

TAUGHT STUDENT GUIDE

2009/2010

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PARTNERSHIP AGREEMENT

The Partnership Agreement is an example of the University's values in practice as they relate to learning and teaching. It describes the shared responsibilities of staff and students, working together as members of a learning community. It was developed jointly by students, represented by LUU, and the University, represented by the Learning and Teaching Board. The agreement establishes general principles and guidelines which will be interpreted by individual Schools and disciplines in way appropriate to their own context. Students should therefore consider the Agreement alongside more detailed information provided by their parent School.

To read the Partnership Agreement (and associated Codes of Practice) visit:
www.leeds.ac.uk/partnershipagreement

UNIVERSITY VALUES

The University values are a very important part of its strategy. They are enduring, and they describe how we work together as a University to deliver the strategy by setting out principles we can all sign up to whatever our role.



Academic excellence: knowledge, academic freedom, critical independence, creativity, innovation, world-class performance

Community: public service and citizenship; collegiality, teamwork and mutual respect

Integrity: openness, transparency and honesty

Inclusiveness: diversity, equal opportunity and access

Professionalism: effective and efficient in all aspects of our work (internally and externally)

ACADEMIC AND PASTORAL STUDENT SUPPORT

The following pages contain useful information regarding ways in which you can get support with both your academic work and life as a student. You don't need to remember them all, most of them are also available in the Student Portal at <http://portal.leeds.ac.uk> Visit the 'My Studies' tab to see study-related links and the 'Student Services and Admin' tab to see support-related links.

The most important contact will be your Personal Tutor who will help with academic matters and be able to advise you as to where you should go for more specialist help. The other important place to go for general and independent advice is the LUU Student Advice Centre.

There are a number of agencies on campus who can help by giving information, advice and support that you may need during your time at University. You should make use of all the available study support services to gain the most from your time at University.

Accommodation Services

Tel: (0113) 343 7777

Email: accom@leeds.ac.uk

www.leeds.ac.uk/accommodation

Student Services Centre, Marjorie and Arnold Ziff Building

The Accommodation Office is open Monday to Friday from 9am to 5pm, except on Wednesdays when the office will open at 10am.

Accommodation Services will:

- Assist all students with finding suitable University accommodation
- Advise on accommodation problems or queries
- Ensure you have ready access to Wardens who can give on the spot advice.

If you are looking for accommodation outside the University visit the UNIPOL website: www.unipol.org.uk/leeds/

Careers Centre

Tel: (0113) 343 5295

<http://careerweb.leeds.ac.uk/>

5-7 Cromer Terrace

The Careers Centre is open Monday to Friday from 9am to 5pm throughout the year.

The Careers Centre is available for you to use from the start of your time at University. We are here to help you to decide on options to pursue, plan for acquiring the right skills and compete effectively in the graduate market. Our services include:

- Instant access to information and advice
- Expert guidance and in-depth career planning
- Work experience
- Skills sought by employers and how to develop/demonstrate them
- Starting a business
- Thousands of job vacancies
- Support with applications and CVs
- Opportunities to meet employers from all sectors
- Career development modules and workshops

Chaplaincy

Tel: (0113) 343 5071 (General Enquiries)

Tel: 07780 613862 (Emergencies)

Email: chaplaincy@leeds.ac.uk

www.leeds.ac.uk/chaplaincy/

The Emmanuel Centre (next to the car-park barrier near the Parkinson Building) is open from Monday to Friday from 8:20am to 5pm

The Catholic Chaplaincy on St Mark's Avenue (opposite the Faculty of Engineering) holds regular services of worship throughout the week.

The Chaplaincy is open to all students.

The Chaplaincy offer services of worship and space for quiet reflection and prayer. There are social activities and common rooms. We also host an International Students Club.

Chaplains are available for listening and pastoral care. You might talk to a Chaplain: in a crisis, when you need space to think when someone has died and you'd like support, when you are trying to find a place to worship, when you're interested in religion and want to know more, when you have to decide if something's wrong or right, when you regret something that's happened and need to move on, when you'd like someone to pray for you or when you'd just like to chat.

Childcare Services

Tel: (0113) 343 1818

Email: a.s.foley@leeds.ac.uk

www.brightbeginningschildcare.co.uk

Bright Beginnings Childcare Centre, Off Mount Preston Street

The Centre is open Monday to Friday from 8:15am to 5:45pm (and closes for all statutory bank holidays and days when the University is closed).

Bright Beginnings Childcare Centre provides childcare for parents who are working or studying at the University. The Centre is located in brand new facilities, accommodating up to 144 children aged from 3 months to school age, and also operates a 48 place play scheme during most school holidays for school children up to 11. The Centre is inspected and regulated by Ofsted Early Years and implements the EFYS (Early Years Foundation Stage) curriculum.

Computing Support (ISS)

Tel: (0113) 343 3333

Email: helpdesk@leeds.ac.uk

www.leeds.ac.uk/iss/students.html

The Information Systems Services (ISS) Help Desk is located on Level 10, EC Stoner Building (access via Red Route or through Edward Boyle Library).

The Help Desk is open Monday to Friday from 8am to 9pm and Saturday and Sunday from 12 to 5pm. (During the summer vacation, the Help Desk is open Monday to Friday from 8am to 6pm).

ISS provides:

- An IT Help Desk for all students and staff offering a single point of contact for information, advice and assistance in the use of ISS systems, products and services
- A modern and flexible learning and teaching environment in 36 computer clusters around campus, including all main libraries. Many clusters stay open in the evenings and 6 are open 24 hours a day, 7 days a week.

For information on location of PC clusters and printing resources visit:
www.leeds.ac.uk/iss/clusters

- PC access in some café areas
- Wireless access across much of the main campus
- Access to the internet and campus resources in 7061 rooms in 17 halls of residence

To access the University facilities you will need a username and password. Your username will be printed on your student card above the Library barcode.

Before using any system at Leeds you should read the ISS rules and regulations:

<http://campus.leeds.ac.uk/isms/>

Disability Team

Tel: (0113) 343 3927

Text phone: (0113) 343 2616

Fax: (0113) 343 3944

Email: disability@leeds.ac.uk

www.equality.leeds.ac.uk/

The Disability Team are located within The Equality Service, on the ground floor of the Social Sciences Building, which is centrally located on level 10 of the campus and is wheelchair accessible.

The Equality Service is open Monday to Friday from 10am to 4pm.

The Disability Team, within the Equality Service, provides a range of guidance and support to disabled and dyslexic students. Some is available free of charge, whilst others are charged for. (UK students can apply for a Disabled Students Allowance to cover costs).

Services provided without charge:

- Daily drop-in sessions (no appointment needed)
- Bookable guidance sessions with a Disability Co-ordinator
- Support with exam concessions

Services for which additional funding will be required:

- Assessment of requirements for equipment and personal assistance and support in claiming Disabled Students Allowance
- Trained note-takers, interpreters, personal assistants and mentors
- Orientation for blind and visually impaired students
- Transcription of material into braille, large print and onto audio
- Communication support for deaf and hearing impaired students
- Dyslexia strategy sessions and workshops

We welcome enquiries about support, so do get in touch with us to discuss what is available to you during your time here.

The Equality Service

Tel: (0113) 343 3927

Text phone: (0113) 343 2616

Email: equality@leeds.ac.uk

www.equality.leeds.ac.uk/

The Equality Service is located on the ground floor of the Social Sciences Building, which is centrally located on level 10 of the campus and is wheelchair accessible. The Equality Service is open Monday to Friday from 10am to 4pm.

The Equality Service works to promote equality of opportunity, eliminate unlawful discrimination and remove barriers to accessing the University and its services for students (and staff). The service delivers projects, policies and training to ensure the University is compliant with legislation and good practice on all of the main equality strands (race, sex, sexual orientation, religion, disability and age). For further information on current equality initiatives or to raise issues regarding unfair treatment, harassment or discrimination, contact the Student Advice Centre (advice@luu.leeds.ac.uk) or The Equality Service (equality@leeds.ac.uk).

Financial Advice

There are a number of ways to seek financial help and advice. You can contact either:

LUU Student Advice Centre where you can get independent, confidential and free information, advice and representation from professional advisors.

Tel: (0113) 380 1300

Email: advice@luu.leeds.ac.uk

www.leedsuniversityunion.org.uk/helpandadvice/money/

The Student Advice Centre is located on the first floor of the LUU Building and is open Monday to Friday from 9.30am to 4.30pm throughout the year.

Or you can contact Financial Aid, Student Administration, in the Student Services Centre for information on the financial aid available to students.

Tel: (0113) 343 2007

Email: financialaid@leeds.ac.uk

www.leeds.ac.uk/ssc/funding.htm

Health and Safety

Tel: (0113) 343 4201

Email: safety@leeds.ac.uk

www.leeds.ac.uk/safety

The University is committed to providing and maintaining a safe and healthy environment in which to live and study. Health and safety is everyone's responsibility and provision of information and instruction is an important part of induction information. Information will be provided by your School, and can also be found on our website.

If you have any concerns regarding Health and Safety, these should be raised your academic tutor or directed to the Health and Safety Services: safety@leeds.ac.uk

Healthcare

Medical Care

Leeds Student Medical Practice

Tel: (0113) 295 4488

www.leedsstudentmedicalpractice.co.uk

4 Blenheim Court, Blenheim Walk, Leeds, LS2 9AE

The practice is open to the public: Monday and Friday from 7am to 6pm, Tuesday to Thursday from 8:30am to 6pm. (On Monday and Friday we offer booked appointments with a doctor or a nurse from 7:10am).

The University expects that you will register with a doctor in Leeds during your time at University. This applies to both UK and International students. It is important to be able to access prompt treatment should you require it. For UK students, your home town doctor will still see you during vacation periods.

What are the benefits of registering with Leeds Student Medical Practice?

- They are student-focussed and have expertise in dealing with all the common problems you might encounter.
- They have excellent lines of communication with all University Schools/Institutes. This is essential if illness interrupts your studies.
- They are a modern practice in a purpose built medical centre, very close to the University campus.
- They have a day resting facility open during surgery hours, with beds for patients who need to be monitored whilst awaiting hospital admission, or until they are well enough to travel home.
- You can use their on-line facilities to check, make and cancel appointments, order repeat prescriptions, and tell them when you change your address or telephone number.

You can view your registration options on-line now at:

www.leedsstudentmedicalpractice.co.uk/register

Or you can come to the practice and register in person (to save time you can download the registration forms by visiting the link above)

Meningitis

Please ensure that you have been appropriately vaccinated against Meningitis C before you arrive at University. If you have not been vaccinated, you should ask your doctor for the vaccination. It is important that you are aware of the symptoms: rash, fever, stiff neck, severe headache, intolerance to bright lights, drowsiness and vomiting. The symptoms may occur in any order and some might not occur at all. If you suspect meningitis, seek medical attention immediately:

www.leedsstudentmedicalpractice.co.uk/healthadvice/Meningitis/Meningitis.html

Mumps

Please ensure that you have been appropriately vaccinated before you arrive at University. Incomplete childhood MMR (Mumps/Measles/Rubella) vaccinations have resulted in outbreaks of mumps in University populations. Mumps at its mildest will cause you to lose valuable time from your studies. However, occasionally more serious complications occur:

www.leedsstudentmedicalpractice.co.uk/healthadvice/mumps/mumps.html

Dental Care

Follow this link for an up-to-date list of local Dental Practitioners:

www.leedsstudentmedicalpractice.co.uk/healthadvice/Dentists/Dentists.htm

International Student Office

Tel: +44 (0)113 343 3930

Email: internationalstudents@leeds.ac.uk

www.leeds.ac.uk/international/aboutiso.com

18 Blenheim Terrace

The International Student Office is open Monday to Friday from 10am to 3pm.

The International Student Office provides an information and advice service; an

international student lounge with free drinks; and a social activities programme especially for international students, visiting scholars and their families.

Advice Service

A friendly drop-in service is available for students to ask for information and guidance. For confidential and complex queries, the International Student Advisers offer appointments in a private room. The International Student Office is the only place on campus allowed, by law, to provide students with advice on UK immigration. Information to help you apply to extend your visa as a student is on our website. It is essential to start preparing your immigration application 8 weeks before your visa expiry date. Specialist immigration advice appointments are available from the International Student Office. At busy times there may be a waiting list for appointments as there is high demand for specialist immigration advice. You should visit the office immediately for immigration advice if you need extra time to finish your course (eg. to take re-sits) or if you are thinking of suspending or withdrawing from your studies. The International Student Office is also a Hate Incident Reporting Centre where students can report any negative incidents related to race, religion, faith, disability, sexual orientation or gender identity.

Activities

The International Student Office hosts a regular Monday evening Global Café and runs Saturday day trips to places of interest, plus special activities for international families. Other social activities of interest to international students include the International Students' Club, run by the Chaplaincy, and the 'Give It A Go' programme in the Students' Union. The International Students' Club meets in the Emmanuel Centre every Wednesday.

