School of Life Sciences
Biochemistry Courses
Pre-Arrival Handbook 2019
Welcome to your Biochemistry Degree Course at the Schools of Life Sciences and Chemistry, University of Nottingham

PLEASE READ THIS HANDBOOK CAREFULLY. It contains essential information about pre-registering for your degree, contact details and sources of information, information about Week One activities, choosing modules and about being a University student.

You will be given a more detailed Student Handbook when you arrive – we don’t want to overload you with information before you get here! If you have any further queries after reading this handbook please do not hesitate to contact us either through the following website (www.nottingham.ac.uk/studentservices) or by visiting one of the Student Service Centres.

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Important Things to Do Before You Arrive

- **Read this handbook carefully.** It contains important information that will help you prepare for university and successfully complete week 1. You should also read the information provided by the university administration carefully.

- **Registration online:** You will be provided, or already have been provided, with information from the university about online registration. Online registration is open from **2 September 2019** (you will also have to register with the University, the University Health Service and for your course all in person, see the Week I timetable later in this handbook).

- **Optional modules:** Shortly after you arrive you will have to choose optional module(s) for your first year. Further information on the optional modules available can be accessed through [https://www.nottingham.ac.uk/studentservices/services/module-enrolment.aspx](https://www.nottingham.ac.uk/studentservices/services/module-enrolment.aspx) There will also be information provided at your course welcome talk and in the Qualifying Year handbook (which you will receive on your first day) on the optional modules available and the module enrolment process.

- **Order a laboratory coat.** The School will provide you with a laboratory coat free of charge. Please go to the WWW site below and indicate the size you require (deadline 24 September 2019 at 5pm).
  
  [https://tinyurl.com/labcoat2019](https://tinyurl.com/labcoat2019)

- **Computers:** The University provides computers for student use throughout the campus but you may wish to bring your own. Information about the Student Network Service and requirements for connecting to the SNS can be found here:
  
  [http://www.nottingham.ac.uk/IS/connect/SNS/index.aspx](http://www.nottingham.ac.uk/IS/connect/SNS/index.aspx)

- **Disabilities:** The University of Nottingham is committed to promoting access for students who have a disability, dyslexia and/or a long term medical condition. For more information about the services available to students with disabilities see:
  
  [http://www.nottingham.ac.uk/StudentServices/supportforyourstudies/index.aspx](http://www.nottingham.ac.uk/StudentServices/supportforyourstudies/index.aspx)

  Please contact the Disability Liaison Officer for the School of Life Sciences (Dr Tim Simpson) if you would like to discuss any concerns you might have.

  Email: timothy.simpson@nottingham.ac.uk

- **Social Media Policy** - familiarise yourself with the Universities Social Media Policy - [https://www.nottingham.ac.uk/CurrentStudents/Student-Charter/Student-Community/Social-media-policy.aspx](https://www.nottingham.ac.uk/CurrentStudents/Student-Charter/Student-Community/Social-media-policy.aspx)
Checklist for Week 1

- **Timetable**: Look at the timetable for Week 1 (next page) and know what registration events/talks you must attend.

- **University Registration**: If you have not done so already ensure you have registered with the University online and received a university user name. **You must also attend the university registration session at the David Ross Sports Village on Tuesday, 24 September 2019, 3.00pm.**

- **Health Centre registration**: Register with the University of Nottingham Health Service, if you wish to do so (recommended) at the University Great Hall/Senate Chamber, Trent Building (Wednesday 25 September 2019, 8.00-12.30).

- **E-mail**: Make sure you can access your University email account. We will only use your university e-mail address.

- **Tutor**: Meet your tutor on Wednesday 25 September at 16.00pm (see Week 1 timetable).

- **University Digital Resources**: Attend the talk on the Library Services, Moodle (the university’s WWW – based system to support teaching and learning) and other digital resources. The details of the session will be confirmed to you during the registration event on Monday, 24 September 2019.

