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1 How and why to use this diary

☆☆☆☆☆ These remain exceptional times and, at the time of writing (June 2021), it is not *exactly* clear how your university experience in 2021/22 will differ from that before COVID-19. We have developed new methods to deliver your programme during the pandemic, employing the latest teaching technologies, but the associated uncertainties have complicated the production of this diary. It may be, for example, that some resources mentioned in these pages have amended access arrangements in 2021/22. To keep this guide as up-to-date as possible, therefore, we have included lots of QR code links to the web, displaying contemporary online information. Please review these, and take heed of announcements from the University during 2021/22 to ensure that you fully understand your learning environment and optimise your experience.

For your convenience, this diary is split into sections and colour-coded pages presented in the following order.

- White pages (Sections 2 to 5): information about your Programme, School and University.
- Light blue pages (Sections 6 and 7): Information to help you study, including details of the support for you at LJMU.
- White pages (Section 8): The diary pages
- Light blue pages (Sections 9 to 10): Here you will find useful information about Student Life in Liverpool.
- White pages (Sections 11 to 14): A glossary of terms commonly used in universities, information about electronic planning tools, an academic calendar and map.





You'll find lots of helpful tips throughout this guide and some of the most useful are identified by this lightbulb symbol.

QR codes


QR codes provide a convenient means of transferring printed hyperlinks to the internet browser of your mobile device. Your 'phone camera may already be able to read QR codes. If not,

download a free App: Search for 'QR code reader'. Once downloaded, check you can open the LJMU Student homepage using the QR code below:

LJMU Student Homepage		https://www.ljmu.ac.uk/students
		

Why you should use this diary

Your experiences during your first year will significantly determine whether you graduate. The most common reasons why new students withdraw are the challenges of higher-level study and forming supportive social relationships. While this diary will not help you to make friends (but, hey, who knows?!), it can help you to organise your studies. It has been found that academic performance is positively correlated against students' *planned* hours of academic study.

	<p>Students who routinely plan their time perform better in assessments e.g. Thibodeaux et al (2017) <i>Journal of Advanced Academics</i>, 28(1), 5-27.</p>
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It has been suggested that universities could and should play a more active role in helping new undergraduates develop time management skills. You are holding in your hands our response to this suggestion. Having a diary is not enough, however. Research conducted in the Faculty in 2018 showed that only *using* the diary was significantly associated with a positive first-year experience.

2 Introduction

Welcome to the Biochemistry Programme in the School of Pharmacy & Biomolecular Sciences, we hope you enjoy your studies with us at Liverpool John Moores University and find the 2021 – 2022 academic year an enjoyable one.

We know that the transition from school to university can be very daunting – you will have timetabled lectures, practical classes, tutorials, seminars and assessment deadlines and you will need a way of keeping track of all those activities, we hope that you will find this planner useful.

Your diary also contains important information for you about the university, the school, key contacts and other important aspects of student life and you should read through it carefully. However, if you need any further information or help please feel free to contact your Programme Leader or your Level Tutor or your Personal Tutor and we will do all we can to assist you, be assured that all your programme team will be doing everything they can to support you in achieving your academic and career goals. Our aim is that you will find the course rewarding and enjoyable.

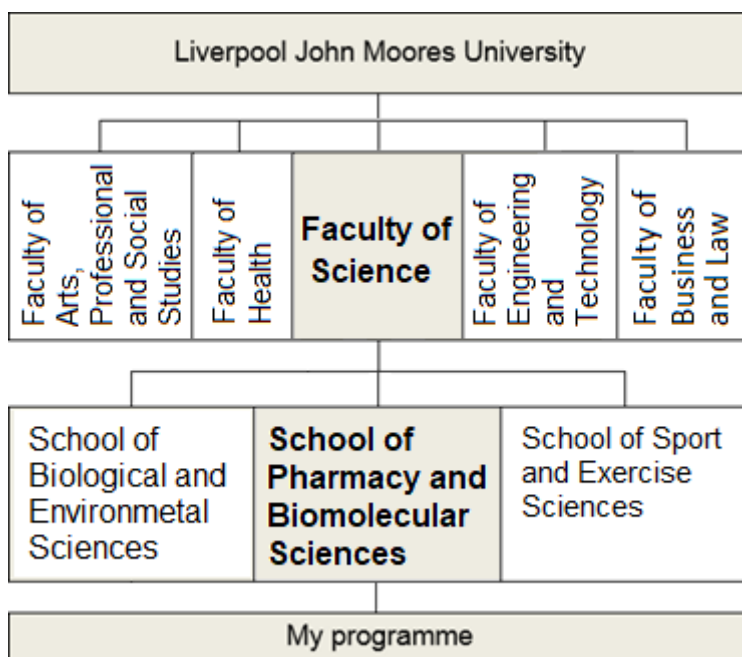
Best wishes for a successful 2021 – 2022.

Dr Iain Hargreaves, Programme Leader for Biochemistry and the Biochemistry Programme Team

3 My School

School of Pharmacy and Biomolecular Sciences (PBS)

The Faculty of Science at Liverpool John Moores University (LJMU) is composed of three Schools. Your School is based within the Byrom Street campus, occupying the James Parsons Building. You may occasionally use teaching facilities off this site and a map of LJMU is included at the rear.



Sources of help within PBS

Academic Tutors

Your academic tutors will lead your taught sessions. If you have any queries regarding taught content, it is best to chase this up with the particular member of staff that taught the material. For assessments, it is usual to seek help from the

member of staff that will ultimately mark the work, and arrangements for help with assessments will be clarified.

Module Leaders

The module leader organises the teaching and assessment for a particular module. If you have a query about the timetable, academic content, or your marks for a module then you should contact the Module Leader; their name can be found in the Module Handbook on Canvas.

Personal Tutor

You will meet regularly with your personal tutor and they are normally the first port-of-call if you have issues that are interfering with your study. Your Personal Tutor may refer you to University Professional Teams (Section 7), the Level Tutor, or Programme Leader, depending on the issue.

Level Tutor

The Level Tutor oversees the teaching for a whole level of a Course e.g. foundation year (level 3) or first-year (level 4). They may also help with issues referred by your Personal Tutor.

Programme Leader

The Programme Leader is responsible for the entire programme and is involved in the development of your curriculum and its delivery.


Careers and Employability Consultant


Laura Aldridge is the Careers and Employability Consultant for the School of Pharmacy and Biomolecular Sciences. You may meet Laura in lectures as part of your course's delivery team or during themed panels and events. A team of Careers and Employability Advisers is on hand throughout your degree to provide you with personalised advice & guidance to accelerate your job search, CV and interview technique. Telephone 0151 231 2048 or email careers@ljamu.ac.uk to book an appointment (See Section 7.5 for full details).


4 My Academic Staff


These are the principal tutors that teach on the Biochemistry programme and have level tutor roles. You will have lectures from other staff within the Faculty of Science that have specialisms aligned with your course. It is likely that your personal tutor will be one of these members of staff.


