. If you want to see Janet for help with finding information such as journal articles for your essays and assignments or other research topics she has moved out of the West Building and into the Main Reading Room. She’s still in the Brotherton Library, but is now based in the magnificent circular room with the Arts Faculties Team.

If you think there are any books that the Library should have to support your studies but which are not available, then please let Janet know or tell your tutor as we are always looking for ways to improve our collections.

Janet’s email address and telephone number remain unchanged: j.morton@leeds.ac.uk 0113 343 7166.

Finalists 2011

Please make sure you check your library record, return outstanding items and pay any library debts by Friday 3rd June 2011. Library debts may stop you graduating.

You can pay online at library.leeds.ac.uk/onlinepayments

News from the University Library

News from the Careers Centre

Whilst wishing you a good summer break can we also remind you the Careers Centre is open throughout the holidays. This can be a good time away from the demands and pressures of lectures, completing assignments and for those of you juggling family and work to think through your career plans.

If you are at Level 1 we would be happy to meet you in the Careers Centre to discuss your career plans. You may also be looking for work experience to sample various job roles or voluntary activities may appeal to you, which we could help you with. For lots of general advice on careers issues see our website: www.careerweb.leeds.ac.uk

For those students at Level 2, if you are hoping to make a career change after graduating now is a good time to firm up plans and clearly if you are unsure which direction you want, you can book a guidance appointment with us. On return for final year, you may have postgraduate study in mind; you can use www.prospects.ac.uk (selecting the further study menu) to find information to research your course options and sources of funding during the summer.

Those of you at Level 3 can check our website for job vacancies with local and national employers.

A reminder too, that the Yorkshire Graduate Recruitment Fair takes place on the 8th June 11.00am - 3.30pm at The Edge, Sports & Exhibition Centre – www.leeds.ac.uk/yorkshirefair

Finally, to book an appointment with one of the Careers team linked with the LLC please come into the Careers Centre at 5-7 Cromer Terrace.

We look forward to meeting you – have a great summer!

Marah, Helen, and Ingrid
Careers Centre
End of Year Outing
Thursday 16th June.

£5 Deposit.
Come along to Revolution - Electric Press for good food, great company and make your own cocktails!
2 for 1 offers available.

For more info & a copy of the menu e-mail: luumatsoc@gmail.com
The Lifelong Learning Centre invites all mature and part-time students to an

End-of-year social

Thursday 9 June
4pm-6pm

Level 12 Common Room
Marjorie and Arnold Ziff Building

Call in any time
Meet staff of the LLC and have a chat with fellow mature and part-time students

Refreshments provided

If you would like to attend please let us know (to help with catering!)
0113 343 3212
or email part-time@leeds.ac.uk
Are you completing your course this year?

The Lifelong Learning Centre would very much like to retain contact with you and for you to continue to be involved in the life of the Centre and the University. If this appeals to you, please complete this form below and send it back to us. We’ll be in touch!

Many thanks.

Name ........................................................................................................................................................

Programme/course at Leeds ................................................................................................................................

Please tick as many as apply:

☐ I’d like to continue to receive the LLC Student Newsletter (indicate choice of format below)

☐ I’d like to continue to be invited to LLC student social events

☐ I’d like to be invited to a social event/events arranged for LLC ‘alumni’

I’d like to help with:

☐ Mentoring/buddying individual prospective students thinking of applying to or planning to join the course I did at Leeds

☐ Welcome events for new students such as induction programme(s)

☐ Mentoring or buddying individual students who are doing my course/any course at Leeds

☐ Meeting current students on the course I did at Leeds to talk about my experiences of the course and/or my career development since graduation

☐ Meeting current LLC students to share general experiences of being a student at Leeds in a group setting/on a one-to-one basis

☐ Helping prospective and/or current students in the following way(s):

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IMPORTANT: Please complete ‘my contact details’ overleaf ►►►

Please return to: Serena Graham, Lifelong Learning Centre, Marjorie and Arnold Ziff Building, University of Leeds, Leeds LS2 9JT
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Results and Resit Application

July 2011
The following brief instructions are intended to guide you through the process of accessing your end of year results online and, if necessary, applying for module resits.

IMPORTANT: The Online Results and Resit Application service will be made available online from midday on Friday 1 July 2011. The deadline for submitting resit applications is Thursday 21 July 2011. Access to the online system will be removed after this date.

STEP 1 – Accessing your results online

Using Internet Explorer, or other browser:
- log on to the Portal (http://portal.leeds.ac.uk) using your ISS username and password;
- click on the tab labelled ‘Student Services & Admin’;
- click the ‘Log me into Student Services’ button;
- in the Student Services main menu page, click on the tab labelled ‘Examinations’;
- click on the ‘Results and Resit Application’ link;
- select ‘2010/2011 Academic Year’ from the drop down box and click ‘Submit’.