For information about the International Students' Club visit: www.isc.leeds.ac.uk

For information about the 'Give It A Go' programme visit:
www.leedsuniversityunion.org.uk/whatson/giaq/

Language Centre

Tel: (0113) 343 3251

Email: langc@leeds.ac.uk

www.leeds.ac.uk/languages/intro.html

Parkinson Building, Levels 2-3 and Marjorie and Arnold Ziff Building, Level 12

The Language Centre offers a range of services and facilities that can be used by all the University's staff and students, whether learning a foreign language, improving English skills or keeping up-to-date with world news.

The Language Centre also provides year-round English language courses to support international students before and during their studies. There are well-equipped digital language laboratories, translation suites and teaching rooms. In addition, the Centre has a dedicated Self-Access Area where you can study languages independently.

Resources include learning materials in over 40 different languages; an extensive collection of video material, including foreign-language feature films and documentaries; over 40 satellite television channels in 16 languages accessible over the PC network (IPTV); computer assisted language learning and a dedicated language learning adviser.

The Self-Access Area is usually open during vacations and at weekends. Registration is free for all staff and students. To register, just bring your University identity card to the information counter on the second floor of the Parkinson Building.

The Language Centre also operates a “Language Exchange Scheme” for putting language learners in contact with native speakers.

Leeds for Life

The University wants all taught students to get the very best out of the whole experience of coming to Leeds to study. With this in mind, ‘Leeds for Life’ and its new interactive website (www.leeds.ac.uk/leedsforlife) will help you get the best out of your degree and student life through the provision of information and links to resources.

Leeds for Life can help you have an enjoyable and successful academic experience, ensuring you make the most of your degree work, as well as the time outside and beyond your study.

Take a look at the website and discuss this with your Personal Tutor at your next personal tutorial.

Library

Tel: (0113) 343 5663

Email: libraryenquiries@leeds.ac.uk
www.leeds.ac.uk/library

The University Library is one of the largest academic libraries in the country. You can access a wide range of electronic resources, including networked databases, electronic journals and the internet. The Library has four sites – Edward Boyle, Brotherton, Health Sciences on the Leeds campus and a small library in the Clinical Sciences Building at St James’s Hospital. Details of opening hours can be found on the Library web site along with further information on all the services available. Library staff can provide a wide range of support and guidance and all programmes have their own Faculty Team Librarian who specialises in support for that subject area.

You will be registered with the Library when you complete registration. Admission to the Library is conditional on adherence to its regulations:
www.leeds.ac.uk/library/using/libregs.htm

Personal Development Planning (PDPs)

You will be asked by your School to keep a personal development plan in order to reflect on your own learning, performance and achievement as well as to plan for your personal educational and career development. The aim of PDP is to improve your capacity for learning, and to help you review, plan and take responsibility for your own learning.

Your School will offer you as much support as possible as you keep up to date with your personal development plans. It is your responsibility to take advantage of this.

Personal Tutorials

Throughout your studies at Leeds, you will be assigned a Personal Tutor from within your School. Your Personal Tutor will normally be your first line of support and advice - you can discuss academic or personal matters with your tutor in full confidence. You will also find more detailed information about the scheme which operates in your School and a list of emergency contacts in your School Handbook or on the School web site.

To view the University's Code of Practice on Personal Tutorials visit:
www.leeds.ac.uk/aqst/tsg/1coptut.htm

Meetings with personal tutors are always held in small groups or on a one-to-one basis – you should therefore make the most of these occasions and consider your meetings as compulsory, not optional. You should make sure you are well prepared for each meeting.

Postgraduate Scholarships (part of Research Student Administration)

Tel: (0113) 343 4007

Email: scholarships@leeds.ac.uk

<http://scholarships.leeds.ac.uk>

Student Services Centre, Level 9, Marjorie and Arnold Ziff Building

Postgraduate Scholarships (part of Research Student Administration) is open

Monday to Friday from 9am to 5pm, except on Wednesdays when the office will open at 10am.

The services offered include:

- Advice on funding opportunities available for new postgraduate students, as well as guidance on the application process
- Maintain a searchable website of postgraduate scholarships and studentships available at the University of Leeds
- Administration of University postgraduate scholarships and studentships
- Confirmation of registration status for Research Councils
- Maintenance payments for University scholarships

Research Student Administration

Tel: (0113) 343 4002

Email: rp_student@adm.leeds.ac.uk

www.leeds.ac.uk/rds

Student Services Centre, Level 9, Marjorie and Arnold Ziff Building

Research Student Administration is open Monday to Friday from 9am to 5pm, except on Wednesdays when the office will open at 10am.

Research student administration provides advice and information to support research students from the point of initial enquiry, admission and registration through to the award of degrees and beyond.

Further information about research degrees, including how to apply is available on the above Research Student Administration website.

Security Services

Tel: (0113) 343 5494 (General Enquiries)

Tel: (0113) 343 2222 (Emergencies)

Email: security@leeds.ac.uk

www.leeds.ac.uk/security

Control Room – 183 Woodhouse Lane

Security Services provide a 24 hour service to help create a safe and secure environment through services including:

- Uniformed foot, mobile and dog patrols
- CCTV monitoring and a 24 hour Emergency Control Room
- An emergency response to alarms and incidents

- Plain clothes special projects team
- Security and safety advice and presentations to staff and students

Personal Safety Advice

The University, Leeds University Union, the police and other agencies work together to make the city as safe an environment as possible for students to live and study. Please take time to read our advice on what you can do to help keep you and your belongings safe:

Knowledge: www.leedsuniversityunion.org.uk/knowledge/

LUU Nightbus:

www.leedsuniversityunion.org.uk/helpandadvice/healthandwellbeing/gethomesafe/

Security Tips:

- Avoid walking alone after dark and stick to well-lit routes where possible
- Carry a personal alarm
- Take a fully licensed taxi if possible
- Take the LUU Nightbus if leaving the Union alone at night
- Be alert and aware of your surroundings at all times (avoid excessive intoxication)
- In clubs and pubs, never leave your drinks unattended
- Never use cash machines at night and try not to carry large amounts of cash
- Make sure you always lock your windows and doors
- Keep your home secure and take out property insurance
- Security mark your property and log serial numbers where possible
- Report all incidents to the University Security Service/Police.

Skills@Library

Tel: (0113) 343 4096

Email: skills@library.leeds.ac.uk

www.skillscentre.leeds.ac.uk

15 Blenheim Terrace

Studying at University will give you a chance to engage in different ways of learning. Skills@Library offers a variety of services to help students develop the academic skills required to be successful in this new environment. You can book onto one of our workshops which include topics such as 'How to find and manage academic information' and 'Planning and preparing your essay', or you can access our on-line resources and work through tutorials on Reading and Writing Skills at a time and pace which suits you. We have a dedicated maths support service to help students make the transition to University level mathematics and also see students on a one-to-one basis to offer advice on general academic skills like time management or critical thinking.

If you are working with other students and need space for projects or presentations, you can book our group working rooms where you can work collaboratively with other students and practice your presentations.

Sport and Physical Activity

Tel: (0113) 343 5080

Email: sport@leeds.ac.uk

www.leeds.ac.uk/sport

Something for Everyone

Keeping fit and staying healthy are an important part of the University experience. At Leeds you will have plenty of opportunity to pursue all of your sporting interests or perhaps participate for the first time.

The University Union has over 60 sports clubs which range from cycling to sub aqua and basketball to sailing. Teams compete regularly at the highest levels in the British Universities and Colleges Sport (BUCS) leagues and Leeds is currently ranked 13th in the country. Athletes in these clubs benefit from a range of support services such as physiotherapy, strength and conditioning and quality coaching.

The University supports over 40 world class athletes each year in their academic and sporting lives through the Performance Sport Programme. Current scholars on the programme include Paralympic swimming bronze medallist Claire Cashmore and Olympic Triathlete Alistair Brownlee. All elite athletes who are studying at the University are eligible to apply for a sports scholarship.

You could get involved with the Intra Mural (recreational sport) programme which is one of the largest of any University or College. This programme offers the opportunity to participate in organised, recreational sport on a regular basis in a wide variety of sports and is a great way to meet new friends.

Conveniently Located State-of-the Art Facilities

These are exciting times for sport and physical activity at the University of Leeds. A £15million spending plan is currently in operation to add exciting new facilities, which include a 25 metre, 8 lane swimming pool and a 200 station health and fitness centre, which will open in Spring 2010.

In addition to the new facilities, the University already has a wide-range of facilities conveniently located on campus:

- 5 Multi-Use Sports Halls
- Fitness Suite
- Strength and Conditioning Room
- Climbing Wall
- 10 Squash Courts
- Table Tennis Room
- Dance Studio

At the fantastic Weetwood Playing Fields, just 3 miles from the main campus, outdoor playing facilities include:

- 6 floodlit 5-a-side football pitches
- 6 floodlit tennis courts
- 2 floodlit sand-dressed hockey pitches
- 3G floodlit rubber crumb synthetic pitch
- 32 grass pitches (for football, rugby, lacrosse, American Football, Ultimate Frisbee)
- 5 cricket squares

Further a field, the University has two outdoor centres, in the Lake District and the Yorkshire Dales, which are available for hire and are excellent for hiking, caving, mountain biking and climbing.

[Student Advice Centre](#)

Tel: (0113) 380 1300

Email: advice@luu.leeds.ac.uk

www.leedsuniversityunion.org.uk/helpandadvice/

The Student Advice Centre is located on the first floor of the LUU Building and is open Monday to Friday from 9.30am to 4.30pm throughout the year.

The Student Advice Centre offers a professional, friendly service. It provides help with any problems concerning life as a student. It specialises in housing, money and academic problems. All help is free and confidential and is independent of the University.

Student Counselling Centre

Tel: (0113) 343 4107

Email: stucouns@adm.leeds.ac.uk

www.leeds.ac.uk/studentcounselling - Student Counselling Centre Information

www.leeds.ac.uk/ahead4health - Mental Health Website

19 Clarendon Place (LS2 9JY) – five minutes walk from the LUU Building

The Student Counselling Service is open Monday to Friday from 8:30am to 5pm (and some late appointments are also available during term-time).

There is also a drop-in session at 1pm daily during term-time – no appointment is necessary.

Counselling (individual or group) provides the opportunity to explore and resolve issues which are preventing you from getting the most out of your time at University, either academically or personally. For example:

- Relationship or family problems
- Academic problems
- Anxiety or depression
- Bereavement
- Drug or alcohol problems
- Eating disorders

All counselling provided at the SCC is free and strictly confidential.

Student Portal

Tel: (0113) 343 3333 - Helpdesk

Email: helpdesk@leeds.ac.uk

<http://portal.leeds.ac.uk>

The Portal provides you with access to a wealth of resources at the University of Leeds. Login once using your University username and password and you will have access to:

- Your University email
- A link to each module's Virtual Learning Environment area
- Information about your modules, including your timetable, on-line reading lists and past exam papers
- Your library account, including renewing books
- Student Services to view your marks, update your contact details, enrol for modules etc
- The latest news and announcements, including from the Student Union
- Lots of useful links
- Community tools, including groups and discussion areas
- Access to your files from off-campus

Study Abroad

Tel: (0113) 343 7900

Email: studyabroad@leeds.ac.uk

www.leeds.ac.uk/studyabroad

18 Blenheim Terrace (two doors down from Blackwells Bookshop)

The Study Abroad Office is open Monday to Friday from 10am to 3pm

The University has a large number of overseas exchange partners both in and outside of Europe and as an undergraduate student at Leeds you can choose to spend time studying at one of these top Universities. Study Abroad is an excellent opportunity to travel, learn a foreign language, meet new people, internationalise your degree and widen your career prospects.

The Study Abroad Office offers support and advice if you are interested in studying abroad or are here at Leeds as an Exchange or Study Abroad Student. The Study Abroad Office has expert advisers as well as an extensive library offering prospectuses and other useful reference materials to assist you in making a decision. Our website also has lots of useful information about Studying Abroad.

Taught Student Administration

Tel: (0113) 343 8877

www.leeds.ac.uk/ssc

Level 9, Marjorie and Arnold Ziff Building

The counter services are open on Mondays, Tuesdays, Thursdays and Fridays from 9am to 5pm and on Wednesdays from 10am to 5pm.