Principal staff for Biochemistry


	Dr Iain Hargreaves	
	Senior Lecturer in Clinical Biochemistry	
	E: i.p.hargreaves@ljmu.ac.uk	
	T: 0151 231 2711	Rm: 10.06
Programme Leader for Biochemistry 4104BCBMOL: Physiological Biochemistry Module Leader		


	Dr Helen Burrell	
	Programme Leader Forensic Science	
	E: h.e.burrell@ljmu.ac.uk	
	T: 0151 231 2165	Rm: 10.09
4103BCBMOL: Introduction to Cell and Molecular Biology module leader, Senior Lecturer in Cell & Molecular Biology		


	Dr Iain Dykes	
	Senior Lecturer in Molecular Biology	
	E: I.M.Dykes@ljmu.ac.uk	
	T: 0151 231 8100	Rm: 9.03
4113BCBMOL: Introduction to Molecular Biology module leader		

	Dr Katie Evans	
	Senior Lecturer in Microbiology	
	E: k.evans@ljmu.ac.uk	
	T: 0151 231 2334	Rm: 10.05
4106BCBMOL: Introduction to Microbiology & Biotechnology Module Leader & Sandwich Placement Co-ordinator		


	Dr Andy Powell	
	Senior Lecturer in Biochemistry	
	E: @ljmu.ac.uk	
	T: 0151 231	Rm: 9.10c
Level 6 Tutor for Biochemistry		


	Dr Amanda Reid	
	Programme Leader Biochemistry	
	E: a.j.reid1@ljmu.ac.uk	
	T: 0151 231 2058	Rm: 10.09
4101BCBMOL & 4105BCBMOL Module Leader, 3410FNDSCI and 3411FNDSCI Module leader Senior Lecturer in Biophysics & Level 4 Tutor		

	Dr Kehinde Ross	
	Senior Lecturer in Biochemistry & Cell Biology	
	E: @ljmu.ac.uk	
	T: 0151 231 2567	Rm: 9.10b
4102BCBMOL: Introduction to Structural & Functional Biochemistry Module Leader, Level 5 Tutor for Biochemistry		

	Dr Giles Watts	
	Senior Lecturer in Genetics	
	E: G.D.Watts@ljmu.ac.uk	
	T: 0151 231 2416	Rm: 10.02b
Senior Lecture in Genetics, Level 3 Tutor for Biochemistry		

Other Level 3 Module Leaders

	Dr Phil Denton	
	Principal Lecturer in Physical Chemistry	
	E: P.Denton@ljmu.ac.uk	
	T: 0151 231 2035	Rm: 221a
Module Leader for Introductory Chemistry and Cell Biology		

	Dr Sandra Fawcett	
	Lecturer in Skin Physiology	
	E: S.A.Fawcett@ljmu.ac.uk	
	T: 0151 904 1984	
Module Leader for Human Anatomy and Physiology		

	Dr Barry Nicholls	
	Senior Lecturer in Chemistry	
	E: B.S.Nicholls@ljmu.ac.uk	
	T: 0151 231 2185	Rm: 202b
Module Leader for Fundamentals in Inorganic and Physical Chemistry		

5 My Programme

Programmes

Your validated University award has a programme specification. A programme specification is a concise description of the intended learning outcomes of a programme and how these outcomes can be achieved and demonstrated, this is available on Canvas and you should make a copy for future reference.

In undergraduate programmes of greater than 240 credits, academic delivery is semesterised. A semester is defined as a period of study of up to 15 weeks. However the following types of modules are exempt from the above requirement for semester-based delivery:

- (i) Level 6 and Level 7 research modules
- (ii) Level 6 and Level 7 work-related modules
- (iii) Level 3 and Level 4 skills development modules

Undergraduate Awards

Bachelor's degrees with honours and integrated Master's degrees are classified (see later). All other undergraduate qualifications are graded.

Bachelor's degree with honours

360 credits: 120 at Level 4, 120 at Level 5, 120 at Level 6.

Bachelor's degree with honours including a sandwich

placement year or additional study abroad year

480 credits: 120 at Level 4, 240 at Level 5, 120 at Level 6.

Students take a 120 credit Level 5 placement module or study abroad module.

Diploma of Higher Education (DipHE)

240 credits, 120 at Level 4 and 120 at Level 5.

Diploma of Higher Education (DipHE) including a

sandwich placement year or additional study abroad year

360 credits: 120 at Level 4 and 240 at Level 5. Students take

a 120 credit Level 5 placement module or study abroad module.

Certificate of Higher Education (CertHE)

120 credits at Level 4.

Credit

One credit equates to ten notional hours of learning. The standard academic year for a full-time student studying an undergraduate programme equates to 120 credits and 1200 notional hours of learning.

Modules

The module proforma is the validated source of information about the module. It includes the level, credit rating, aims, learning outcomes, the assessment components and weightings, learning activities and outline syllabus. Module proforma are available and you should save a copy for yourself for future reference and for when you graduate from the University.

Your modules are all 20 credits except for a research project module at level 6 which is 40 credits. All level 3, level 4 and level 5 modules in your programme are core and at level 6 you have an option.

Level 3 (Foundation year) Modules

Code	Title	Sem	Leader
3410FNDSCI	Skills & Perspectives in Science 1	1	Dr Amanda Reid
3402FNDSCI	Introductory Chemistry & Cell Biology	1	Dr Phil Denton
3404FNDSCI	Fundamentals of Physical & Inorganic Chemistry	1	Dr Barry Nicholls
3411FNDSCI	Skills & Perspectives in Science 2	2	Dr Amanda Reid
3408FNDSCI	Fundamentals of Organic Chemistry	2	Dr Ray Fox
3412FNDSCI	Human Anatomy and Physiology	2	Dr Sarah Fawcett

Level 4 Modules.

Module Code	Title	Sem	Module Leader
4113BCBMOL	Practical and Employability Skills in Biochemistry	1	Dr Amanda Reid
4102BCBMOL	Introduction to Structural & Functional Biochemistry	1	Dr Kehinde Ross
4112BCBMOL	Introduction to Cell Biology	1	Dr Helen Burrell
4104BCBMOL	Physiological Biochemistry	2	Dr Iain Hargreaves
4114BCBMOL	Introduction to Molecular Biology	2	Dr Iain Dykes
4106BCBMOL	Introduction to Microbiology & Biotechnology	2	Dr Katie Evans

Level 5 Modules

Module Code	Title	Sem	Module Leader
5101BCBMOL	Methods in Biochemistry	1	Dr Amanda Reid
5102BCBMOL	Metabolic Biochemistry	2	Dr Iain Hargreaves
5103BCBMOL	Microbiology & Biotechnology	1	Dr George Sharples
5104BCBMOL	Structural & Functional Biochemistry	1	Dr Andy Powell
5105BCBMOLL	Molecular Biology & Functional Genomics	2	Dr Giles Watts
5106BCBMOL	Molecular Cell Biology	2	Dr Kehinde Ross

Level 6 Modules

Module Code	Title	Sem	Module Leader
6100GNBMOL	Research Project	1 & 2	Dr Glyn Hobbs
6101BCBMOL	Advanced Structural & Functional Biochemistry	1	Dr Andy Powell
6102BCBMOL	Biochemistry Symposia	1	Dr Giles Watts
6103BCBMOL	Advanced Cell & Molecular Biology	2	Dr Helen Burrell
Optional Modules - take one			
6104BCBMOL	Microbial Technology	2	Dr Glyn Hobbs
6107BMBMOL	Biomaterials	2	Dr Nick Bryan
6108BMBMOL	Work-based Learning	2	Dr Katie Evans

There may also be some options available not listed above by the time you get to level 6 or some option changes by the time you get to level 6!

Please use the table below to fill in your module assessments for this academic year

Module	Assessment	Due Date	Exam?

University Tips

Computer Do's and Don'ts

Do

- Save work at regular and frequent intervals
- Save work on your M drive and on a USB stick
- Set up folder and name your work appropriately so you can find it
- Save the programme handbook, module handbooks and anything else from Canvas so that you will have access after you leave University, you will not get printed copies and you will not be able to access Canvas once you graduate. You may well be asked to show details of your programme by future employers or if you apply for postgraduate study – especially abroad.

Don't

- Just email your work to yourself and never work from an attachment – save it first.
- Work late on an assignment and try to submit it just on the deadline time – if there are problems and the work does not get submitted it will be regarded as “non-submission” and you will get zero and will be deemed to not have attempted the assessment.