- **Module timetable**: Know when and where your first lectures are for your autumn modules (see this booklet for your week 1 timetable). It is important that you attend these first lectures as further information about the module, including timetables and a handbook, are often given then. For week 2 and subsequent weeks your complete timetable can be found at MyTimetable: [http://www.nottingham.ac.uk/studentservices/services/teaching-timetabling.aspx](http://www.nottingham.ac.uk/studentservices/services/teaching-timetabling.aspx)

Log in with your university username and password.
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
<th>Venue</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>Monday</td>
<td>10.00-11.30</td>
<td>Biochemistry welcome and registration</td>
<td>A13 Pope Building</td>
<td>YOU MUST attend this AND the university registration (see below)</td>
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<tr>
<td></td>
<td>13.00-14.00</td>
<td>Welcome and registration event (all teaching groups)</td>
<td>A150 – Coates Road Auditorium</td>
<td>Welcome by Professor James McInerney (Head of School), Professor Michael Randall, Associate Pro-Vice Chancellor (Education and Student Experience), Student Welfare and Academic Support</td>
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<td></td>
<td>15.00-16.00</td>
<td>Language Modules Talk</td>
<td>B3 Life Sciences Building</td>
<td>A short talk on the optional language modules available for new students (Optional Session)</td>
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<tr>
<td>Tuesday</td>
<td>10.00-11.15</td>
<td>Talks on safety, disability, welfare and RSC</td>
<td>X1/X2 Chemistry Building</td>
<td>BIOCHEMISTRY AND BIOLOGICAL CHEMISTRY STUDENTS ONLY. Presented by the Safety Officer, Disability Learning Officer and the School of Chemistry Welfare Manager. A Talk from the Royal Society of Chemistry (RSC)</td>
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<tr>
<td></td>
<td>11.15</td>
<td>Collection of book bundles (Blackwells)</td>
<td>Portland Building</td>
<td>If you have pre-ordered a textbook pack you can collect it in the foyer, from Blackwell representatives</td>
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<tr>
<td></td>
<td>15.00</td>
<td>University Registration</td>
<td>David Ross Sports Village</td>
<td>YOU MUST ATTEND THIS</td>
</tr>
<tr>
<td>Wednesday</td>
<td>08:00 - 12.30</td>
<td>University Health Service registration (Please allow at least 30 minutes).</td>
<td>Great Hall/Senate Chamber, Trent Building (see campus map)</td>
<td>YOU MUST ATTEND THIS - You can register any time during this slot.</td>
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<tr>
<td></td>
<td>10.00</td>
<td>Distribution of lab coats</td>
<td>A1 Life Sciences Building</td>
<td></td>
</tr>
<tr>
<td>Thursday and Friday</td>
<td></td>
<td>Lectures commence.</td>
<td></td>
<td>Information on your timetable can be accessed at <a href="http://www.nottingham.ac.uk/studentservices/services/teaching-timetabling.aspx">http://www.nottingham.ac.uk/studentservices/services/teaching-timetabling.aspx</a></td>
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General Information

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<th>Contact Details</th>
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| **Postal Address:** | University Park East Student Service Centre  
The University of Nottingham  
University Park  
Nottingham  
NG7 2RD |
| **Student Service Centre** | [www.nottingham.ac.uk/studentservices](http://www.nottingham.ac.uk/studentservices)  
Tel: 0115 7486500 |
| **Course Director** | Dr Ian Kerr (Life Sciences) Tel: 0115 8230122  
ian.kerr@nottingham.ac.uk |

### University Dates 2019-20

<table>
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<tr>
<th>Terms</th>
<th>Semesters</th>
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<tr>
<td>Autumn</td>
<td>Autumn</td>
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| Monday 23 September 2019 – Friday 13 December 2019  
Spring      | Monday 13 January 2020 – Friday 03 April 2020  
Summer     | Monday 04 May 2020 – Friday 19 June 2020 |

<table>
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<tr>
<th>Exam Dates (provisional)</th>
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| Autumn  
Monday 13 January 2020 to Saturday 25 January 2020 – including Saturday 18 January 2020  
Spring  
Monday 18 May 2020 to Saturday 06 June 2020 – including Saturday 23 May and 30 May 2020  
Resits  
Monday 17 August 2020 to Wednesday 26 August 2020 – excluding Saturday 22 August 2020 |

Please note: The University requires you to remain in residence throughout the full period of each term, including the first and last days of term.