The counter services provide central administration for all taught students. Services include guidance on:

- Government Student Loans and other financial aid
- Council Tax Exemption (all taught students)
- Replacement Student Cards
- Examination Timetable queries
- Resit Examinations (at Leeds and overseas)
- Classification and Progression
- Regulations
- Registration
- Confirmation of Attendance
- Programme and Module Enrolment
- Fee Assessment
- Fees (academic and accommodation)
- Degree Ceremonies
- Transcripts and Statements
- Diploma Supplement Transcripts
- Certificates and Replacement Certificates

Virtual Learning Environment

Tel: (0113) 343 3333

Email: helpdesk@leeds.ac.uk

<http://vlebb.leeds.ac.uk> (or via the Portal – <http://myuni.leeds.ac.uk>)

The VLE is used by the majority of modules and provides you with a range of selected learning resources and activities, facilitated by your lecturers and tutors. The VLE can be accessed wherever you are, via the internet using your University network and password. The benefits of using the VLE include:

- Easy access, throughout the year, to learning resources and any additional module related material selected by the tutor (handouts, lecture presentations, images, videos etc)
- Engage in synchronous and asynchronous interactive activities with your tutor and your peers (eg. discussion forums, wikis, blogs etc)
- Links to quality web resources, including Library resources (journal article databases, image collections, theses, reading lists, past examination papers etc)
- Monitor your progress with self-assessment exercises and get instant feedback
- Submit module assignments online
- Give your opinion using satisfaction questionnaires

For more information about the VLE visit: www.leeds.ac.uk/vle

LEEDS UNIVERSITY UNION (LUU)

Leeds University Union is much more than just a building, it is here to provide support and advice to make University life easier, while representing students on issues that matter to you. There are plenty of opportunities for everyone to get involved with a whole range of exciting events, fun activities or dynamic campaigns for all interests, passions and beliefs.

Leeds University Union is independent from the University, but works closely with them to represent members ensuring every idea, opinion and voice is heard, making University something more than just an education.

The Union exists to add value to University life, help you make new friends, try new things, provide support and have plenty of fun!

Leeds University Union is a democracy. This means the students are the most powerful group and can control how the Union works. On registering at the University, you become a full member of the Union - this entitles you to vote in elections and referenda, and to put forward motions, speak and vote at meetings.

In the Union Building you can join a club or society, read a newspaper, browse the internet, do your shopping, buy your course text book, have a drink, meet friends, get free advice, relax, buy events tickets, watch a gig, play pool, have a meal and get a job.

Leeds University Union is a 'not for profit' organisation, which simply means that supporting the Union bars, shops, events and club nights, will help fund sports clubs, societies, free computers, free advice, support funds and much more. Support us and we will support you!

For more information about Leeds University Union visit:

www.leedsuniversityunion.org.uk/

LUU also has its own tab in the Student Portal at <http://portal.leeds.ac.uk>, which you can use to go directly to all sorts of different Union information.

For details of Leeds University Union Codes and Procedures, approved by the University, including your right to opt out of membership to the Students' Union visit: http://campus.leeds.ac.uk/luu_code.htm

Leeds University Union is also affiliated to the National Union of Students (NUS), the largest democratic organisation in Europe. For more information visit: www.nusonline.co.uk

General Enquiries

Tel: (0113) 380 1400

www.leedsuniversityunion.org.uk/

General enquiries should be directed to reception staff in the foyer of the Leeds University Union Building who will refer you to the appropriate person.

Student Executive Officers:

Student Executive Officers are elected to represent and campaign for students on a full-time basis. They also oversee the staff who run the Union's services. The six Student Executive Officers for 2008/2009 are:

• **Communications and Internal Affairs Officer:**

Jak Codd
Tel: 380 1241
Email: j.a.codd@luu.leeds.ac.uk

• **Community Officer:**

Hannah Greenslade
Tel: 380 1242
Email: h.greenslade@luu.leeds.ac.uk

• **Education Officer:**

Mike Gladstone
Tel: 380 1243
Email: m.e.gladstone@luu.leeds.ac.uk

• **Equality and Diversity Officer:**

Sophia James
Tel: 380 1244
Email: s.a.james@luu.leeds.ac.uk

• **Welfare Officer:**

Madeleine Harris-Smith
Tel: 380 1245
Email: m.harrissmith@luu.leeds.ac.uk

• **Activities Officer:**

Josh Landy
Tel: 380 1246
Email: j.b.landy@luu.leeds.ac.uk

LUU Joblink

Tel: (0113) 380 1444
Email: joblink@luu.leeds.ac.uk
www.leedsuniversityunion.org.uk/jobs/

LUU Building

LUU Joblink is open Monday to Friday from 11am to 3pm and is open throughout the year.

The student employment service advertises part-time and vacation jobs online. You can only access the vacancies from computers on campus or in halls of residence. Students not only work to increase their funds but also to gain valuable life and work skills. There are a wide range of positions available and you can work from as little as a couple of hours a week through to a more permanent position.

LUU Nightline

Tel: (0113) 380 1381 – Nightline Listening
Tel: (0113) 380 1380 – Nightline Information
Email: nightline@leeds.ac.uk
www.leedsnightline.co.uk

Nightline is a confidential listening and information telephone service run for students by students. It runs from 8pm to 8am every night of term.

LUU Student Advice Centre

Tel: (0113) 380 1300
Email: advice@luu.leeds.ac.uk

www.leedsuniversitunion.org.uk/helpandadvice/

The Student Advice Centre is located on the first floor of the LRU Building and is open Monday to Friday from 9:30am to 4:30pm throughout the year.

The Student Advice Centre offers a professional, friendly service. It provides help with any problems concerning life as a student. It specialises in housing, money and academic problems. All help is free and confidential and is independent of the University.

STUDENT REPRESENTATION

The University takes the views of all its students very seriously and wants to know what you think. There are a number of ways in which you can participate in the development of the University, your School and your programme of study. You can of course talk directly to any member of staff, or you can act as a representative for a wider group of students.

You should take every opportunity to participate in surveys or reviews about your programme and your experience as a student. Without your help the University cannot make sure that it improves its provision.

You might also want to:

- Play an active part in the work of LUU
- Become a Course Representative on your School or programme's Student:Staff Forum. The Forum will meet regularly to discuss matters which are important to students.
- Become a Union Faculty Representative (UFR) for the LUU and represent the students in your Faculty on the Learning and Teaching Committee. The Faculty Learning and Teaching Committees help develop policy about learning and teaching which affects all students.

Whether or not you decide to become a Course Representative, you should find out about what is happening in your School and Faculty - you should find out the names of your representatives on the Forum and your UFR and talk to them about any concerns you may have or any positive aspects that you think other students should know about. The minutes of the Student:Staff forum will be made available to all students either on the web site or on a notice board.

To find out who your Course Representative or UFR is, as well as how to contact them visit: www.leedsuniversityunion.org.uk/

For information on the Leeds Student Newspaper visit: www.leedsstudent.org

For information on Leeds Student Radio visit: <http://lsrfm.com>

YOUR STUDENT CAREER

You can find out more information about all the administrative procedures you will need to follow on the Student Services Centre website: www.leeds.ac.uk/ssc/index.htm

Induction

Before arriving in Leeds, you will already have been sent information about your academic and social life at the University of Leeds. You will continue to find this useful throughout your studies.

For a campus map visit: <http://webprod2.leeds.ac.uk/campusmap/index.asp>

Important Dates

The dates below, including term dates, were correct at the time this document was published. However, before making any arrangements, you must check with Student Administration and your Parent School that the dates have not been amended.

For term dates visit: www.leeds.ac.uk/ssc/termdates.htm

Start of Session	23/09/2007
First Semester teaching commences	28/09
Deadline for students to be signed-up (in Schools) to any new modules or programmes	23/10 **
Students can apply online to resit carried modules (modules examined/assessed in Semester 1 and 2, Session 2007/2008 and carried forward)	28/09–23/10
Students to notify Examinations Officer of Sabbath and Holy Day commitments	30/10
Payment of University debts for inclusion in December degree ceremonies	25/11
Release of Postgraduate results and resit applications online	25/11 (from midday)
Draft Semester 1 Examination timetable (without venues) published on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	17/11 (midday)
Semester 1 Examination timetable (without venues) published on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	30/11
Deadline for submission of Postgraduate re-examination applications online	01/12
First Semester teaching ends	11/12
Degree Ceremonies	14/12-18/12
Semester 1 Examination timetable published (with venues) on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	11/12 (midday)
University closed for Christmas	24/12/2008 – 03/01/2009
Semester 1 Examinations/Assessment period (17/01 may be used for exams if necessary)	11/01-22/01

Second Semester teaching commences	25/01
Deadline for students to be signed-up (in Schools) to any new modules or programmes and TSA informed	19/02 **
Draft semester 2 Examination timetable (without venues) published on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	10/03 (midday)
Semester 2 teaching stops (Term 2 ends)	19/03
Semester 2 examination timetable (without venues) published on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	23/03 (midday)
University closed for Easter	pm of 01/04-06/04
Semester 2 teaching recommences (term 3 begins)	19/04
Semester 2 examination timetable published (with venues) on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	19/04 (midday)
Semester 2 teaching ends	07/05
University closed for May Day Bank Holiday	03/05
Revision Week (Term-time)	10/05-14/05
Semester 2 Examinations/Assessment period (30/05 and 06/06 may be used for exams if necessary)	17/05–04/06
University closed for Spring Bank Holiday (26/05 may be used for exams if necessary)	31/05-01/06
Payment of University debts for inclusion in July degree ceremonies	18/06
End of Session	18/06
Publication of official University pass lists	02/07 (midday)
Results available online	02/07 (midday)
Deadline for Honours students eligible for an Ordinary Degree to request the award of an Ordinary	07/07
Degree Ceremonies	12/07–23/07
Deadline for students to submit re-examination and first attempt requests online	22/07 **
Re-examination timetable (with venues) published on web: http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp	04/08
Re-examination period (22/08 may be used for exams if necessary)	17/08-27/08
University closed for August Bank Holiday	30/08-31/08
Publication of official University pass lists	17/09 (by 5pm)

Dates of the next academic year (2010-2011)	22/09/2010- 17/06/2011
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** Fee applies if received after this date

(**NB:** Medicine, Dentistry, Healthcare Studies, PGCE and Taught Postgraduate students will be advised by their respective Schools of teaching and examination dates relevant to their studies).

Registration

Registration with the University of Leeds takes place online, via the Student Portal, and advice, guidance and contacts are available throughout the online process:

<http://portal.leeds.ac.uk>

As part of the Online Registration process you are expected to confirm your agreement to abide by the rules, regulations, procedures and codes governing your studies, learning and conduct at the University and use of the services provided by the University. To view the terms and conditions of the Student Contract visit: www.leeds.ac.uk/ssc/studentcontract.htm

You must register within four weeks of the start of your studies and then annually until you complete your programme. In order to fully complete registration with the University, you must obtain a Student ID card and visual checks will be undertaken. If you do not register within this period, you will be prevented from doing so and will need to contact your Parent School. Failure to register will result in your being withdrawn permanently from the University for failing to fulfil the requirements of registration.

Student details are held on the University Student Record System which is used in the management of all aspects of University administration. Your details will only be used by the University in line with our policy on data protection.

Once you have registered with the University, if you have any problems with your registration or have queries regarding either your programme of study or enrolled modules, your Parent School should be your first point of contact.

For more information on registration and enrolment arrangements visit:

www.leeds.ac.uk/ssc/registration.htm

To check your registration status visit: <http://studentservices.leeds.ac.uk>

Module Enrolment

Module enrolment is the process by which you choose your optional and elective modules to meet the learning and examination requirements, as outlined in the University Programme and Module Catalogue, for your programme of study.

If you are a new undergraduate student or a new or returning postgraduate student you will be required to choose your optional and elective modules in September, following your University registration.

If you are a returning undergraduate student you are expected to check your compulsory modules and select your optional and elective modules online between May and August for the following academic session.

Following registration, Parent Schools should be informed of any changes to both semester 1 and, if known, semester 2 modules. If you wish to change a module, you should obtain a Change of Module form from your Parent School.

Information on the following web sites may help you in selecting any optional and elective modules permitted in your programme. And, links to these websites and a button to log in to Student Services are available in the Student Portal at <http://portal.leeds.ac.uk>

To view the Undergraduate Programme Catalogue visit:
<http://webprod1.leeds.ac.uk/banner/programmearch.asp?T=S&L=UG>

To view the Postgraduate Programme Catalogue visit:
<http://webprod1.leeds.ac.uk/banner/programmearch.asp?T=S&L=TP>

To view the Undergraduate Module Catalogue visit:
<http://webprod1.leeds.ac.uk/banner/modulesearch.asp?T=S&L=UG>

To view the Postgraduate Module Catalogue visit:
<http://webprod1.leeds.ac.uk/banner/modulesearch.asp?T=S&L=TP>

To view your Personal Timetable visit:
<http://portal.leeds.ac.uk>

To view the Timetable for all Modules visit:
www.leeds.ac.uk/timetable/

To view your Academic Record visit:
<http://portal.leeds.ac.uk>

To enrol on a Module visit:
<http://portal.leeds.ac.uk>

To find out which modules you are registered for visit:
<http://portal.leeds.ac.uk>

To find out your Module Marks visit:
<http://portal.leeds.ac.uk>

Student ID Card

You must obtain a Student ID Card from the University in order to fully complete the registration process. Failure to obtain a Student ID Card may result in your registration with the University being terminated. Although it is recognised that there will be some exceptions where this will not be practical, for example, where students never attend the Leeds Campus, split site students and where a student is a member of staff.