General Tips

- Check Canvas and your emails regularly – if you have a smartphone then you can get the emails sent directly to your phone. For more information see IT support pages
- You will be given a personal tutor – make sure you know where their office is.
- Do ask the academic staff for help or if you are unsure about anything. Facebook rumours may be incorrect!
- Do not leave assignments until the last minute – this will put you under pressure and will affect your marks.
- Do use this planner to keep track of your assignments and upcoming events.

- Do use the Harvard referencing system in your work. Please see <https://www2.ljmu.ac.uk/studysupport/69049.htm>
- The University does have an attendance policy and non-attendance is monitored and if you are not attending sufficiently you can be withdrawn from your programme of study.

Lecture, Seminar and Practical Etiquette

Lectures

- Arrive preferably early and ready to start on time. Students' arriving late is very off putting for both the academic member of staff as well as your fellow students.
- Be respectful and listen to the lecturer – do not talk in lectures it is unfair to those students around you who want to listen to the lecturer.
- It may be “cool” to sit at the back, but you will get a better experience by sitting nearer the front.
- Do not use your mobile phone in lectures.
- If you are recording please ask the lecturer's permission – preferably beforehand via email and then again before the start of the session.
- Do print off any material needed beforehand, but be prepared to make notes as well.
- Do read through the previous lecture and textbooks, journal articles beforehand so that you get the most out of the lecture.

Seminars

- Prepare for a seminar or workshop by doing the necessary preparation beforehand.
- Arrive preferably early and ready to start on time. Students' arriving late is very off putting for both the academic member of staff as well as your fellow students, especially if the member of staff has to go through any instructions again.
- Do not use your mobile phone in seminars or workshops.
- Be respectful and listen to others.
- Do not be afraid to ask for help, voice any answers etc.

Practicals

- Prepare for a practical session by reading through the practical schedule beforehand. It may well be available on Canvas before you get a hard copy given to you.
- Arrive early and ready to start on time. Students' arriving late is very off putting for both the academic member of staff as well as your fellow students, especially if the member of staff has to go through any instructions again.
- You should put your belongings in the lockers outside the laboratories (note these are NOT secure).
- You should put on your lab coat prior to entering the laboratory and tie back any long hair.
- Please wear sensible shoes, no high heels or open toed sandals, flip flops etc.
- There is a strict no eating or drink policy in force in laboratories – this includes chewing gum.
- Please make sure you wash your hands after a practical session – there are designated handwashing basins for this in each laboratory.
- Please follow any instruction given by the academic or technical staff, and if you are unsure please ask.

Personal Development Planning (PDP)

All students are assigned a Personal Tutor. Your personal tutor is a key guide for you throughout your whole academic career here at LJMU, and may well be the academic member of staff who you ask to provide you with a reference.

Your personal tutor can help you develop in a number of ways, they are not only there to help when you have a problem, they can help you review your academic progress and develop your career plans.

You will be invited to meet with your personal tutor on a one to one basis as well as attending regular group tutorial sessions.

These one to one sessions are to:

- Discuss your progress on your degree
- Review your feedback on assignments
- Consider career plans. This is often called Personal Development planning or PDP.

The QAA definition of PDP is “*a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal development*”. So PDP sessions can be a very useful opportunity to discuss how you are getting on academically and to explore your future plans. But, you have to be proactive, to get the most out of the sessions you must prepare for the sessions in advance.

Remember to take any feedback you have had on assessments so that you can discuss your strengths as well as areas you may need to develop further. It is also a good idea to make note of advice that your tutor(s) have given you and any actions you have need to take. It is also useful to make a note of your experiences and skills as you go along – otherwise known as CV building. Please use the tables provided in this planner for this.

Remember you can contact your personal tutor (email is usually best) at any time to discuss personal problems or any issues arising with your studies and they will be happy to help, but can only do so if they are aware of any issues.

CV Record of Experience and Skills

What I did	When? With Whom?	Experiences Gained

PDP Meetings

Use this table to make notes in your meetings with your personal tutor.

Semester 1

Topics Discussed	Date of meeting	Notes
Modules		
Assessment feedback		
Academic Progress		
Aims for next semester		

Long term aims		
Actions to be taken		
Problem areas		

Miscellaneous:

Semester 2

Topics Discussed	Date of meeting	Notes
Modules		
Assessment feedback		
Academic Progress		
Aims for next semester/next year		
Long term aims		

Actions to be taken		
Problem areas		

Miscellaneous:

6 Studying at LJMU

University is very different to school or college. You will be expected to organise your time and prepare for classes with minimal supervision. Most notably, the weekly diet of homework has gone: It's up to you to do the necessary background reading and to arrange meetings with academics outside of classes to ensure that you have a good grasp of the topics covered.

Considerate Working within the Faculty of Science

Within taught sessions...

- Arrive in good time; latecomers distract both staff and students and may be denied entry to some sessions e.g. for health and safety reasons.
- Switch your mobile devices to silent.
- Refrain from talking over; it is disrespectful and disruptive to both staff and students.
- Use in-class technologies, e.g. Vevox, in a respectful manner.

If your behaviour is inappropriate then you will be asked to leave (LJMU Student Code of Behaviour: Operational obstruction).

Within IT suites used for teaching...

- Leave promptly when requested to do so by staff; the room is needed for pre-booked teaching.
- If a sign on the door reads 'No Entry' then do not go in, even if you only intend to use a printer. Open access printers are available (Section 6.8).

6.1 Equality, diversity & inclusivity (EDI)



The University is committed to promoting an ethos that safeguards the dignity and wellbeing of everyone and encourages practices that take into account the rights of individuals to be treated with dignity and respect. It recognises that discrimination, harassment and victimisation may be experienced by all in a number of ways, including day-to-day interaction with colleagues, peers, visitors and staff.

The University does not tolerate any form of discrimination which it recognises as unacceptable, discriminatory and unlawful, and is proactive in ensuring that people are treated fairly. This commitment is consistent with the significant progress that the University has already made in this area.

The University recognises the valuable contribution that can be made by staff and students in terms of qualities of experiences brought to learning, teaching, support services, research, consultancy, enterprise, widening participation, administration and management.

Respect, Always

Respect, Always is a collaboration between LJMU and JMSU which aims to get to the heart of what 'respect' means to us all as individuals and to collectively recognise this across the University.

<p>Respect Always</p>		<p>https://www.ljmu.ac.uk/campaigns/respect-always</p>
		

6.2 Online and PC resources

Like them or loathe them, it's impossible to complete a degree at a modern university without using a computer.

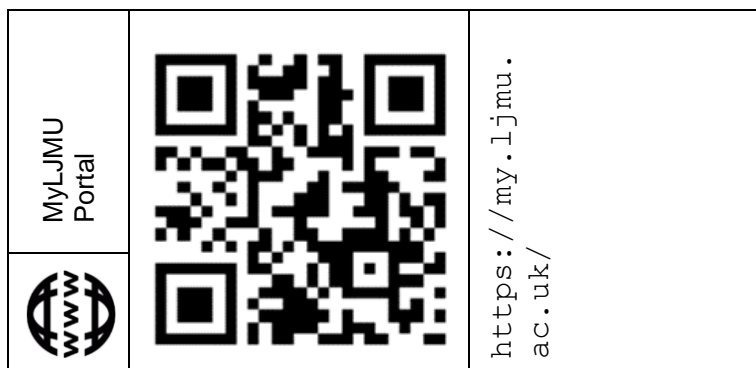
Canvas

This is LJMU's virtual learning environment (VLE).