### Useful Links

- University of Nottingham homepage: [http://www.nottingham.ac.uk](http://www.nottingham.ac.uk)
- School of Life Sciences homepage: [http://www.nottingham.ac.uk/life-sciences](http://www.nottingham.ac.uk/life-sciences)
- School of Chemistry homepage: [http://www.nottingham.ac.uk/chemistry/](http://www.nottingham.ac.uk/chemistry/)
- Module Catalogue: [http://modulecatalogue.nottingham.ac.uk/nottingham/](http://modulecatalogue.nottingham.ac.uk/nottingham/)
- Accommodation: [http://www.nottingham.ac.uk/accommodation/accommodation.aspx](http://www.nottingham.ac.uk/accommodation/accommodation.aspx)
- Student Services: [http://www.nottingham.ac.uk/studentservices/](http://www.nottingham.ac.uk/studentservices/)
- Moodle: [https://moodle.nottingham.ac.uk](https://moodle.nottingham.ac.uk)
About Being a University Student

Surviving the first week

You will find it strange being away from home, especially if it is a new experience for you. Try to ensure you know where you have to go and when in advance so that you don’t miss anything. There will be organised introductory sessions during the first week that will help you for the rest of your time at Nottingham. Don’t miss them because you didn’t read your timetable. Plan where you have to go in advance and ensure you know the way. It will take a while to find your way around so allow enough time.

You will meet the teaching staff at various events in the first half of the first week and you will meet your Personal Tutor. He/she can help you with any questions you have.

Remember that teaching starts on Thursday 26 September 2019. Don’t miss the first lectures as these may well contain important information/handouts you will need for the rest of the session.

Attending lectures

Studying at University can be quite a change from being at School. You may have been in a small class at School, but you may well find yourself in a lecture room with 180 to 350 other students depending on which modules you take.

Think of the logistics of 200 students getting out of a lecture room as another 200 want to get in! It pays to get to lectures a few minutes early. Arriving late not only disrupts the lecturer but you may miss some important announcements at the start of the class.

TAKE A PEN AND PAPER! You will probably get handouts and there may well be notes on Moodle, but there is nothing more useful than taking some notes during the lecture and writing them up afterwards while the information is still fresh in your mind. This guarantees you will have thought about the information in the lecture at least once before you have to revise for an examination. If you haven’t taken notes in class before, there is information about study skills on the University website to guide you and your tutor will help you. It takes time, but learning to study independently and managing your studies is an essential part of being at University.

Attending tutorials:

Tutorials are provided for several reasons:

- You have the opportunity to ask questions about your course or other related matters;
- You will be given work to do to help your learning and understanding of the course;
- You will develop transferable skills including essay writing, giving short talks, solving problems - all of which are essential if you wish to follow a career in science.

It is important to develop a good relationship with your Tutor. He/she will be a person you will want to ask to write references for you when you apply for jobs. If you don’t attend they won’t know who you are!

Coursework

When you are given assignments (lab reports, essays) to complete you will be given a deadline to hand in your work. **You must meet these deadlines.** There is a University wide standard late submission penalty of a deduction of 5% per day for any work that is handed in late. If you have a genuine reason why you may not be able to meet the deadline let the convenor of the module or your tutor know in advance and you may be able to be given an extension to the coursework deadline.
Academic staff

The lecturers in your School have many jobs to do. They are not just there to teach. Most of the time they will be involved in scientific research projects or School and University administration activities. They have to publish research papers and attract research funding from granting bodies. This is becoming extremely difficult and takes a lot of time. Of course, teaching is a very important part of their job, but it is your responsibility to learn rather than ‘be taught’. This is different to being at School and you must adopt a professional attitude to your studies.

Staff are there to help you, but you need to appreciate their other important jobs and be prepared to make appointments if you wish to see them outside scheduled lectures, laboratory sessions or tutorials. Be professional when talking to staff or emailing them. Check how your tutor wants to be called for example. It may not be appropriate to email the Course Director and start your message with “Hi XXXX”.

In lectures show respect for the lecturer and the other students in the class by keeping quiet unless asking a question and ensuring your mobile phone is switched off.

Welcome from the Course Director

If you have read this far then well done - you will make a model student!

You will have worked hard to get to Uni and, now that you are here, we hope you get the most from your time by continuing to study hard and being professional in your attitude to your degree. Moreover, we want you to get the most from the experience of being at University by taking advantage of the opportunities that will come your way in sport, recreation, socializing and other aspects of University life.

I look forward to seeing you at the main induction event on Monday 23 September.

Dr Ian Kerr
Course Director for Biochemistry