Your Student ID Card, which remains at all times the property of the University of Leeds, is your key to the University and:

- Identifies you as a student of the University
- Is your University Library Card – you will need it to enter Library buildings
- Provides you with access to University Computing facilities (through Information Systems Services)

- Identifies you as a member of Leeds University Union (subject to Union regulations)
- Is the only form of identification accepted at formal examinations
- Allows you to use the Sports facilities if you chose to join and pay the fee

The University of Leeds Student ID Card will last for the duration of your studies at the University. If you change your programme of study this may have an impact on the duration of your study. In this instance, you should contact Student Administration to be issued with a new Student ID Card (prior to the expiry of your current card):

www.leeds.ac.uk/studentservicescentre/counterservices/studentcard.htm

If you lose your Student ID Card, you must report this to Student Administration. There is a non-refundable charge of £7.50 to obtain a replacement. This payment applies irrespective of the reason for the loss (including theft) and must be made at the time you apply for a replacement. When requesting a replacement Student ID Card you must have a form of photo ID with you.

Your Student ID Card remains the property of the University at all times and must not be used fraudulently. If you are found to be involved in the fraudulent use of a student card, you will be subject to action under the University Disciplinary Procedure. Such action may involve not only the perpetrator of the fraud but also the student whose card is involved if it can be shown that this student was culpable (e.g. if the card is lent).

Changes after Registration

Change of Address

The University needs to hold your permanent home and term time addresses together with telephone numbers, your next of kin and emergency contact details.

Any update to your contact details must be notified to the University immediately. To update your address and emergency contact details visit: <http://portal.leeds.ac.uk>

Alternatively, Change of Address forms are available from your Parent School or Student Administration. When you have completed the form, you should return it to your Parent School or Student Administration.

International students who are registered with the Police Aliens Registration Office must also keep that office informed of any changes to their term-time address.

If you are registered with Leeds Student Medical Practice, you must also inform them separately of your change of address as soon as possible. This will not be done by Student Administration.

Change of Name

The name(s) recorded on your student record should be the one you are legally known by and will be the name displayed on all documentation produced by Taught Student Administration, including your degree certificate.

Any change to your name must be notified to the University immediately. To do this visit: <http://portal.leeds.ac.uk>

Alternatively, Change of Name forms are available from Taught Student Administration.

When completing and submitting the Change of Name form, you must also produce supporting documentary evidence (eg. Birth certificate, marriage certificate, passport or deed poll documentation)

Change of Module

Contact your Parent School for a Change of Module form.

If you are considering any change in the modules which make up your programme of study, you should discuss the matter with your Parent School. The appropriate form will need to be signed by your Parent School. Your parent School will then arrange for the change to be considered by any other teaching School affected. The change will only be authorised when all the Schools agree.

Whether or not you are permitted to change module is likely to depend on a number of factors, including whether or not:

- Your attendance record is satisfactory
- Spare capacity is available in the receiving module

Modules cannot be changed after the fourth week of teaching unless there are exceptional circumstances.

After you have taken Semester 1 examinations, you may wish to change the enrolments for Semester 2 from those made when you registered. If you wish to do this, you must approach your Parent School to seek advice and, if appropriate, obtain the necessary permission. If the changes are major and certainly if the changes involve a transfer to another programme, then the permission of the relevant Committee will have to be sought. This will be done through the Parent School. It is important that all changes are made as soon as possible after the conclusion of the Semester 1 examination period, as Semester 2 teaching begins immediately after these examinations have finished. If either the changes are major or you miss a substantial amount of teaching, you may have to withdraw for the remainder of the session and rejoin the new programme at a convenient point during the following session. A Leavers Form must be completed. This may have implications for the payment of student loans, grants and fees for sponsored students.

Transfer to a New Programme

Contact your Parent School for a Change of Programme form.

Change of programme forms must be completed and signed by both the releasing and accepting Schools before you can begin studying on your new programme.

If you wish to transfer to a new programme of study, you should discuss the possibility with the Head of your Parent School before approaching another School. If you obtain agreement in principle to your transfer, you may then approach the Admissions Tutor in the School responsible for the programme to which you would like to transfer. If you wish to transfer to a Joint Honours degree, you should approach the Director of the Centre for Joint Honours.

Whether or not you are permitted to transfer programme is likely to depend on a number of factors, including whether or not:

- Your attendance record is satisfactory
- Spare capacity is available in the receiving programme

- Both your current Parent School and the School parenting the new programme agree to the change

It is your responsibility to take note of any advice given to you during discussions about transferring. Your new Parent School will give you a written statement of any work with which you must catch up. A late transfer will not be taken into account if you under-achieve in your examinations at the end of the year.

When you transfer to a new programme, it is expected that you will complete its full academic requirements. However, it may be possible, with the permission of the Head of the Parent School concerned, to allow some of the credit previously gained to be transferred. The receiving School will make a decision as to whether the modules you have already taken meet the learning outcomes of your new programme. If there are any specific gaps in learning outcomes, you may be asked to take a small amount of supernumerary modules or forego an elective to complete a specified module. You are not permitted to repeat work which you have previously taken and passed. Generally, the regulations concerning re-sits are identical in the programme between which you are transferring. However, if they are different, the regulations of the programme into which you transfer apply.

It may not be possible for you to start your new programme until the beginning of the following session, in which case you will be expected to withdraw temporarily for the rest of the session and a Leavers Form must be completed. You should check whether this will affect your entitlement to Student Loans and other funding

If, however, a transfer to another programme of study is not agreed by the end of the Easter vacation, and you return to the University after the Easter vacation, you must remain on your existing programme and present for all examinations and assessments required for the current programme at the end of the session as a condition of the transfer. In addition, either School may require you to pass some or all of the examinations or assessments as a condition of the transfer. During this period, you will continue to be subject to the normal conditions of attendance in the University.

Deadlines for Module and Programmes Changes

Please note that if you wish to change a module or programme the following deadlines apply:

Semester 1		Semester 2	
In the Parent School	23/10/2009	In the Parent School	19/02/2010

Students who wish to change module(s) or programme after these dates will be charged an administration fee of £50 as it may not be possible to accommodate such changes in the examination timetable.

Notification of Religious Commitments

If, for religious reasons, you are unable to carry out your University work or attend examinations on a Sabbath, holy day or religious festival you must inform your Head of School and the Examinations Section in writing by the last Friday in October of the relevant academic year giving details of the dates on which you will be undertaking religious observance.

For the necessary form visit: www.leeds.ac.uk/ssc/examrelig.htm

You may be charged a £100 administrative fee by Student Administration if you miss the deadline.

It is essential that you plan ahead if you are to be unable to attend a University class or examination for religious reasons.

The University will make every effort to avoid arranging exams on a Sabbath or holy day for those students who have informed the Examination Section as required. The University, however, reserves the right to hold exams on such days if no alternative time is possible.

It is your responsibility to make up any work you may miss and it is strongly recommended that you do so. No allowance for poor performance can be made as a result of work missed for religious reasons.

Jury Service

The normal expectation of Her Majesty's Courts Service (HSMC) is that everyone summoned for jury service will serve at the time for which they are summoned. It is recognised however, that there will be occasions where this is not considered reasonable.

If you are summoned for jury service, please contact your Personal Tutor immediately to discuss your application for excusal. Applications for excusal from students during term time, and particularly during examination periods, will be deferred in the first instance. However, only in extreme circumstances will a person be excused entirely from jury service.

The University strongly advises that all students defer their summons.

If you are summoned for jury service during vacation but intend to work in order to meet financial or vocational commitments, you may also submit an application for excusal or deferral on the grounds of refused payment for loss of earnings.

Illness

Short-term Illness

If you are absent from the University for five days or less, you must self-certify the illness on your return to University by completing the form available at: <http://studentservices.leeds.ac.uk>

It is your responsibility to catch up with missed work, lectures and other academic commitments.

If you are unwell for a period of more than five days, you must submit a medical certificate, available from your Doctor, to your parent School immediately on your return to University.

Long or Indefinite Periods of Illness

If you are not well enough to continue your studies at the University, then you or your School can apply for temporary (or permanent) withdrawal on medical grounds. When you are well and can provide a certificate from your Doctor that you are well enough you will be able to resume your studies.

It is your responsibility to inform your School when you are absent due to illness or personal reasons. You must also inform your Local Education

Authority or any other body providing funding for your studies if you are absent from your course for 60 days or more in any one academic year

Immediate Temporary Exclusion Associated with Ill Health

If your Parent School considers you to be suffering serious ill health and you have chosen not to seek medical help and advice, the School can request that you be declared, by the University, medically unfit to continue your programme of study and you may be asked to withdraw. Once you have been declared medically fit by the University Medical Officer, you will retain the right of readmission to the University.

If you are required to withdraw under this procedure, you will be recorded as temporarily withdrawn from the University for reasons of ill health. The Office of Academic Appeals and Regulation will take the necessary action to have your student record amended and you will only be readmitted if and when you are declared medically fit by the University Medical Officer. Subject to this and the maximum registration period for the programme of study as allowed by the relevant Ordinance, you will retain the right of readmission.

International Student Illness

If you are an international student in the UK with permission as a student and, as a result of illness, you need to extend your visa to complete your studies in the UK, contact the International Student Office for immigration advice immediately.

Leaving the University before Completing your Studies for Reasons Other than Illness

You may find it necessary for personal reasons to leave the University either permanently or temporarily before completing your studies.

Temporary Withdrawal

All requests to temporarily withdraw from the University are subject to the maximum time limit allowed for programme of study (full or part-time).

If you wish to leave the University temporarily you must:

- First discuss your intentions with your Personal Tutor or the Head of your Parent School
- Get the approval of your Parent School
- Complete a Leavers Form (available from your Parent School)
- Hand-in your completed Leavers Form and Student ID Card to your Parent School

Your Personal Tutor and the Student Counselling Centre are on-hand to offer any information, support and guidance you may need.

Before you make your decision to withdraw from the University, you are strongly advised to consider the possible financial implications of your decision – you may lose some, or all, of your student financial support. You should contact the LUU Student Advice Centre, Student Administration and/or your local authority to find out how your withdrawal might affect your future studies and the way you are funded.

If you are an international student, taking temporary withdrawal may have implications on your immigration status. You must therefore contact the International Office for advice immediately. The University will be required to report back any change of circumstances to the Home Office.

If you withdraw from the University temporarily after the eighth week of teaching in either semester, special rules apply. The reasons for your withdrawal must be sufficient to excuse you from any examinations that you have in January or May/June. If the reasons are considered sufficient by your examiners you will be recorded as 'absent ill' from your examinations. If however, the reasons are insufficient, you may be recorded as 'absent without good cause'. You must therefore consult your Parent School in these circumstances.

If approval is given for temporary withdrawal, it will be for a specified period of absence. If you do not return to the University at the end of the approved period, you must contact the Head of your Parent School or request that approval for a further period of absence be sought from the Faculty Special Cases Committee. No more than a one year period of temporary withdrawal will be approved at any one time.

If you withdrew temporarily on health grounds, you must supply written evidence from a doctor that you are fit to return to your studies before being re-admitted.

If you do not return to the University and do not contact your Head of School for further approval, you will be presumed to have withdrawn permanently from the University and your sponsors will be notified accordingly.

Permanent Withdrawal

If you decide to leave the University permanently, you must complete a Leavers Form, available from your Parent School or Student Administration, stating your last date of attendance if possible, together with your reason for leaving. You must submit your signed and completed form, along with your Student ID Card, to your Parent School.

International Students – Temporary or Permanent Withdrawal

If you are an international student in the UK with permission as a student and you are considering withdrawing from your studies – on a temporary or permanent basis – please contact the International Student Office for immigration advice before making your decision: www.leeds.ac.uk/international/studentsupport

Withdrawing from your studies may have implications on your immigration status and the University is required to report any change of circumstances back to the Home Office.

Extension to Maximum Time Limit

Extensions beyond the maximum time limit will require the approval of the Committee on Applications. You should apply to your Parent School which, if it supports your application, will submit the necessary formal recommendation to the Committee through the Office of Academic Appeals and Regulation.

Registration Confirmation Certificate

If you require a certificate to confirm your registration at the University, you should request one from Student Administration. Alternatively, the relevant form can be downloaded from their website: www.leeds.ac.uk/ssc/regcert.htm

You should allow 5 days for the certificate to be sent out to you. Alternatively, you can request and receive it at the SSC counter (while you wait). You will be asked to show your student ID card.

Graduation

University of Leeds graduation ceremonies are held each year in July and December. You will be asked to indicate whether you wish to attend a ceremony when you register for your final year of study.

If you have indicated that you wish to attend the July degree ceremony, you will be sent a brochure via your Parent School giving further details about the ceremony and arrangements for it. If you have not received this personally addressed brochure by the middle of May you must contact the Degree Ceremonies Office, Student Administration immediately.

If you have indicated that you wish to attend the December degree ceremony, you will be sent a brochure, at your permanent home address, giving further details about the ceremony and arrangements for it. If you have not received this personally addressed brochure by early November, you must contact the Degree Ceremonies Office, Student Administration immediately.

You can also choose not to attend your degree ceremony but have your certificate posted to you. If you chose this option, your certificate will be sent to you as soon as possible after each ceremony period.

For more information contact the Degree Ceremonies Office, Student Administration: www.leeds.ac.uk/ceremonies

Your graduation is subject to the successful completion of your programme and payment of any debt to the University.