MyLJMU

This website provides a one-stop shop for your academic needs and can help you to:

- View your timetable
- Change your LJMU account password
- Access your module results
- Notify the University when you are absent
- View your exam timetable
- Access programme documents
- Arrange to meet a tutor (via the SeeMyTutor booking tool)



See Section 6.8 for the location of IT Suites on your campus.

PCs in Social Zones are accessible during normal building hours while the other suites are routinely booked for teaching. If you are working in an IT suite when a new teaching session is about to commence then you should save, log off and vacate. If you arrive at an IT suite then a sign on the door will indicate whether or not you are able to enter.



You can normally book laptops for daily use from Byrom St BS/321a and the Byrom St Student Social Zone but COVID changes may apply.

During lockdowns, PCs across LJMUs three libraries may be booked in advance. Session slots are for a fixed number of hours and you can use the online PC booking tool. *Note that this link may change due to COVID so please check the Library website if it does not work.

LJMU PC booking tool		https://mypc.ljmu.ac.uk/cire/log-in.aspx *But see caveat, above
		

Computers off-campus

You can access the University's IT resources using off-campus applications, accessed from a link on the LJMU Student homepage. After you have downloaded the requisite software, you can replicate your LJMU desktop on your PC at home. Using off-campus applications provides access to LJMU's electronic resources, such as the App Player. It also allows you to read content on websites hosted by third parties, e.g. journals that would otherwise be behind paywalls.

Email etiquette

For the first time (probably) you have electronic access to your educators, but use this power wisely. For example, don't request information about your course that can be readily found on University websites. Emails from your LJMU email account require log-in credentials. A member of staff receiving

an email from joebloggs@gmail.com cannot be sure that it is from who it claims to be from and may not reply.



Use only your university Outlook account when emailing academic staff because this is an authenticated email account.

Decide if an email is needed at all: can your issue be resolved in person or 'phone? This might be a quicker alternative: email is not an instant messenger service after all. The SeeMyTutor tool for booking appointments is available via the MyLJMU portal (Section 6.1).

Include a clear subject line in emails to staff, perhaps stating the module code or the particular part of the course that has prompted the email. It is usual to address staff formally, e.g. Dear Dr Smith, in the first instance, and it will be clear from staff replies if a less formal greeting is acceptable in future.

Keep emails concise and to the point, avoiding slang (e.g. internet abbreviations) and capital letters. Use a proper closing line, such as 'Best regards' or 'Kind regards'. Again, staff replies may indicate a less formal sign-off is acceptable. Finish your email with your full name and programme of study, perhaps employing the 'Signature' tool within Outlook.

6.3 Timetable

There are three main sources of timetable information:

6.3.1 *Your personal timetable*

This is available for most programmes but not used on those courses where modules are regularly divided up for teaching. You can access it via MyLJMU (Section 6.1).

6.3.2 Room booking timetable (Syllabus Plus)

These online timetables show all the rooms that are booked for teaching, searchable by School, programme and module. Be mindful that some modules are divided into smaller groups, most commonly for laboratory work and workshops within IT suites. Each group might then be scheduled to attend on different days and/or times.

6.3.3 Module timetables on Canvas

These provide full details over scheduling, including instances where the module is divided into smaller groups and names of teaching staff.



Consult your personal timetable on MyLJMU (if available) or module handbooks on Canvas to find out the precise sessions that you should attend.

6.4 Classes

In general, staff will pre-publish material for taught sessions on Canvas. For lectures, this is often in the form of PowerPoint slides. For practical work, it's normal to receive instructions and health and safety information before the session starts.

It's important that you look at pre-published material before you attend (online or in person) to help your understanding. If anything looks like it will be particularly challenging to you, then don't hesitate to consult relevant chapters of a textbook before the session.

It's up to you *how* you make notes during classes but it's critical that you *do* make notes because:

- The lecturer may refer to some concepts that are not included within the pre-published material.
- You may want to add your own interpretation of the pre-published material to help your understanding.



Save digital copies of materials e.g. handbooks:
You may be asked to provide these for future study or employment after your access to Canvas ends.

For lectures, some students prefer to print-off slides in advance and annotate them by hand during class. Others may use a tablet or laptop to digitally annotate using software e.g. Adobe Reader XI (or above) for PDF files.




If you keep paper notes then it's worth investing in a ring binder, hole punch and coloured dividers.
Keep some lever-arch binders at home for storage.

Unless you have an Independent Student Learning Plan that permits audio recording, you should ask a lecturer's permission to audio record before the session starts.

6.5 Student administration services

LJMU is committed to providing first-class support to students and to responding to student feedback. We offer most of our services online via the MyLJMU portal (Section 6.2), meaning that you do not have to make a special trip to complete essential administrative processes; you can do most things online through the My Services link, including;

- Requests for letters confirming enrolment,
- Council tax exemption certificate,
- Change of address notifications,
- Personal circumstances (Section 11),
- Leave of absence requests,
- Sponsorship – Tuition fee payment.

 During normal operations, you can call into your Faculty Administration Office (for location see Section 6.7). This might be if you would like to speak to someone, to submit a piece of coursework or have an assessment query. You can also email scs-admin@ljmu.ac.uk.

6.6 Progress Monitoring

We want you to succeed in your studies and achieve your full potential. Studying for a degree is very different to studying at school or college and, for some students, making the step up to university-level education can be more challenging than they expect.

Experience tells us that students who engage with their studies by attending all their timetabled activities, using our libraries, and accessing our virtual learning environment (Canvas), do better in their degrees than students who do not. Consequently, and as with other universities, we routinely monitor information on your progress. This helps us to identify students who are not attending or engaging with their studies and who would benefit from targeted support and guidance from academics and our professional support teams.

Digital Engagement

We use computer software to collect and collate information on your engagement with the University's resources and provide this information in a convenient format to Personal Tutors and Programme Leaders. Your 'digital engagement' score is based on your previous two-weeks' worth of activity and is calculated by collecting information on:

- how often you use Canvas
- your book withdrawals from the Library (we won't record titles)
- your use of the University's e-books and journals (we won't record titles)
- how regularly you use the network printers
- when you log-on to one of the University's computers, or connect using off-campus applications

In all cases, the data above are benchmarked against your peers on your programme (and level) to ensure that fair comparisons are made. You will have the opportunity to discuss your engagement with your Personal Tutor during one-to-one meetings.

Attendance recording

In some sessions, you will be invited to tap your University card on a portable tablet to register your attendance. The University policy on attendance is available via the LJMU website and sets out the steps that the University will take to support your continued attendance and engagement with your studies. The University reserves the right to withdraw students from programmes after continued non-attendance.