You will be able to return to this system as many times as you wish within the period for which the page is available, however, if you have already been through the submit process, you will be taken directly to the summary page (STEP 5) when you log in again. After the page is made unavailable you will be able to view your results online through the ‘Module Grades’ link under the ‘Modules’ tab.

STEP 2 – Checking your results

After following STEP 1, you should come to the screen titled ‘Results and Resit Information’. Please ensure that you read all the information on this page carefully. Additional information is provided in the help fields at the top right of the page.

Once you have read all the information, click the ‘Continue’ button at the bottom of the page. You will be taken to another page where your results for the current academic session (and classification information for finalists) will be listed. If all your results are listed and you are not eligible for any resits, click the ‘Submit’ button and go straight to STEP 5.

STEP 3 – Missing marks

Results shown reflect what schools have returned to Taught Student Administration. If a module mark is missing, there will be ‘***’ in place of the mark.

You will need to contact the teaching school for that module to find out what mark you received. If you have failed the module, you will not be able to apply to resit it until the school has notified Taught Student Administration of your mark.

STEP 4 – Failed modules and applying to resit

If you have failed a module and are eligible to resit that module, three radio buttons will be alongside the module in the ‘Apply for Resit’ column (unless mark is missing – see STEP 3). For more information on pass marks, click on the ‘Pass Marks’ help tab at the top of the page.

For each module you have failed, you must indicate whether or not you wish to resit:

- If you wish to resit a module, click the radio button in column ‘Yes’. If you do not wish to resit, click the radio button in column ‘No’. Students who have been granted a ‘first attempt’ resit by their parent school due to mitigating circumstances should select the radio button in column ‘Yes (1st Attempt)’.
- When you have selected a radio button for each of your failed modules, click the ‘Submit’ button (you will not be able to proceed until you have selected a radio button for each of your failed
modules; you will be informed of what you have already indicated and asked to confirm your resit choice for the remaining modules).

- You will be taken to a page where you can confirm that your resit choices are correct. If they are click ‘Accept’. If you want to change any of your choices, click ‘Return to the results page’.

**IMPORTANT:** You are responsible for ensuring that you have applied to resit all modules required for progression. You should contact your Parent School for advice on which modules you are required to pass.

**Resit Fees**

For modules you have applied to resit, resit fees will be charged to your University student account. If your application is submitted by the deadline of 21 July 2011, the fees are as follows:

£2.00 per credit plus a single administration fee of £50

(Note: If you have been granted a ‘first attempt’, fees do not apply)

**Late Applications**

The deadline for submitting resit applications is 21 July 2011, after which access to the online resit application page is removed. If you have not submitted your application by this date, you must apply to your Taught Student Administration contact (www.leeds.ac.uk/ssc/contacts.htm). Applications received after the deadline are subject to resit fees of:

£2.00 per credit plus an increased administration fee of £100

(Note: If you have been granted a ‘first attempt’, only the increased administration fee of £100 applies)

**STEP 5 – Summary and confirmation of your results and resit application**

Once you have clicked ‘Submit’ (or ‘Accept’ if you are eligible to resit) you will be taken to a summary page of your results. At the bottom of the page your address details will be displayed. If any details here are incorrect, please make sure you update them.

You can print this summary page (using the Print button on the toolbar) as confirmation of your modular results and (if applicable) your resit choices.

**IMPORTANT:** You should ensure that you sign out using the ‘Exit’ button at the top of the page and close your browser to protect your privacy. This is especially important if you are using a computer that may be used by someone else.

**Need help?**

- If you have a problem logging into the system, please contact the **ISS Helpdesk** (Tel: 0113 34 33333, Email: helpdesk@leeds.ac.uk).
- If you have any problems registering for resits using the online resit application page, please contact Taught Student Administration (see web link below for contact list).
- If you have applied for a resit which you are no longer required to take, please contact Taught Student Administration (see web link below for contact list).
- For any other problems (e.g. advice on module choice, change of programme etc), please contact your parent school (or relevant teaching school as appropriate).

**List of Taught Student Administration contacts** - www.leeds.ac.uk/ssc/contacts.htm
Volunteers needed for next year’s student welcome events!

The Lifelong Learning Centre would really appreciate your help with welcoming new students to the University next year.

As in previous years, we will be offering a programme of ‘welcome’ events for new students. A popular aspect of this is the availability of current students to answer questions, assist with campus tours and help us to provide a welcome to new students.

Would you like to help? Please read on……..