Diploma Supplement and Transcript

You will receive a Diploma Supplement and Transcript along with your degree certificate. This describes your period of study at the University - detailing award information, programme and modules of study and any additional information about any time you spent studying abroad or working in industry.

Your degree certificate and diploma supplement and transcript are important documents and must be kept safe. Student Administration will charge you for any replacement should you lose them.

Confirmation/Verification of Award

If after graduation you require evidence of your degree result you should contact Student Administration for a statement. The statement will set out details of the dates of your period of study and your award. The University will confirm the award of your degree directly with any employer or other Education Institution on their request.

Continuing Your Studies at Postgraduate Level

If you are thinking of continuing your studies at postgraduate level at Leeds after graduating with a first degree, it's a good idea to ensure your intended Parent Graduate School knows this as early as possible as it can assist you with any applications for scholarships or grants that you might want to make.

For information on postgraduate programmes available at the University of Leeds visit: www.leeds.ac.uk/postgraduate/

For information on the Lifelong Learning Centre visit: www.leeds.ac.uk/lifelonglearningcentre/index.html

For information on the Research Student Administration visit: www.leeds.ac.uk/rds/

FINANCES

If you are concerned about any aspect of your financial position you should seek advice as soon as possible.

Links to the below websites are all available in the Student Portal –

<http://portal.leeds.ac.uk>

Opening a Student Bank Account

If you wish to open a student bank account, you will require proof of name, date of birth, programme of study, student ID number and your permanent and term-time addresses. Contact Student Administration, who will advise on the arrangements for confirming these details.

To encourage you to open an account with them, banks will offer a variety of incentives but make sure you shop around before deciding which bank and bank account are right for you.

Paying Fees

You must make arrangements to pay your fees before or at registration; we offer a discretionary instalment scheme. However, if you default on an instalment agreement in one session you may not be offered the same facility in future sessions. All payments must be made by the due date as charges will be incurred for late payment on both tuition and residence accounts.

Returning students are only permitted to register for an academic session when they have paid any outstanding balance from a previous session and made suitable payment arrangements for the current session. Where there are exceptional circumstances the Accounts Receivable Manager may agree a repayment plan which allows re-registration. However, this is discretionary.

The Academic Registrar can suspend the registration of any student who, once registered, fails to pay in accordance with the terms of their chosen repayment option.

Students who are excluded from the University because of non-payment of fees can only be considered for re-admission when all outstanding balances have been paid in full and payment for the current session has been made.

A degree will only be conferred upon a student when all outstanding balances to the University have been paid in full, including library debts.

If you owe money to the University you will not be allowed to re-register or graduate.

Council Tax Exemption

Council tax is payable on all homes in the UK. However, if you are a full-time student, you will not have to pay council tax. The University will automatically inform Leeds City Council, Wakefield and Bradford Metropolitan District Councils of your student status (if your term-time address is in any of these cities). If your term-time address is not in Leeds, Wakefield or Bradford, you will need to show your council a Council Tax Exemption Certificate.

If you require a Council Tax Exemption certificate visit:

www.leeds.ac.uk/studentservicescentre/counterservices/counciltax.htm

Student Debt

The majority of students at University will be studying on a tight budget and no matter how well prepared you are it only takes one unexpected cost to ruin your careful budgeting. If you do get into debt, it's crucial that you don't ignore the problem.

Whatever the seriousness of your debt, there is always a way to improve the situation and tackling the problem as soon as possible is the first step to resolving it.

For more information, guidance and advice on money matters, including budgeting and dealing with student debt, visit the Student Advice Centre:

www.leedsuniversityunion.org.uk/helpandadvice/money/

Student Employment

You might want to get a part-time job whilst studying for your University award to help earn some extra money as well gain valuable work experience and learn new skills.

As a full-time Home or EU student, you are advised to work no more than 20 hours per week during term-time. If you are an international student, you are permitted to work a maximum of 20 hours per week. For information on part-time, temporary and casual work visit Joblink:

Tel: (0113) 380 14444

Email: joblink@luu.leeds.ac.uk

www.leedsuniversityunion.org.uk/jobs/

LUU Building

Financial Aid

For information on financial aid, contact Financial Aid, Student Administration, in the Student Services Centre:

Tel: (0113) 343 2007

Email: financialaid@leeds.ac.uk

www.leeds.ac.uk/ssc/funding.htm

SELF-HELP GUIDE TO STUDYING

We want you to make the most of your student experience and to get the best out of yourself whilst studying for your University of Leeds award. The responsibility for this success is up to you but good basic academic skills will play a big part in helping you achieve this.

Links to the below websites are all available in the Student Portal – <http://portal.leeds.ac.uk>

If you need help with any of the issues below during your time at the University, it's important that you talk to your personal or module tutor about it straight away. They're here to offer as much help, guidance and encouragement as you need and want to see you succeed.

Organising Yourself and Your Time

Don't panic if you're having difficulties in organising your time and your workload – the most important aspect of time-management is planning. To help you stay on top of things, it's important that you:

- Identify your aims and targets: per week/per semester/per module
- Prioritise your workload and be clear about what work is urgent and what is important
- Identify your strongest and weakest subjects and allocate study time accordingly
- Identify when/where you work best and study accordingly
- Allow for things going wrong
- Monitor and review your work plan to make sure you're on target
- Ask for and use all the available feedback and student support offered
- Assess how well you have met your targets and identify ways to improve – what you could have done differently/what additional help you might need

For further information, guidance and online resources visit Skills@Library: <http://skills.library.leeds.ac.uk/>

Note-Taking

Good note-taking is an essential part of the learning process. Your notes form a record of the work you have learnt, help you remember vital information and also help you revise. There is no one correct way to make notes but below are some useful hints about note-taking effectively:

- Make sure you can clearly read and understand what you have written – your notes will be an important revision aid
- You need to make sure you get down the essential points, but it's rarely necessary to write down everything a lecturer says. If you try to make notes on everything, you'll find it hard to keep up – long sentences take time to write and read back – often you only need a key word or phrase to remember an idea
- Learn to use abbreviations when making notes. You don't have to stick to conventional abbreviations - you can develop your own as long as you understand them
- You probably won't have time to write out your notes again after the lecture/tutorial, so make sure you highlight the important points and leave plenty of room on the page to add further notes when you're-reading them or revising

- When note-taking from books or journals, read the section in its entirety first and then decide what to take note of. Remember to make a note of the page number, author, title of book, edition, publisher and published date if you want to quote or use any of the material

For further information, guidance and online resources visit Skills@Library:
<http://skills.library.leeds.ac.uk/>

Essay Writing

To write a good essay, you need to start by making sure you know exactly what is required – it may sound straightforward but it's not always easy to identify the purpose. A very common reason for a low mark for an essay is that the answer is not directed sufficiently to the question or topic.

Writing an essay has two main stages – planning and using your plan to write the essay:

1) Plan your essay:

- Identify the features of the essay
- Identify the purpose and audience for the essay, and how this influences your writing
- Identify an appropriate/accepted structure and style for your purpose, audience, situation and the subject matter, including complex subjects
- Plan the processes needed
- Identify time, resources and information needs

2) Use your Plan:

- Use the essay format appropriately for the purpose, subject and audience
- Organise and present information/ideas/images to make your meaning and argument clear
- Use style and language to make meaning and argument clear
- Gather information for your essay
- Edit/re-draft to ensure coherence and clarity, following standard conventions of grammar, spelling and punctuation
- Pull together and include information/evidence which is accurate to identify an opinion or bias
- Use academic conventions, such as referencing, correctly

For further information, guidance and online resources visit Skills@Library:
<http://skills.library.leeds.ac.uk/>

The Print and Copy Bureau

Located on level 6 of the Roger Stevens Building, the Print and Copy Bureau is a one stop shop for all copying and printing requirements. For information on all services provided contact:

Tel: (0113) 343 2668

Email: pcb@leeds.ac.uk

www.leeds.ac.uk/estate_services/pcb/pcb.html

Preparing for Exams

The exams you sit as part of your degree don't need to be as traumatic or as daunting as they may first seem, as long as you have some effective strategies to cope.

To perform well in exams it is important to know what is expected of you. Misunderstanding about this can lead to poor results. In order to find out what is required by the Examiner, you should:

- Look at past exam papers
- Look at the aims of the modules for which you are revising
- Look at the assessment criteria to see what is required to get a good mark
- Speak to your Module Tutor

When deciding on which revision techniques to use, you must consider which will:

- Best suit your strengths
- Help you overcome your weaknesses
- Best suit the subject and the type of exam
- Help you get the best possible result

Remember, your revision plan must be realistic so make sure you allocate time appropriately, including allocating time to those areas you find most difficult.

For further information, guidance and online resources visit Skills@Library:
<http://skills.library.leeds.ac.uk/>

Coping with Nerves

It's only natural that you might feel nervous before an exam, but it's crucial that your nerves don't hamper your performance. Below are some pointers to help you keep your cool:

- Prepare and revise well
- Make sure you know where your exam is to be held and how long it will take you to get there – plan adequate travelling time allowing for possible delays
- Avoid being over-tired – consider whether staying up late to do last-minute revision is really worth it
- Avoid alcohol the night before an exam – exams and hangovers definitely don't mix!
- Avoid revising on the morning of your exam – this will only make you more anxious
- Exercise – walk to the exam if possible
- Make yourself as comfortable as possible - wear comfortable clothes, take enough water, handkerchiefs, hay-fever tablets into the exam room as you think you might need
- Do something simple in the first 10 minutes of the exam to steady your nerves – check the instructions, write down your name and Student ID Number, read through the paper – jumping straight into a question without this planning/ settling phase might mean you make a silly mistake and cause you to panic
- If you do panic during the exam:
Stop, close your eyes, breathe in to a count of six and out to a count of six. Do this ten times
Stop, re-read the question and jot down any ideas you have, then sort them into some sort of order to help you answer the question
Stop and move onto another question, returning to the question you are having difficulty with later in the exam

Stop and do a question you can answer to get a 'success' under your belt

For further information, guidance and online resources visit Skills@Library:
<http://skills.library.leeds.ac.uk/>

EXAMINATIONS AND ASSESSMENT

The University has a Code of Practice on Assessment which forms a key part of the Partnership Agreement. Your School will give you more detailed information, for example, about the deadlines for the submission and return of assessed work and the procedures which must be followed.

Links to the below websites are all available in the Student Portal – <http://portal.leeds.ac.uk>

To view the University's Code of Practice on Assessment visit: www.leeds.ac.uk/aqst/tsg/1copass.htm

To get the maximum from your studies you should take every opportunity to get feedback on how you are progressing. This might mean doing formative assessment, attending tutorials on your assessed work, reading feedback given to you by your tutors and undertaking computer-marked tests.

For information about taking examinations visit: www.leeds.ac.uk/ssc/examfags.htm

Meeting the Deadlines for Assessed Work

If you think it is unlikely that you will be able to meet an assessment deadline you must contact your School as soon as possible. It is easier for your tutors to treat cases of illness or personal difficulties with sympathy if they are told about them in good time and well before the work is due to be handed in.

For every calendar day that your assessment is overdue, you will lose 5 marks. If your assessed work is over 14 days late, you will receive a mark of zero.

EXAMINATIONS

Enrolment for Examinations

When registering with the University, you will automatically be registered for all of your examinations for the programme of study you have chosen.

There are three University examination periods each year – one at the end of each semester and a re-examination period for non-finalists starting before the Summer Bank Holiday weekend in late August. Examinations may be held on any of the days within the published examination period, including weekends but excluding Bank Holiday Mondays.

Following University registration, you will be able to apply online to resit your carried modules (modules examined/assessed in Semester 1 and 2 in Session 2007/2008 and carried forward). The online application can be accessed via the Student Services website: <http://studentservices.leeds.ac.uk>

You must complete this form by Friday 23 October 2009 as late fees may apply after this deadline.

Following the August re-assessment period, the results are released on-line. If you have failed examination(s) in the previous session and are required to become an external candidate for re-examination, you will be informed of the date at which you will be able to apply on-line for these re-examinations.

If you decide not to take up the opportunity to re-sit your examination/s externally, you will be able to indicate your choice to become a permanent

leaver online.

Exemption from Examinations for Reasons of Religious Observance

If, for religious observance reasons, you wish to request exemption from an examination/s, you must inform your Head of School and Examinations Office in writing by the last Friday in October of the relevant academic year.

You may be charged a £100 administrative fee by Student Administration if you miss the deadline.

The exemption form is available at: www.leeds.ac.uk/ssc/examrelig.htm

The University will make every effort to avoid arranging examinations on a Sabbath, holy day or religious festival for those students who have informed the Examination Office as required but the University reserves the right to hold examinations on such days if no alternative time is possible.

Alternative Examination Arrangements for Students with a Disability

It is your responsibility to make sure that your School knows if any adjustments are needed for you to take your examinations.