6.7 Raising concerns about your studies

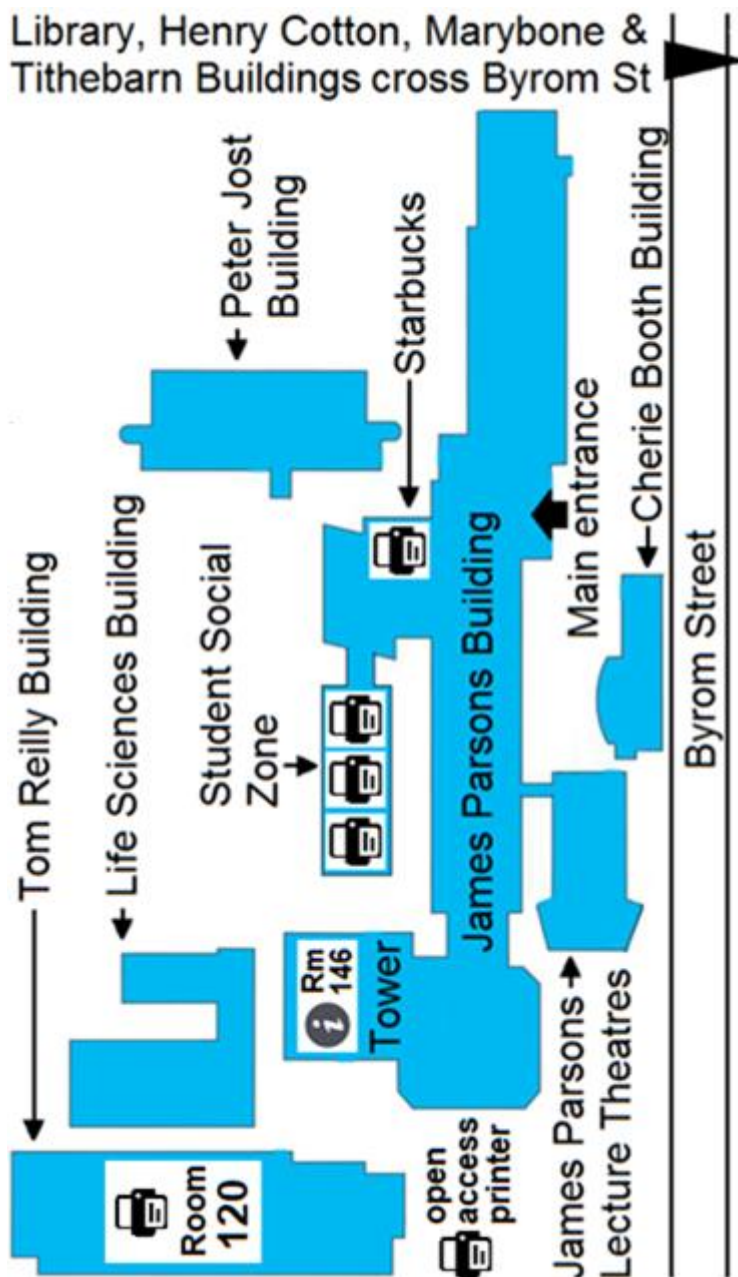
If you experience an issue with your academic studies then this is best raised with the most relevant member of staff in the first instance e.g. the person who set a particular piece of coursework. If this does not resolve the matter then issues should be progressed within a programme through the following sequence until a satisfactory outcome is obtained:

Personal Tutor → Module Leader → Programme Leader

6.8 The Byrom St Campus

The map overleaf shows your campus and includes locations of open-access printers and the Faculty Administration Office:





Room locations at Byrom St

The Syllabus Plus timetable uses the following abbreviations:

- BS = Byrom Street
- TRB = Tom Reilly Building (at Byrom St)

Numbered Byrom St rooms are in the James Parsons Building, unless the abbreviation TRB appears:

- BS/319 is in the James Parsons Building
- BS/TRB/145 is in the Tom Reilly building

Where rooms have a number, the first character indicates the floor, unless the room is in the James Parsons tower.

- BS/G33 is on the Ground Floor
- BS/TRB/144 is on the First Floor
- BS/Tower/1007 is on the Tenth Floor

In the James Parsons Building, numbering starts from the city end of campus.

- BS/301 is close to the city
- BS/324 is further from the city



In James Parsons, odd-numbered rooms are on the Byrom St side while even-number rooms face inward, towards the Peter Jost Building.

Named rooms

Some lecture theatres are named after their host building: 'lower' (ground floor) and 'upper' (first floor) distinguishing between theatres in the same building.

- Cherie Booth Lecture Theatre (CBLT)
- James Parsons Lower Lecture Theatre (JPLLT)
- James Parsons Upper Lecture Theatre (JPULT)
- Peter Jost Lower Lecture Theatre (PJLLT)
- Peter Jost Upper Lecture Theatre (PJULT)

BS/GIS is an IT Suite named after Geographic Information Systems (GIS) and it is located on the ground floor: Head left after entering the foyer of James Parsons tower.



JPLLT has a first-floor entrance for late arrivals, next to the entrance for the JPULT and accessible from the first floor of the James Parsons Building.

IT Suites at Byrom St

There are eight IT suites at Byrom St:

- Cherie Booth Building Rm 106
- James Parsons Building Rm 319, 319, 320, 321b
- Student Social Zone (ground and first floors)
- Tom Reilly Building Rm 146a, Rm 146b

Other room locations

The University has a wide range of accommodation and you may occasionally have taught sessions off the Byrom St campus. There is a map at the rear of this planner to help you locate these buildings.

- HC = Henry Cotton Building: 5 minutes' walk across the walkway over Byrom St.
- MB = Marybone: This hall of residence houses the Marybone Lecture on the ground floor and is 10 minutes' walk up Great Crosshall St, across Byrom St.
- TB = Tithebarn Building: This is located adjacent to the Avril Roberts Library, 10 minutes' walk up Great Crosshall St. The Tithebarn building includes the Stanton Fuller Lecture Theatre on the ground floor.

A guide to your
campus



<https://www.ljmu.ac.uk/discover/your-student-experience/your-campus>

7 Professional Service Teams

The University is a large organisation with around 25,000 students across multiple sites. In addition to your lecturers (academic staff), your university relies on its Professional Service Teams to operate smoothly and efficiently. Some Professional Service Team staff will operate in the background, keeping the campuses secure, managing the payroll, or developing the University's buildings. This section describes those teams with which Biochemistry students are most likely to have direct interaction with:

- The Placement Learning Support Unit
- IT Services
- Library Services
- Student Advice and Wellbeing
- Careers, Employability & Enterprise Team

7.1 Placement Learning Support Unit (PLSU)

LJMU degree programmes offer students the opportunity to take part in a work based placement/s during their course of study. Placements can provide you with an excellent opportunity to enhance your employability skills and gain an insight into an industry or sector you are interested in.

Get in touch with the PLSU team for further information.

The PLSU is here to help!

We provide programme-specific information, guidance and support in the following areas:

Placements and Work-Based Learning	Professional Skill Development Coaching
Placement CVs and Applications	Fitness to Practice and DBS Checks

Contact the PLSU today




**Room 904, James Parsons Tower, Byrom Street,
Liverpool, L3 3AF**

**Open from 9.00am to 4.00pm, Monday to Friday
throughout the year (not just semester time)**




Email: scienceplsu@ljmu.ac.uk

Tel: 0151 231 2079




Or use the web links below:

	PLSU Website		https://www.ljmu.ac.uk/microsites/scienceplsu
	PLSU on Twitter		

Book an appointment:

	PLSU online Appointment Booker		https://scienceplsu.youcanbook.me/
	PLSU on Twitter		

Follow us on Twitter:

	PLSU on Twitter		https://twitter.com/ljmusciencesplsu
	PLSU online Appointment Booker		

7.2 IT Services



HelpMe (Helpdesk)

Request IT support via the self-service portal at the site below or through the HelpMe icon on an LJMU PC desktop.

HelpMe Self-service portal		https://helpme.ljmu.ac.uk
		

MyAccount

Use this link if you forget or want to change your password. You will need your Student ID card if you have forgotten your password. To change a password, you just need your username and the old password.

MyAccount online tool		https://myaccount.ljmu.ac.uk/
		

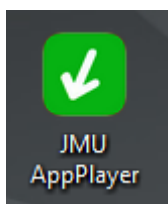
Using your own Computer

You can access most of our services from your own computer when studying remotely. Please review our pages for the latest information.



<https://www.ljmu.ac.uk/ithelp/bring-your-own-device>

Some useful facts about IT at LJMU

- Free WiFi (eduroam) across campus for all students and staff (see below for details of how to connect your device).
- There are over 500 software applications available through our bespoke application portal on all student PC desktops - the App Player.



- Lots of our most popular computer software is FREE to all students and staff. For more details, go to the link below and check out the **Software and Applications** section.