WELCOME PROGRAMME 2011

This year the Centre will again offer new part-time/mature students, both from LLC programmes and from other Schools, the chance to attend welcome events to introduce them to the University and campus life. The events will be as follows:

TWO-DAY DAYTIME EVENT

Day One: Saturday 10 September or Thursday 15 September
This is a fairly structured day, including a tour of the campus, and is offered on both Saturday and Thursday (to increase the chance of students being able to attend). It starts at 9.00am and finishes at 3.30pm

Day Two: Friday 16 September
This is a day of informal workshops, running alongside ‘drop in’ information sessions, which students can opt in and out of as they wish. It starts at 9.00am and finishes at 4pm/6pm.

EVENING EVENT

For new students unable to attend during the day, we will be offering a shorter introduction to the LLC and the University, including a campus tour, on Tuesday 20 September or Thursday 29 September. It starts at 5.30pm and ends at 8pm.

We are appealing for student volunteers to be present at these events to welcome new students.

What would I have to do?

We are looking for people to help with the following:

(1) Staffing the ‘welcome desk’ in the Ziff Building
We plan to have ‘open house’ at the LLC throughout all the events, using the Level 12 common room as a ‘base’ for students, to which they can return at any time for a drink, have a chat, get directions to workshops etc or just have a sit down. If you can make a cup of tea, read a map and enjoy chatting with fellow students, we could do with you here!
(2) Taking part in tours of the campus
Campus tours will take place in the early afternoon morning of Saturday 10 September and Thursday 15 September and at about 7pm on Tuesday 20 September and Thursday 29 September. You can join in with a tour being led by a member of LLC staff, as a supplementary ‘guide’, or, if you have a good working knowledge of campus locations you might volunteer to lead a tour yourself. Arrangements will depend on the number of new students we get, but we have found that the tours are often the time at which students feel most comfortable about asking questions (and not just about the campus) so the more the merrier for this. We would like to have at least two people (staff or current students) escorting each tour.

(3) Taking part in an ‘icebreaker’ session
During the morning sessions on Saturday 10 September and Thursday 15 September and the evening sessions on Tuesday 20 September and Thursday 29 September we are running an informal ‘icebreaker’ session at which new students can talk about the prospect of being a student at Leeds – their expectations, hopes and fears. It would be really helpful to have some students on hand who have already experienced this, could help LLC staff respond to questions and ‘tell it like it is’.

(4) Welcoming new student parents and their families to the University
From 3.30pm to 6pm on Friday 16 September the LLC and the International Student Office will co-host a party for new student parents and their families, including a family-friendly tea and games for the children. It would be really helpful if some current students could be on hand to help with this and respond to some of the questions that new student parents may ask (your family would be welcome as well).

How can I get involved?
Below you will find a form to complete, indicating your availability. Please tick as many sessions as you are available to attend, but the aim is that, if we get enough volunteers, everyone will only have to do one session maximum! If you are available for quite a number of sessions, you might like to indicate your preferences by marking the boxes ‘1’ ‘2’ ‘3’ etc, which will help with allocating people to individual sessions. M.J. will contact everyone over the summer to discuss who’s doing what in which sessions – you won’t just have to turn up on the day without any idea of what’s expected of you! And of course, you’ll get free refreshments throughout, including lunch during the daytime events.

If you’re not sure whether you would like to be involved and would like more information before deciding, please contact M.J. Morgan at the Centre: ring 0113 343 3244, or email m.j.h.morgan@leeds.ac.uk Many thanks.
I would like to help with induction events as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning (c9am – c12pm)</th>
<th>Afternoon (c12pm – c3pm)</th>
<th>Evening (c5pm – c8pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 10 September</td>
<td>Welcome desk☐</td>
<td>Welcome desk☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Icebreaker session☐</td>
<td>Campus tour☐</td>
<td></td>
</tr>
<tr>
<td>Thursday 15 September</td>
<td>Welcome desk☐</td>
<td>Welcome desk☐</td>
<td></td>
</tr>
<tr>
<td>(repeat of Saturday)</td>
<td>Icebreaker session☐</td>
<td>Campus tour☐</td>
<td></td>
</tr>
<tr>
<td>Friday 16 September</td>
<td>Welcome desk☐</td>
<td>Welcome desk☐</td>
<td></td>
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<tr>
<td></td>
<td>Family tea party☐ (3.30pm-6pm)</td>
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<tr>
<td>Tuesday 20 September</td>
<td>Welcome desk☐</td>
<td>Welcome desk☐</td>
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<tr>
<td></td>
<td>Icebreaker session☐</td>
<td>Campus tour☐</td>
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<tr>
<td>Thursday 29 September</td>
<td>Welcome desk☐</td>
<td>Welcome desk☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Icebreaker session☐</td>
<td>Campus tour☐</td>
<td></td>
</tr>
</tbody>
</table>

Name

Course

Telephone

Email

Any other information

Signed: ......................................................... Date: ..........................