If you need to make different or additional arrangements for examinations because you have a disability, the University will make every effort to accommodate these. In order to qualify for such arrangements you must inform your Parent School of any disability or dyslexia and register with The Equality Service as soon as possible: www.equality.leeds.ac.uk

If you are unwell or are experiencing a short-term illness or disability during an examination period and require modified arrangements you should inform your Parent School and the Examinations Section of Taught Student Administration as soon as possible.

Illness and Mitigating Circumstances

Absence from an Examination or Adverse Circumstances Affecting Performance in an Examination or Assessed Coursework

If you are absent from an examination or believe that your performance in an examination or assessment has been affected by illness or other adverse circumstances, you must provide a written explanation supported by evidence to your Parent School as soon as possible **and in advance of the meeting where your results are to be considered**. It is your responsibility to find out the date of this meeting and if you are in doubt you should consult the School/departmental office. If you attempt to supply the information after the meeting, it cannot be taken into consideration. In the case of illness, you must provide a full medical certificate from your doctor.

Past Examination Papers

The University has an online database for past examination papers which can be accessed via: www.leeds.ac.uk/ssc/exampapers/index.htm

This database contains scanned images of examination papers from the last three academic years. For information and advice about using this system, you should read the Guidelines Document on the web site.

You will need to enter your ISS User name and password before viewing examination papers.

Examination Timetable

Examination timetables are available at:

http://dstimelord04.leeds.ac.uk/examtt/exam_dept.asp

Or you can view your Personal Examination Timetable via the Portal:

<http://myuni.leeds.ac.uk>

- Log on to the Portal and go to the 'Student Services & Admin' tab
- Click the 'Log me into Student Services' button
- Click on the 'Examinations' tab
- Select 'Your Personal Exam Timetable' from the menu

Separate timetables may be issued at School level, for example if you are a student in the Schools of Medicine, Dentistry or Healthcare.

You must always double check what time your examination is due to start – examination session times may vary but ordinarily are:

January Examinations

9:30am to 12:30pm

2:00pm to 5:00pm

May/June Examinations

9:00am to 12 noon

1:00pm to 4:00pm

5:00pm to 7:00pm (where necessary)

August Re-examinations

9:30am to 12:30pm

2:00pm to 5:00pm

You are required to be available to sit your examinations for the entire published examination period. This includes Saturdays and Bank Holidays.

You must check your timetable carefully to ensure you have no clashes. If you misread the timetable and/or fail to find the venue this will be treated as deliberately missing an examination and you will be recorded as absent without good cause.

THE EXAMINATION

Admission to the Examination Room

Before you enter the examination room, you must check your name is on the seating list displayed outside the examination room. If your name does not appear on the list, you must inform the invigilator straight away.

Make sure you check your examination timetable carefully and, if more than one room is being used for your examination, arrive in sufficient time to be able to locate your room and seat number on the posted lists.

You will be permitted to enter the examination room at least five minutes before the time indicated on the timetable. The examination will begin when all students are seated and at the specified time.

You must sit in the seat allocated to you.

Identification

Your must bring your University Student ID card with you to all examinations and place it on your desk so that it is easily visible by the invigilator. This will be the only form of identification accepted.

Failure to produce your University Student ID card will result in an identification check being carried out at some point during or at the end of the examination. You will not be able to leave the examination room until this is completed. Your details will be kept on file and if you try to attend three or more examinations without your Student ID card, you may be prevented from entering the examination room and taking any further examinations.

Personal Items

You are advised not to bring the following personal items into the examination room, as you will not be permitted to keep these with you:

- Coats
- Bags
- Pencil cases (even transparent ones)
- Blank paper
- Mobile phones/pagers/Bluetooth devices
- Personal music players
- Notes of any kind

If you have to bring a mobile phone to the examination room, all pre-set alarms must be disabled and the phone switched off and left in your bag or on the Invigilators desk during the examination. The phone will be confiscated if found on your person or on or near your desk and its presence may be regarded as cheating.

If you have to bring a bag with you, you must ensure this is placed away from your examination desk at the edge of the examination room, as instructed by the Invigilator.

If you bring these items with you to the examination, Invigilators will specify a place where they must be left. The University cannot accept responsibility for loss of, or damage to, items brought into the examination room.

Dictionaries

You may bring an approved basic translation dictionary with you into examinations unless it is specifically precluded by the rubric of the examination paper.

Information on approved translation dictionaries can be obtained from Student Administration or at: www.leeds.ac.uk/ssc/examdickt.htm

Electronic translators are not permitted.

Always check with your Module Manager before the examination whether or not you are permitted to take a dictionary into the examination room.

Dictionaries should not be annotated in any way - to do so will be considered an attempt to cheat. You are responsible for the dictionary you bring to the

examination. To claim it is borrowed or second hand will not be an acceptable defence.

Textbooks

Unless informed otherwise, textbooks are not permitted in the examination room. If your School allows textbooks to be used in examinations you should check if any annotations are allowed.

It is your responsibility to check whether or not you are allowed to bring a textbook into your examination.

Calculators

Calculators may be used in examinations, except where specifically precluded by the rubric of the examination paper. In some examinations, there may be a restriction on the type of calculator you are allowed to use.

It is your responsibility to check whether or not you are allowed to bring a calculator into your examination and to check that the type of calculator you are using is permitted.

Spare calculators are NOT provided. Miniature information processors for the storing of information are not permitted, and their use will be regarded as cheating.

Rough Work

You can use any left hand page in your script book for rough work. Make sure you cross out anything you do not wish to be considered by the examiner.

Behaviour in Examinations

You must be silent at all time while in the examination room. If you talk to anyone other than an invigilator, you may be accused of cheating and be disqualified from the examination.

If you need anything during an examination, you should raise your hand to attract the attention of an invigilator but you must not leave your seat.

The End of the Examination

- When instructed, stop writing, remain silent and in your seat until all the script books have been collected
- If you have used more than one script book, fasten them together with the provided treasury tag
- If you are required to use a multiple choice question card (MCQ), ensure your Student ID number is marked correctly on the card. Do not attempt to attach it to your script book as damage to the card may prevent accurate scanning.
- Any unused examination stationery should remain in the examination room. Possession of such items outside of an examination could be considered as evidence of attempted cheating

Late Arrival to the Examination Room

For information on examination room locations visit:

www.leeds.ac.uk/ssc/exammap.htm

You should make every effort to arrive on time for your examinations and at the correct examination venue. However, if you are late, you should take the following action:

If you are less than 60 minutes late for an examination

You should go straight to the examination room and enter. Please do so quietly and respect the other students who have already started the examination.

You will not regain any time you have lost by being late but you will be able to record your details on a form, including the reason for lateness, and this will be sent to the School for consideration during marking and moderation, and will assist in any decisions about the award of first attempts.

Any student permitted to take an examination in such circumstances will do so without any guarantee that the Examiners will accept that the reasons for the late arrival are sufficient for a grade other than AB to be recorded for the examination concerned.

If you are more than 60 minutes late for an examination

You may not enter the examination room and should go directly to the nearest Examinations Sub-Office.

To find out which Sub-Office is responsible for each venue visit:

www.leeds.ac.uk/ssc/exammap.htm

A decision will be made as to whether the circumstances leading to your late arrival are sufficiently serious and beyond your control to justify you being granted permission to start the examination late.

If permission is granted, a decision will also be made regarding the arrangements under which the examination will be conducted.

Any student permitted to take an examination in such circumstances will do so without any guarantee that the Examiners will accept that the reasons for the late arrival are sufficient for a grade other than AB to be recorded.

If you arrive after the examination has finished

You will not be permitted to take the examination under any circumstances, and will be recorded as absent from the examination.

Leaving the Examination Room

You are not permitted to leave the examination room, unsupervised, in the first 60 minutes or the last 10 minutes of the examination.

At the end of the examination you will be informed to stop writing and you must then remain silent and stay seated until the Chief Invigilator informs you that you may leave. Once permitted to leave, you must do so as quickly and as quietly as possible. Be aware that other rooms may have examinations that have not yet finished.

EXAMINATION RESULTS

Your results will be posted online at <http://studentservices.leeds.ac.uk> by 2 July 2010. You will not receive your results in writing.

It is your responsibility to access your results online to receive your individual

breakdown of results.

Non-Finalist Students

If you have been unsuccessful in any of your modules and permitted a retake, you may apply online to resit the module(s) in the August examination/assessment period. You must indicate your intention to resit by 22 July 2010. Access to the resit application information will be removed on 22 July 2010.

If your permanent home address is not in the UK, you may be able to take resit examinations at a British Council Office overseas. For further information, contact: Examination Section, Student Administration: Janet Smith - j.smith@adm.leeds.ac.uk

All first attempts must be taken at the University of Leeds and students who have been found guilty of misconduct in an examination must also take the remainder of their examinations for their entire programme at the University of Leeds.

Finalist Students

Pass lists will be displayed outside the counter area of the Marjorie and Arnold Ziff Building by midday on Friday, 2 July 2010.

Student Administration by 5pm on Thursday 2 July 2009.

If you are a finalist student registered for an Honours degree you are eligible to resit failed modules to upgrade your classification to Honours in the following academic year when the modules are next offered. However, if your Honours programme includes provision for the award of an Ordinary degree and you have met the requirements for this award, you may decline the Honours resit opportunity and accept the award of the Ordinary Degree. If you chose to do this, you must inform the Examinations Section of Student Administration in writing by 7 July 2010. This can be done through the Results and Resit Applications page on the Student Services website: <http://studentservices.leeds.ac.uk>

If you have been unsuccessful in your overall degree, you may indicate your intention to resit as an External Candidate next session when the modules are next offered. You must indicate your intention to resit by 22 July 2010. Access to the resit application information will be removed on 22 July 2010.

Re-Examination Charges

Costs for any resits will be charged to your student account and it is your responsibility to clear this debt before the start of next session or graduation. You will be informed by email once the charge has been added to your account.

A standard £50 administration fee is charged to resit any number of examinations in one re-examination period. A further £2 per 1 credit (ie. £20 for a 10 credit module, £40 for two 10 credit modules) is also payable.

Failure to inform Student Administration by 22 July 2010 of your intention to resit an examination will incur a £100 administration fee and might also result in your not being able to take the examination.

There is no charge for first attempts taken in August. However, you must still apply online and failure to inform Student Administration by 22 July 2010 will incur a £100 administration fee.

APPEALS AGAINST THE RESULTS OF UNIVERSITY EXAMINATIONS AND ASSESSMENTS

You have the right to appeal against your result in a University assessment or examination.

You must read the procedure in full before beginning your appeal:
www.leeds.ac.uk/AAandR/appeals.htm

You cannot graduate until your appeal has been considered. Once you have graduated, you cannot appeal.

Before deciding whether or not to appeal, you should do the following:

- a) Carefully consider the given feedback for an explanation of your performance
- b) Contact your Module Leader, Personal Tutor or Head of School for a further explanation

If you wish to appeal, the Student Advice Centre will offer support and guidance.

In order to begin your appeal process, you must submit the following to the Office of Academic Appeals and Regulation:

- Appeal Submission Coversheet: www.leeds.ac.uk/AAandR/forms.htm
- Three copies of your full appeal in writing and any evidence you wish to include

You must submit your appeal documents no later than SIX WEEKS after the online publication of your results by Student Administration.

You must ensure that your written appeal includes all the information you wish to be discussed at your hearing, including any informal exchanges you might have had with tutors. Only evidence from your written appeal will be discussed at your hearing.

CHEATING, PLAGIARISM, FRAUDULENT OR FABRICATED COURSEWORK AND MALPRACTICE IN UNIVERSITY ASSESSMENTS

Cheating in University Examinations

Cheating in University examinations is treated as an absolute offence. It is vital therefore that you read and understand the following and are clear about the implications and penalties for cheating in a University examination.

In an examination, you must not:

- Copy from another candidate or from notes
- Bring specified items, eg. pencil case, notes or other unauthorised material (including blank paper) into the examination room
- Communicate in any way with other candidates or persons except the invigilators
- Access or copy from sources of information (except as allowed by examiners or the Examinations Officer) or annotate or mark this authorised information (except as authorised by the Examiners)
- Remove script books (blank or otherwise) from the examination room
- Bring mobile phones or pagers into the examinations
- Disobey the regulations relating to the use of calculators

If you are suspected of having cheated in an examination, one of two penalties will usually be applied, unless the circumstances are wholly exceptional:

- You will be required to repeat the examination or some or all of the examinations in the Semester where the incident of cheating has occurred. Where you have been successful in repeating the examination(s), the credits may be awarded but a mark of zero will contribute to your degree classification
- You must withdraw permanently from the University with no award

For detailed information on Cheating in University Examinations visit:

www.leeds.ac.uk/AAandR/cpf.htm

If you are suspected of cheating, the Student Advice Centre will offer support and guidance.

Plagiarism

It is vital that you read and understand the following and that you are clear about the implications of plagiarising someone else's work.

Plagiarism is defined as presenting someone else's work as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance.

Plagiarism is dealt with very severely. All students suspected of plagiarism will be subject to an investigation. If found guilty penalties include permanent withdrawal from the University.