IT Help webpages		https://www.ljmu.ac.uk/ithelp
		

- At the site above you will find details of Office 365 that offers you free access to Microsoft's cloud based office application suite, including free cloud storage and online collaboration.





As a LJMU student, you can download five copies of Office 365 to your own devices. Access is via the link above.

Connecting your Phone/tablet to eduroam wi-fi:

Follow these instructions for a secure connection to **eduroam**:

- Switch wi-fi on and select network SETUP-eduroam.
- Once connected, this will automatically launch a webpage containing a link from where you can download and install "eduroamCAT" (You may need to browse to wifi.ljmu.ac.uk manually if the page does not load).
- Follow the on-screen instructions to download and run the configuration tool for your kind of phone (e.g. Android)
- Alternatively, if you have a 3G/4G connection, you can browse to the location below to download the tool:
- If you have previously set up eduroam but have not used it for a long time, you may need to repeat these steps on some devices to update your password.



eduroam Configuration Assistant Tool		https://cat.eduroam.org/?idp=289&profile=418
		



The username and password for eduroam are your LJMU login details but you must add '@ljmu.ac.uk' to your username e.g. scsjblog@ljmu.ac.uk

Syncing your Phone or tablet to Email

Browse to this page and follow the instructions for ActiveSync for your device type.



Connecting your mobile device to email		https://www.ljmu.ac.uk/ithelp/email-and-mobile-devices/email-on-smartphones-and-tablets
		


IMPORTANT - PROTECT YOURSELF ONLINE

- NEVER SHARE YOUR PASSWORD WITH OTHERS
- ALWAYS BE VERY SUSPICIOUS OF ATTACHMENTS AND LINKS IN EMAIL MESSAGES - IF IN DOUBT, DON'T OPEN.



7.3 Library Services

LJMU has three large libraries accessible to all students with your student card. The Avril Roberts Library on Tithebarn Street is the one most used by students in the Faculty of Science where you will find textbooks, journals and specialist software for Science, Engineering, Technology and Health subjects. Full details of all library services are available at:

Library Services website		https://www.ljmu.ac.uk/library
		

	<p>In the light of COVID-19, you are advised to consult the website above to establish what the services the Library is able to offer.</p>
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You can contact the Library by telephone, e-mail, Twitter, or online form through the link below:

Library Services Help & Guidance		https://www.ljmu.ac.uk/microsites/library/help-and-guidance
		



A 24/7 online chat service is available from the orange 'Ask the Library' button on any library web page.

The Electronic Library

The Library offers a very extensive collection of e-books, journals and specialist information sources available round the clock. Most of these are available off-campus from any PC, laptop, tablet or mobile device with a web connection. The Discover search engine provides a quick keyword search across our high quality academic resources, designed to help you find relevant, authenticated information very quickly:

The Electronic Library		https://www.ljmu.ac.uk/microsites/library/resources/electronic20library



Skills@LJMU

Provides a range of activities and resources to support your library, academic and language skills.

Skills@LJMU		https://www.ljmu.ac.uk/microsites/library/learner-support

7.4 Student Advice and Wellbeing Services



Student Advice and Wellbeing Services are committed to ensuring that students benefit from their time at the University by having access to appropriate and timely information, support and guidance, and advice on practical aspects of study. There is a wide range of services available covering all aspects of student life (personal, financial, emotional and academic) and we are here to help. For further information on the range of support available, check out the link below.

Range of support available		https://www.ljmu.ac.uk/discover/student-support
		

Student Wellbeing Team



The Student Wellbeing Team is located within your faculty and are able to help students with anything that is affecting their studies and if appropriate can refer students to other specialist services within the department in order to ensure students make the most of their University experience.

Email studentwellbeing@ljmu.ac.uk to book an appointment with your Student Wellbeing advisor or find out more about contact methods on the webpage:

	Student Wellbeing Team		https://www.ljmu.ac.uk/student-support-your-study/support-in-your-faculty

Students with additional needs

For students with additional needs the service also offers dedicated Disability provision and Study Skills support. The Disability team will be able to advise on the availability of support both internal to the University and externally through Disabled Student's Allowance, based on individual need. Further information can be found at:

	Advice for disabled students		https://www.ljmu.ac.uk/discover/student-support/student-with-a-disability

On occasion referral to counselling and mental health services might be necessary. Initial contact should be made with the Student Wellbeing team and referrals will be supported to this specialist support where necessary. Further information can be found at the link below:

	Health & wellbeing services
	
https://www.ljmu.ac.uk/student-services/your-study/health-and-wellbeing	

In the first instance, and due to ongoing COVID19 restrictions at the time of writing, contact should be made via email or telephone. You will then be offered a choice of your preferred methods to speak further with a relevant advisor and an appointment made.

If you need more information, please contact the Student Advice and Wellbeing Services team.

The Student Advice and Wellbeing Services team are always happy to help. If you are unsure of which team to contact please ring 0151 231 3664 or email studentwellbeing@ljmu.ac.uk and staff will assist you. Please contact the team if you have a question or would like to find out more information about any of the student services we offer.

Support service	Tel.	Email
Student Wellbeing Team	0151 231 3664	studentwellbeing@ljmu.ac.uk
Student Money Advice	0151 231 3153/3154	moneyadvice@ljmu.ac.uk
International Advice	0151 231 3673	internationaladvice@ljmu.ac.uk
Accommodation Advice	0151 231 3499	accommodationadvice@ljmu.ac.uk
Disability Advice	0151 231 3164/3165	disability@ljmu.ac.uk
Care leavers and estranged students	0151 231 8098	imagine@ljmu.ac.uk
Chaplaincy		Contact details for the Chaplains are available at the link below*
Counselling	0151 231 3110	counselling@ljmu.ac.uk
Mental Health	0151 231 3579	mentalhealth@ljmu.ac.uk

*<https://www.ljmu.ac.uk/students/settling-in/spirituality>

7.5 Student Futures – LJMU’s Careers, Employability & Enterprise Team

Careers Zones

LJMU’s Careers, Employability & Enterprise Team provides tailored, quality-assured careers & employability support for Science students in the form of careers advice and guidance appointments with a qualified professional. This is accessible either remotely (telephone / videoconference) or from Byrom Street Careers Zone, which is located in James Parson Building next to the main reception. For more information or to book an appointment, visit <https://www.ljmu.ac.uk/careersappointment> or call 0151 231 2048

You can meet with a specialist Careers and Employability Adviser to start to think about career options with your degree; get expert advice on producing a great application form or CV; take part in practice interviews; be signposted to information, resources and guides; get to know about opportunities to meet & network with employers advertising science jobs; and much more. Regardless of where you are in your career journey – even yet to embark upon your first steps - the team are ready to support you.

See Chapter 3 for details of the Careers and Employability Consultant associated with your School.

Starting Up in Business and online training events

Within LJMU’s Careers, Employability & Enterprise Team is the Start-Up Hub, based in the Student Life Building. The team can help you to build your enterprise skills, test your business idea, grow your network, pitch for freelance work and scale up a business. They work with Google Digital Garage, NatWest and the Princes Trust to provide a range of content and online training events, which free to attend and are open to students of all subjects. Their partners, the Bathgate Group, provide access to start-up funding for new entrepreneurs based in the Liverpool City Region.

Get in touch to find out more about how the team can help you:

Email: startup@ljmu.ac.uk

Twitter: https://twitter.com/LJMU_Enterprise

Facebook: <https://www.facebook.com/LJMUstartup>

Instagram: https://www.instagram.com/_ljmu_enterprise/

Unitemps Recruitment Agency

'Unitemps at LJMU' is the university's very own recruitment agency, generating opportunities for flexible, paid work that are exclusive to our students and recent graduates. You can find out more by emailing unitemps@ljmu.ac.uk or you can register at: <https://www.unitemps.com/liverpool-john-moores-homepage>

Specially sourced and fully-funded internships, also exclusive to LJMU, are advertised via Unitemps – allowing students to pick up skills-enhancing and CV-boosting work experience beyond their course.

Careers, Employability & Enterprise website



The Careers, Employability & Enterprise pages on the LJMU website are the focal point for careers, employability and enterprise-related services, opportunities, information and news. Through these pages, you can access specially authored blogs that will keep you in the loop on how student & graduate opportunities are evolving in 2021/22; details of the latest vacancies; links to our events, workshop programmes & webinars – as well as Careers Zone 24/7, which makes a huge range of digital tools & resources available to you so you can progress your career planning & employability skills at your own pace, in your own time, on any device, whether on or off campus.


Career and Employability Guides

LJMU's Careers, Employability & Enterprise Team produce annual, subject-specific Career and Employability Guides that are packed full of useful articles, tips and advice on career options related to your degree. They include case studies from our past Science students and suggestions on how to make

the most of your time at university, seize opportunities and set you on track for a rich & fulfilling career.

There are three guides covering the Faculty of Science: Biological and Environmental Sciences; Sport and Exercise Sciences; and Pharmacy and Biomolecular Sciences. Download a copy from the Careers, Employability and Enterprise pages of the LJMU website or, if you are new to the university, you'll find them in your induction materials.

<p>Careers pages</p>		<p>www.ljmu.ac.uk/ careers</p>
		

	<p>Resources, including Career & Employability Guides and Career Options infographics, are available to download from the Careers pages of the LJMU website</p>
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Careers Zone 24/7 – our suite of digital tools & resources

The Careers Zone 24/7 platform includes skills development courses, aptitude & personality tests, a job search engine, newsroom and interactive tools such as CV Builder, CV360 (reviewing your work-in-progress against the latest criteria of major recruiters), cover letter builder, Interview360, and assessment centre training. There are thousands of e-learning resources, articles and employer advice videos, all of which can help you to identify what you want to achieve and track your progress. You can access Careers Zone 24/7 and the

wider Careers, Employability & Enterprise pages via the links below.



Searching for jobs, internships and placements

You can search for part-time jobs, work placements, volunteering opportunities, internships or graduate roles via the job board and employer tracker in Careers Zone 24/7. A range of opportunities are also advertised via our social media accounts:

Twitter - <https://twitter.com/LJMUCareers>

Facebook - <https://www.facebook.com/LJMUCareers/>

Instagram - <https://www.instagram.com/LJMUCareers/>

<p>Careers Zone 24/7</p>		<p>https://www.ljmu.ac.uk/careers/careers-zone-digital-careers-tools</p>
		

Launching you on your journey towards a great future

Future Focus sessions are built into every Level 4 curriculum, as an integral part of a core module, through which you can develop your personal insight, proactivity & agility; explore your employability skills & mindset; and expands your awareness of the career possibilities open to you. These sessions have been developed in collaboration between LJMU's Careers, Employability & Enterprise Team, academic colleagues, students and employers and they are supported by a suite of e-learning activities.

8 Diary pages

It's up to you how you use these pages to navigate through your Biochemistry programme, but they provide a useful means of recording activities that will/may not be shown on your personalised timetable, for example:

- Coursework deadlines
- Private study time
- Tutorials with your personal tutor
- Ad-hoc meeting with tutors
- Meet-ups with friends

Week 0 page 1 of 2: Placeholder page

Monday Week 0 is 21/9/20

Week 0 page 2 of 2: Placeholder page

Week 1 page 1 of 2: Placeholder page

Week 1 page 2 of 2: Placeholder page

Week 2 page 1 of 2: Placeholder page

Week 2 page 2 of 2: Placeholder page

Week 3 page 1 of 2: Placeholder page

Week 3 page 2 of 2: Placeholder page

Week 4 page 1 of 2: Placeholder page

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Week 5 page 1 of 2: Placeholder page

Week 5 page 2 of 2: Placeholder page

Week 6 page 1 of 2: Placeholder page

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Week 8 page 1 of 2: Placeholder page

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Week 9 page 1 of 2: Placeholder page

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Week 10 page 1 of 2: Placeholder page

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Week 11 page 1 of 2: Placeholder page

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Week 29 page 2 of 2: Placeholder page

Week 30 page 1 of 2: Placeholder page

Week 30 page 2 of 2: Placeholder page

Week 31 page 1 of 2: Placeholder page

Week 31 page 2 of 2: Placeholder page

Week 32 page 1 of 2: Placeholder page

Week 32 page 2 of 2: Placeholder page

Week 33 page 1 of 2: Placeholder page

Week 33 page 2 of 2: Placeholder page

9 JMSU - Your Students' Union

jmsu.co.uk

@johnmooreesu

We're JMSU, the Students' Union for all LJMU students. We're here to help you:

- Succeed on your course
- Make friends
- Get to know the city
- Get involved in campaigns & make a difference
- And get the most out of your time at LJMU.

Your Student Officers

We're led by a team of full-time Student Officers who are voted in by LJMU students each spring. This team are here to represent you, lead on important campaigns for students & look after specific areas of student life.

Emily Roxbee Cox President
Charlotte Clayton-Hayes VP Education
Pedrom Tavakolli VP Activities
Ambar Ennis VP Community and Wellbeing

jmsu.co.uk/yourofficers

**SAY HELLO TO YOUR
EXECUTIVE
OFFICER TEAM!
FOR 2021/2022**

Emily Roxbee Cox
President

Pedrom Tavakolli
Vice President Activities

Charlotte Clayton-Hayes
Vice President Education

Ambar Ennis
Vice President Community
& Wellbeing

JMSU

Our VP Education is dedicated to enhancing your education. For 2021/22, this is Charlotte Clayton-Hayes. It's her role to make teaching, learning and resources at LJMU better for students.

She provides student feedback at a number of important University committees so that the university know what you need from your education.

Contact Charlotte: vpacademic@ljmu.ac.uk.

JMSU Officer for the Faculty of Science

Each faculty also has a dedicated Student Officer, who can help signpost you with where to go and how to get involved in JMSU. For 2021/22, the Student Officer for the Faculty of Science is Emily Roxbee Cox. Emily has is a Sport and Exercise Science graduate as Vice-president (VP) Activities for 2020/21 and is now the JMSU President 2021/22.

Contact Emily: president@ljmu.ac.uk.

Your Course Reps

Every course at LJMU should have at least one Course Rep who acts as the first line of student representation within the University. You can go to your Course Rep to discuss the positive aspects of your course, as well as any concerns or issues you may have. Your Course Rep will then work with the Students' Union and the University to act on your feedback and can help create positive change.

Shape What We Do

If you've got an idea about something we should be doing, want to give us feedback to act on, or simply want to know more about the work we do, there are loads of ways you can talk to us. Whether it's to do with your accommodation, a lecture, the library or the Students' Union, no issue is too small. We'll make sure your comments go to the right place and are acted on.

Academic Societies

Academic Societies create and develop communities at LJMU in which every student feels they belong, feel supported, and feel respected. Those involved in Academic Societies have the opportunity to develop crucial skills required for their future employability, enhance their personal development from learning how to manage teams, planning, and delivering activities to networking with external organisations.