All your assessed written work is subject to screening using sophisticated plagiarism detection software.

Plagiarism can be avoided by acknowledging, in an appropriate academic manner, the contribution that others have made to the development of your ideas and the quality of your answers.

For information on how to avoid plagiarism visit: www.ldu.leeds.ac.uk/plagiarism

As a University level student, you are expected to use appropriate references and keep carefully detailed notes of all your sources of material, including any downloaded from the internet, and it is your responsibility to ensure that you understand correct referencing practices.

Your School has its own requirements for referencing and citation that must be adhered to in order to avoid being suspected of plagiarism. You must ensure that you know and understand your School's requirements. If you are unsure, you must contact your School immediately.

With every piece of assessed work, you will also be asked to complete and sign a declaration of academic integrity, confirming that the work you are submitting is your own and that all sources have been duly acknowledged.

Using someone else's work or ideas in your own written work is not plagiarism if you have appropriately acknowledged the source.

What happens if I am suspected of plagiarism?

If you are suspected of plagiarism, your School will convene a meeting where your case will be heard. If you admit the offence and it is deemed to be minor and a first offence, your penalty will be agreed by the School. If the case is more serious, and/or is not your first offence, your case will be referred to the University's Committee on Applications. The Office of Academic Appeals and Regulation is informed of all cases of suspected plagiarism.

For detailed information on Plagiarism visit: www.leeds.ac.uk/AAandR/cpff.htm

If you are suspected of plagiarism, the Student Advice Centre will offer support and guidance.

Fraudulent or Fabricated Coursework

Fraudulent or fabricated coursework is work, particularly reports of laboratory or practical work, which is untrue and/or made up and is submitted to satisfy the requirements of a University assessment in whole or in part.

Cases of fraudulent or fabricated coursework are dealt with very severely although the penalties applied will vary according to the level of study and the seriousness of the offence.

For detailed information on Fraudulent and Fabricated Coursework visit: www.leeds.ac.uk/AAandR/cpff.htm

If you are suspected of submitting fraudulent or fabricated coursework, the Student Advice Centre will offer support and guidance.

Malpractice in University Assessments

Malpractice addresses offences that, while they do not fall under the strict definitions of cheating or plagiarism, undermine the integrity of the University's academic assessments.

Malpractice in University assessment occurs when a candidate attempts to mislead or deceive the examiners concerning the work submitted for assessment.

Malpractice includes:

- Theft of the work of other students
- Submitting assignments obtained from others, whether within or outside of the University, including on a commercial basis
- Fabrication of results or evidence
- Theft or misrepresentation of identity (including requesting others to undertake an assessment)
- Misrepresenting or defaming the work or opinions of others
- Resubmitting your own work when this has already been awarded marks or credits without permission to do so (including if the work submitted was for a different module or for a different qualification)
- Colluding with others to submit work which is not entirely your own (except where this is permitted for the specific assignment concerned)
- Making a fraudulent statement concerning the work submitted for assessment or your candidature for assessment (including the false signing of a declaration of integrity)
- Knowingly aiding another student to copy your own work or the work of others

Cases of malpractice are dealt with very severely although the penalties applied will vary according to the level of study and the seriousness of the offence.

For detailed information on Malpractice visit: www.leeds.ac.uk/AAandR/cpff.htm

If you are suspected of malpractice, the Student Advice Centre will offer support and guidance.

REFERRED STUDENTS PROCEDURE

If you have failed your examinations very badly, your Parent School might decide to apply the Referred Students Procedure. This means that you might be excluded from the University without having been previously warned and you will not be permitted to reapply to the University in the future.

For detailed information on the Referred Students Procedure visit:

www.leeds.ac.uk/AAandR/ref_stu_proc.htm

If you are subject to the Referred Students Procedure, the Student Advice Centre will offer support and guidance.

UNSATISFACTORY STUDENTS PROCEDURE

If your work, attendance or progress is thought to be unsatisfactory, the Unsatisfactory Students Procedure will be followed. This procedure does not include serious examination failure, which is dealt with through the Referred Students Procedure, although evidence of difficulties in your work can be a contributory cause for applying either procedure.

For detailed information on the Unsatisfactory Students Procedure visit:
www.leeds.ac.uk/AAandR/unsatis_stu_proc.htm

Unsatisfactory Performance in Degree Programmes (Warning Procedure)

If your work (including failing to submit work on time), attendance or progress is unsatisfactory, you may receive an informal warning from your Head of School. If there is no immediate improvement or satisfactory explanation, and your case is judged to be sufficiently serious, you will be issued with a first formal written warning and a second formal written warning if there remains no improvement or explanation.

A second formal written warning means that you will be interviewed by the University where a decision will be taken as to whether to recommend to the Pro-Vice-Chancellor for Learning and Teaching that you be excluded from the University.

Module Exclusion Procedure

If your work, attendance or progress in a module is deemed unsatisfactory, the module exclusion procedure will apply. The procedure is initiated by the Teaching School but the decision for you to be excluded from a module is taken by the Parent School.

This procedure applies to all taught students but:

- Does not apply to compulsory or core modules
- Does not apply to module/s totalling 30 credits or more
- Cannot be initiated later than the beginning of the penultimate teaching week for the module.

In such cases, the Unsatisfactory Procedure will apply.

Your Teaching School will issue you with a written warning and you will be given the opportunity to explain any adverse circumstances and/or to improve. If there is no improvement or no satisfactory explanation, the Teaching School will make a recommendation to your Parent School that you be excluded from the module.

For detailed information on the Module Exclusion Procedure visit:
www.leeds.ac.uk/AAandR/mod_exc.htm

The Head of your Parent School will inform you of the effect this module exclusion will have on your degree programme.

Presumed Withdrawn

If you are absent from classes to such an extent that it appears you have withdrawn from the University, Student Administration will send you a Presumed Withdrawn letter. If you do not respond within two weeks of receipt of the letter, your withdrawal will be confirmed.

If you are absent from classes for more than 4 weeks, you cannot be readmitted without special permission.

If you are subject to the Unsatisfactory Student Procedure, the Student Advice Centre will offer support and guidance.

STUDENT COMPLAINTS PROCEDURE

The University is committed to listening and being responsive to your views and needs. We strive to provide you with one of the best learning experiences in the country, but we recognise that sometimes we may get things wrong. You therefore have the right to lodge a complaint against a School, Service or individual in the University if you feel that your legitimate expectations are not being met. Your grounds for complaint might include:

- Dissatisfaction with standards of academic provision
- Dissatisfaction with the quality of supervision and tuition
- Failure to meet obligations
- Deficiencies in standards of service
- Harassment, bullying or victimisation

Appeals against academic judgement and appeals against disciplinary decisions taken by the University are covered by separate University procedures not the Student Complaints Procedure.

If you are dissatisfied with the quality of one of the University services, be it to do with your programme or another aspect of University life, we want you to tell somebody. Your complaint should initially be raised as near as possible to the point at which the problem occurred – in the School or University Service – and should normally be pursued informally in the first instance. However, there may be times when you do not feel able to make a complaint locally or when you are dissatisfied with the response or proposed remedy. For this reason, the University has adopted a procedure which also allows for complaints to be pursued, impartially and objectively, at a formal level.

You must be clear what redress you are seeking from your complaint as this will help the University focus on the most appropriate route to resolution.

For detailed information on the Student Complaints Procedure visit:

<http://campus.leeds.ac.uk/docs/stucompsproc.pdf>

Advice on how to use the Complaints Procedure is available from a variety of sources, but in the first instance you are encouraged to consult the LUU Student Advice Centre or the University's Complaints Officer.

LUU Student Advice Centre

LUU Building

Tel: (0113) 380 1300

Email: advice@luu.leeds.ac.uk

www.leedsuniversityunion.org.uk/helpandadvice/

University's Complaints Officer

David Wardle

The Secretariat, Level 11, EC Stoner Building

Tel: (0113) 343 4452

Email: d.wardle@adm.leeds.ac.uk

REGULATIONS AND PROCEDURES

University Charter, Statutes, Ordinances and Regulations

The University has a series of legal documents which lay down its powers, the way in which it acts and its requirements. These are the Charter, Statutes, Ordinances and Regulations. All members of the University are subject to these.

When you become a member of the University you agree to abide by all these rules and regulations.

To view the University Charter visit: www.leeds.ac.uk/calendar/charter.htm

To view the University Statutes visit: www.leeds.ac.uk/calendar/statutes.htm

Curricular Ordinances and Regulations

The Curricular Ordinances and Regulations cover all taught programmes of study and set out the rules about the structure of your programme and its assessment.

To view the Curricular Ordinances and Regulations in full visit:
www.leeds.ac.uk/calendar/ordinances.htm

General Academic Regulations

The General Academic Regulations cover the general academic requirements and procedures that you are expected to fulfil. Much of their content is explained in the Guide in simple terms but you are advised to consult the relevant regulations if you find yourself subject to any special procedure or wish to understand the full basis of the University's requirements.

To view the General Academic Regulations in full visit:
<http://campus.leeds.ac.uk/ordinances/General%20Academic%20Regulations.pdf>

Rules for Award

These are the Rules for all the University's awards which are applied when a student has completed his/her programme of study. More information about the detailed assessment for individual programmes will be given in School Codes of Practice on Assessment. The success criteria for each major piece of assessed work will be made available by the Module Manager.

These Rules have been developed to ensure that the way in which awards are determined is as transparent and as clear as possible to staff and students. These Rules for Award, The University's published Examination Procedures and Regulations, and the Faculty/School Codes of Practice are consistent with what has been agreed by Senate. These rules are not all the requirements that need to be met for a student to be eligible for an award: they operate in conjunction with the requirements of the University's Curricular Ordinances and Regulations and the individual programme and module specifications.

To read the Rules for Award in full visit:
<http://campus.leeds.ac.uk/ordinances/Rules%20for%20Award.pdf>

Programme Specifications

In order to make it easier to understand how your programme of study will be organised, all programmes have a programme specification which tells you which modules you must take and which you must pass in order to obtain your degree.

For undergraduate programme specifications visit:

<http://webprod1.leeds.ac.uk/banner/programmesearch.asp?T=S&L=UG>

For postgraduate programme specifications, visit:

<http://webprod1.leeds.ac.uk/banner/programmesearch.asp?T=S&L=TP>

University Codes of Practice

The University has adopted a number of Codes of Practice which lay down standards for working together within the University community:

Assessment

For the University's Code of Practice on Assessment visit:

www.leeds.ac.uk/aqst/tsg/1copass.htm

Attendance

For the University's Code of Practice on Attendance visit:

www.leeds.ac.uk/aqst/tsg/1copatt.htm

Data Protection

For information on the University's Code of Practice of Data Protection visit:

www.campus.leeds.ac.uk/dpa

Dignity and Mutual Respect

For the University's policy on Dignity and Mutual Respect visit:

www.equality.leeds.ac.uk/DMR/DMR-policy.htm

Environmental Policy

For information on the University's Environment policy and strategy visit:

www.leeds.ac.uk/estate_services/environment/documents/EnvironmentalPolicy.pdf

Equality and Diversity Policies

For information on the University's Equality and Diversity policies visit:

www.equality.leeds.ac.uk/university-policies/

Freedom of Information

For information on the Freedom of Information act visit:

www.campus.leeds.ac.uk/foi/

Health and Safety

For the University's Health and Safety policy visit:

www.leeds.ac.uk/safety/policy.htm

Management of Intellectual Property

For the University's Management of Intellectual Property policy visit:

www.leeds.ac.uk/research/hbook/ipr3.htm

Copyright and Licenses

For information on Copyright and Licenses visit:

www.leeds.ac.uk/library/rights/

Personal Tutorials

For the University's Code of Practice on Personal Tutorials visit:

www.leeds.ac.uk/aqst/tsg/1coptut.htm

Whistleblowing

For information on the University's Code of Practice on Whistleblowing visit:

[www.leeds.ac.uk/hr/leeds/handbook/a\(43\).doc](http://www.leeds.ac.uk/hr/leeds/handbook/a(43).doc)

DISCIPLINARY REGULATIONS

General University Disciplinary Regulations

As a student of the University, you will be subject to disciplinary action should you:

- Breach any University regulation
- Breach any University Code of Practice
- Fail to disclose any criminal conviction you may have (excluding minor motoring offences)
- Participate in riotous or disorderly behaviour
- Participate in wilful or negligent damage of University property or property of others
- Harass or behave inappropriately towards staff or other students
- Interfere with any aspect of University work
- Act in a manner that would bring the University into disrepute

Should you be accused of any of the above, proceedings brought forward would be private to you, members of the University considering the offence and your Head of School. The Committee on Student Discipline will decide on the case, the penalty and whether or not the decision will be published.

If you are accused of any of the above, the Student Advice Centre will offer support and guidance.

If you are found guilty of any of the above, any penalty imposed will be recorded on your student file.

For detailed information on the University's Disciplinary Regulations visit:

www.leeds.ac.uk/AAandR/disp_reg.htm

Criminal Offences

The University has a duty of care to its staff and students. If at any time during your academic career at the University you are arrested by the police for a criminal offence you are required to report this immediately to the Office of Academic Appeals and Regulation.

If you are sent for trial the Office of Academic Appeals and Regulation must be kept informed at all stages either by you or your solicitor. If you are convicted, this and the sentence imposed must also be reported to the Office of Academic Appeals and Regulation.

To read the University's Students with Criminal Records Policy Statement in full visit:

www.leeds.ac.uk/AAandR/st_crim_rec.htm

University Residences Disciplinary Regulations

As a student accommodated in University residences, you will be subject to disciplinary regulations should you commit any of the aforementioned in or in the vicinity of any residence.

For detailed information on University Residences Disciplinary Regulations visit:

www.leeds.ac.uk/AAandR/uni_res_disc.htm

University Computer System (UCS) Disciplinary Regulations

As a student who has been granted access to the University's IT/IS facilities, you will be subject to disciplinary regulations should you commit any of the aforementioned

whilst using University of Leeds software or hardware.

For detailed information on the University Computer Systems (UCS) Disciplinary Regulations visit: www.leeds.ac.uk/AAandR/ucs_reg.htm

Social Networking Sites

Social Networking Sites (SNSs) such as Facebook or MySpace, in addition to blogs and wikis, are becoming increasingly useful tools. Leeds University Union and some Schools make frequent use of these for communication purposes. Students are however, requested to use such sites carefully. Neither the University nor LUU would in any wish to inhibit freedom of expression, but students are reminded that any libellous, defamatory or personally abusive comments about other students or about staff, or the posting of images of individuals without their consent, could be viewed as bullying/harassment, and could have legal/disciplinary implications. The University will not seek in any way to monitor the use of such sites, but if issues of concern are raised by individuals, it has a duty of care to investigate and take appropriate action. In the first instance, this would typically be a request to remove or amend the relevant text or images. However, if this request does not lead to a resolution, the University reserves the right to take action under the General University Disciplinary Regulations. The individuals concerned might also initiate legal action independently of the University. We are particularly keen that student members of the University do not inadvertently post items that might lead to risk of action. If students have genuine concerns or complaints about their course or any other provision from the University, the most effective route to having these addressed is to use the established procedures, including raising the issue with their Personal Tutor, Head of School or their Student:Staff Forum. Students may also of course use the University Complaints Procedure, which can be found at:

<http://campus.leeds.ac.uk/docs/stucompsproc.pdf>

Use of Laboratories

Unless you have special permission from the Head of School concerned, students on taught programmes are not permitted to undertake any experimental work in laboratories or workshops, except that which has been approved in connection with the programme onto which you are registered and that which is undertaken at times when the laboratories and workshops are supervised.

Specific laboratory safety information will be provided by your School.

For additional information on health and safety visit:

www.leeds.ac.uk/safety/student_induction.htm

www.leeds.ac.uk/safety/students.htm

Student Health and Conduct in Relation to Professional Practice

This Code of Practice applies only to students following programmes leading to qualifications in the practice of Medicine, Dentistry, Midwifery, Nursing, Radiography, other Healthcare professions and Teaching.

For students following a clinical programme leading to a registrable professional qualification, it is especially important that you demonstrate high standards of conduct and behaviour and it is recommended you contact the relevant statutory body for guidance on professional conduct, the professional standards required and the health issues, if any, which may have a bearing on your fitness to practise.

General Medical Council:

www.gmc-uk.org/

General Dental Council: www.gdc-uk.org/
Nursing and Midwifery Council: www.nmc-uk.org/
Health Professions Council: www.hpc-uk.org/
Training and Development Agency for Schools: www.tda.gov.uk/

The University has a responsibility to ensure that if your health or conduct may lead you to be a risk to the public you should not be permitted to graduate with a registrable degree/award. The University therefore, has the right to terminate your studies if, while enrolled on a programme leading directly to a professional qualification or the right to practise a particular profession, you behave or conduct yourself in such a way - even if such behaviour or conduct takes place outside the University - as to render you unfit to be admitted to practise that profession. This includes:

- Alcohol, drug or substance abuse
- Behavioural problems, including abuse of others, violence or threat of violence, indecency, drug dealing and unprofessional behaviour
- Students who conduct themselves in such a way as to constitute a criminal offence (including conviction for an offence) where that conduct or offence is such as to render the student unfit to practise any particular profession to which that student's programme leads directly.
- Students whose mental or physical health gives rise to concern about a student's fitness to practise professionally or discharge any duties as a clinician in the long term

For more detailed information on the University's Code of Practice on Student Health and Conduct in relation to professional practice visit:
www.leeds.ac.uk/AAandR/codeprac_studhealth.htm

Damage to University Property

If you damage property belonging to the University Union, you may be fined (up to a maximum of £20) and/or suspended from Union privileges.

If, by your own fault, you damage or destroy apparatus or other University property, you will be asked to replace or repair it at your own expense.

For more information visit: www.leeds.ac.uk/AAandR/disp_reg.htm

Interference with the work of the University

Members of the University who engage in activities that deliberately obstruct any aspect of the University or prevent members or employees from going about their lawful business will thereby render themselves liable to disciplinary action.

A-Z OF JARGON

<p>Admissions Tutor Each School has an Admissions Tutor who is responsible for ensuring that all applications receive fair and careful consideration.</p>
<p>Cheating Any attempt you may make to gain an unfair advantage in your study through deliberate and inappropriate means – including collusion where students work together to produce work that should be done independently. (Also see Plagiarism)</p>
<p>Code of Practice A series of documents which outline the University's obligations to you in various areas of learning and teaching.</p>
<p>Committee on Applications The Committee on Applications meets to consider students' requests to transfer programmes of study, consider and resolve appeals against examiners decisions, and consider and resolve cases of plagiarism, cheating or fraudulent or fabricated coursework.</p>
<p>Committee on Student Discipline The Committee considers cases of student discipline and decides upon the imposition of penalties where appropriate.</p>
<p>Compulsory Module These are modules which you must study as part of your programme. Some of these modules may also have to be passed in order to proceed to the next level of your programme or gain your award. (See Programme Catalogue for more information).</p>
<p>Council (The) The Council is the governing body of the University. It has a collective responsibility to promote the University's well-being and, in particular, for the proper management and financial solvency of the institution. Major policy decisions, as well as corporate strategy, are also subject to its approval. The Council has a majority of lay members (neither employees nor students of the University), and includes among its members representatives of staff and students.</p>
<p>Elective Module Some programmes of study allow you to undertake elective modules as well as compulsory and optional modules. Elective modules are entirely free choice and are included so that you can widen your interests beyond your specific area of study.</p>
<p>(European) Diploma Supplement The (European) Diploma Supplement provides a description of the nature, level, context, content and status of studies that you have pursued and successfully completed. The University issues a Diploma Supplement, combined with an official transcript, in support of an official certificate confirming the award of a degree or other academic qualification.</p>
<p>Faculty Learning and Teaching Committee Each faculty has a committee made up of staff and students that is responsible for all matters relating to the delivery of taught programmes of study.</p>
<p>Faculty Special Cases Committee The Faculty Special Cases Committee decides cases that Schools make for individual students. The cases are either requests to set aside regulations (such as allowing a student to progress who has not taken a compulsory to pass module) or to refer a student who has failed the examinations very badly. Students cannot make cases to these Committees but if you are referred you will be given the opportunity to</p>

comment in writing on the School's case.
<p>Formative assessment This is where a mark is given for a piece of work together with comments on specific areas so that you can reflect on what do you well and what could be improved. Marks given for formative assessment are not included in the overall module/ programme mark.</p>
<p>Intercalation It is possible to 'take a year out' of your programme of study to pursue an additional, academically-related qualification or to spend the year on a work placement.</p>
<p>Leeds University Union (LUU) Leeds University Students' Union is a democratic, non-political union which exists to represent your interests. Each year the student body elects a number of union officers whose areas of responsibility include welfare, education, sport and finance. When you register with the University you automatically become a member of the Union.</p>
<p>Mitigating circumstances Mitigating circumstances are significantly disruptive and/or unexpected events which are beyond your control (ie. illness, bereavement) but which might affect your academic performance when submitting assessed work or sitting examinations.</p>
<p>Module A module is a self-contained unit of study which counts towards a qualification. A number of modules will make up your programme of study. Undergraduate programmes consist of 120 credits per year and postgraduate programmes consist of 180 credits per year.</p>
<p>Module Manager A Module Manager is a member of academic staff with responsibility for a module.</p>
<p>Office of Academic Appeals and Regulations The Office is responsible for the University Committee on Applications who investigate and resolve academic appeals and student disciplinary cases. The Office can offer you procedural advice if you have a case under consideration, as well as providing interpretation and advice on regulations for taught programmes of study.</p>
<p>Optional Module Optional modules come from within a prescribed range, specific to your particular programme of study, but where there is an element of choice of which modules you can study.</p>
<p>Parent School This is the School you will be attached to for the duration of your studies depending on where the majority of your modules are based.</p>
<p>Personal Tutor A Personal Tutor is the member of academic staff that is assigned to you by your School. Meetings with your Personal Tutor are to help you discuss your academic progress and any individual or personal difficulties you may want to draw to their attention on a confidential basis (this might also be referred to as pastoral care).</p>
<p>Plagiarism Plagiarism is presenting someone else's work as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance. (Also see Cheating).</p>
<p>Pre-requisite These are modules which must be taken and passed before you can take a particular module at the next level. They contain essential skills and knowledge which you must</p>

have to be able to study at a higher level.
<p>Programme Specification A programme specification sets out what knowledge, understanding, skills and other attributes you will have developed on successfully completing your programme of study. It will also provide details of methods of teaching, learning and assessment.</p>
<p>Programme of Study The programme followed by you which leads to an award of the University. Each programme of study will have specified learning outcomes all of which you will have achieved on successfully completing the programme. You can see the learning outcomes and programme specifications for all programmes of study on request.</p>
<p>Pro-Vice-Chancellor There are four Pro-Vice-Chancellors who are members of the University's management team. The current areas of responsibility are Learning and Teaching, Research, Students and Staff, and Enterprise and Knowledge Transfer. The Pro-Vice-Chancellor for Learning and Teaching acts on behalf of the Vice-Chancellor to consider final outcomes of student appeals and disciplinary cases.</p>
<p>Rules for Award These rules explain how the University will determine whether you have met the progression and eligibility requirements for your programme. They cover issues such as marking, progress from one programme year to another, eligibility for award and classification of degrees.</p>
<p>Semester The academic year is split into two parts, each known as a semester.</p>
<p>Senate The Senate is the principal academic authority of the University. It is subject to the powers of the Council and has some 160 members, 75 of whom are elected, and has 19 student members. It concentrates on major issues of principle and strategy and, in particular, academic priorities. It oversees the academic management of the University, including the curriculum and maintenance of standards.</p>
<p>Session Session is another term for the academic year.</p>
<p>Skills Elective Skills electives are designed to develop specific skills. They can be taken in any year and level 1 skills electives are the only level 1 modules available to be taken beyond the second programme year. A maximum of 20 credits, subject to the provision of the programme of study concerned, may be taken in the final programme year.</p>
<p>Student Portal The Student Portal is a web interface through which you can access all University web content and on-line services.</p>
<p>Student:Staff Forum Each School/Institute has at least one Forum which meets to consider issues raised by students about its programmes of study and modules and to consult students about local developments relating to teaching and learning as well as more general matters. All students have the opportunity to be elected as a member.</p>
<p>Summative Assessment Unlike formative assessment, which gives an indication of your progress so far, all summative assessment/examination is evaluated and graded and will form part of your final module/programme mark.</p>
<p>Supernumerary Module Supernumerary modules are modules taken as extra credits on top of the normal</p>

amount of credits for the year (usually 120 for undergraduate programmes and 180 for postgraduate). You are permitted to register for up to 20 credits of supernumerary modules each year and depending on your Parent School, they may or may not count towards classification.

Transcript

A formal record of study undertaken by an individual student, including grades/marks and achievement (pass, fail) for each module for which you have registered and details of any award (degree, diploma or certificate) achieved.

UNIPOL

Unipol is a non-profit-making charitable company which lets accommodation directly to students.

Union Academic Representative

Each faculty has three elected UARs who represent students on the Student:Staff Forum. Their role is to act as a link between faculties, the Union Education Officer and students. All students are entitled to stand for election.

University Court

The University Court stands beyond and above the University's main decision-making machinery, but plays an important and influential role on behalf of the institution's stakeholders in seeing that the University is well managed, properly governed and responsive to public and local interests and concerns. In particular, the Court serves as a mechanism for - and a symbol of - the University's accountability to the wider community and to diverse stakeholders. The Court has 88 members the majority of whom are external or 'lay' members.

University Secretary

The University Secretary is a senior member of the University with ultimate responsibility for academic appeals and regulation, student complaints and discipline.

Vice-Chancellor

The Vice-Chancellor is the most senior academic and administrative officer of the University.

Virtual Learning Environment (Blackboard)

A Virtual Learning Environment is an on-line 'classroom' of learning and teaching materials and resources.