If you'd like to set up a society, visit jmsu.co.uk/startyourown

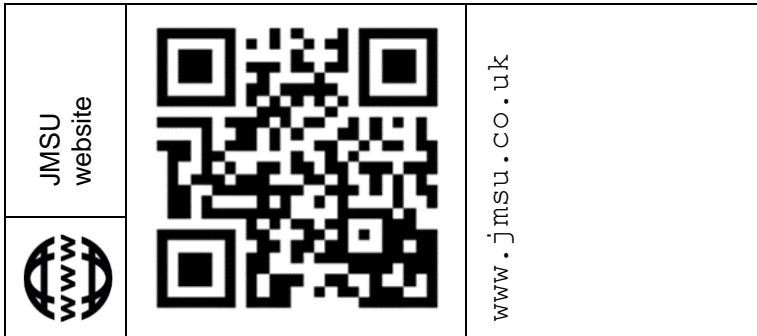
Independent Advice Service and Hate Crime Reporting Centre

Our Advice Service provides free and impartial advice and support on university issues to all students of LJMU. Whether it is a single misunderstanding or a long-running dispute, we are here to ensure that you know what your options are and that the decisions taken by LJMU are fair. We can provide appointments to discuss your issues to fit your needs; this could be through face-to-face, telephone or skype. We can also attend university meetings and panels with you – for this you will need to book an appointment with us, and provide the date of the meeting or panel as soon as you have it. For anything else, we'll be here to listen and point you in the right direction.

Contact us: JMSUadvice@ljmu.ac.uk

Online help

For information on how we support you and how you can shape your university experience visit our website.



How you can get involved outside of your course

You can use your Students' Union membership in loads of different ways – here's a flavour of what we have on offer, outside of your course.

- **We run 100+ student groups.** From sports teams to societies, there is a massive range of student-led groups for you to choose from. Joining a student group will help you to branch out, meet new people & get the most out of your time here.

Find out more at jmsu.co.uk/getinvolved

- **We run events year-round exclusively for LJMU students.** Get to know Liverpool, its awesome venues & other students by coming to one of our regular events. We run a different event every month during term-time, including special Halloween and Christmas events in the first semester. Our events will always be affordable and in a fab Liverpool space.

Check out what's happening here jmsu.co.uk/events

Where we are

You can find us across campus, so it doesn't matter where you study, we're always close by. Our main base is in the new Student Life Building on copperas hill, where our reception, advice centre and offices are, but we're also in the social spaces at Byrom Street, Tithebarn Street, Redmonds Building and John Foster. Check your SU hub for staff support times.



Connect with us



Visit our website for more info jmsu.co.uk

Follow us on social media [@johnmooreessu](https://twitter.com/johnmooreessu)

Email us at jmsu@ljmu.ac.uk

Give us a call 0151 231 4900

JMSU Twitter		https://twitter.com/johnmooreessu
		

JMSU Instagram		https://www.instagram.com/johnmooreessu/
		

10 Student Life in Liverpool

For many, but by no means all, student life coincides with a period in your life where you have increased financial and personal independence. Regardless of your circumstances, however, you should find the following information useful.

10.1 Budgeting and Finance

Your student years should be some of the best years of your life but... it's harder to be happy when you're skint!



If you are renting accommodation, and your utility bills are not included, then you could set up a separate savings account for paying bills.

Banking

Whether you have or do not have an existing current account, consider the benefits of switching to or opening a student bank account. In addition to other benefits and inducements, these accounts normally include an interest-free overdraft facility. The best deals are summarised at the link below.

Student
Account
Information





<https://www.savethestudent.org/monkey/student-banking/student-bank-accounts.html>




To open a student bank account you may need a letter confirming your LJMU enrolment. Some banks require that the letter is addressed to them.

Loans and financial assistance

Our Fees and Funding website provides an excellent summary of the financial support that the University can provide:

LJMU Fees and Funding Website		https://www.ljmu.ac.uk/discove-r/fees-and-funding/undergraduate-finance
		

	<p>Avoid 'money-lending' websites wherever possible as the associated interest charges can be extremely high and not immediately apparent.</p>
---	--

Details of Government funding that you may be entitled to can be found from the following page:

Student Finance: Extra help		www.gov.uk/student-finance/extra-help
		

Student Discounts

There are numerous discounts available and a quick search online will provide details of how to access these:

- NUS Card: Students can benefit from a huge range of discounts; from Amazon to Topshop to the Co-op.

- Both the National Rail 16-25 and 26-30 Railcards cost around £30 a year for a third off rail fares (NUS Cards offer a discounted rate).



Some student bank accounts offer free/discounted railcards for students, so be sure to double check!

- National Express Young Persons Coachcard: Around £12.50 a year for one-third off coach fares.
- Download the UNiDAYS or Studentbeans Apps: Like the NUS card, they offer a large range of discounts.

10.2 Shopping

Living on a student budget means one of the skills you need to improve is BARGAIN HUNTING. Try to avoid expensive supermarkets and take the time to have a look in second-hand clothing shops. Yes, they might be like an Aladdin's cave but that's the beauty of the low budget shopping experience.



Prevent impulse buys at the supermarket by eating beforehand, making a shopping list, and then sticking to it!

For food and a free cashpoint, Great Crosshall Street Tesco Express is close to Byrom St. Cheaper alternatives include:

- Aldi (City Centre & Smithdown Road)
- Lidl (London Road & Prescot Road)
- Co-op (Myrtle St) – 10% discount for NUS cardholders



B&M (London Rd) and Home Bargains (Bold St) are great for branded toiletries and houseware at low prices. They also sell food and stationery.

Outside the Liverpool One development, the city's main shopping area, if you're price-conscious and enjoy retail therapy then try these shops for size:

- Matalan (St Johns Shopping Centre)
- Primark (Church Street)
- Pop Boutique (Bold Street)
- Resurrection (Bold Street)
- TJ Hughes (London Road)
- TK Maxx (Church Street)



Always take your LJMU Student or NUS card with you when you are out shopping - you never know where you'll get a discount!

Use websites to search for discounted offers in the sales. Online DIY videos and sites like Pinterest allow provide plenty of ideas on how to save money. Also keep an eye out for special events and regular markets e.g.

- The Baltic market (with monthly farmer market) is always crowded with young people and is well liked.
- Liverpool One Student Events are specific days where you can get discounts in loads of the shops.

10.3 Cooking

Someone once said that, “a student with toilet-roll, dinner and deodorant should survive their first year.” We know where the majority of student money goes, and it isn't always on food, but everybody has to eat.

- ‘Variety is the spice of life’ and after 10 days of noodles on toast you'd say the same. Try to eat a mixture of carbohydrate, protein, fruit, fibre, vitamins, and TREATS – because what's life without a little treat?
- Cook in bulk and freeze. This way nothing is wasted, it works out a lot cheaper and you always have a back-up plan when the cupboards are bare!
- Make packed lunches for cheaper meals on the go.



If you live in halls with limited freezer space, try to share cooking: It works out cheaper to prepare a couple of large meals each week and split costs.

Vegan and vegetarian diets are on the rise; some students chose flat mates who are vegetarian or vegan to allow for shared cooking. Which brings us to...

10.4 Moving House and Renting

We know that living away from home can be both exciting and daunting but it's all part of the university experience! Whether you are in halls or a house, you will most likely be renting from a third-party provider and not the University.

If you fancy a move, then looking for a rented home or flat is a lot easier these days thanks to the internet. Don't feel pressured into choosing the first place that you see just because there were no major problems and the letting agent was friendly. Take your time and check that things do work and, if possible, ask current or former tenants for their views on the accommodation. Remember this will be your home for the best part of a year – choose somewhere that you'd be happy to think of as 'home'.





Before moving in to a privately-rented house, check with the utility providers that the previous tenants have settled their bills.

- **Broadband:** If you have to provide your own Wi-Fi, shop around for deals. Some companies offer nine-month contracts that suit the academic year.
- **Emergency contacts:** Make sure that the letting agent's office is reachable on a contact number, ideally 24/7, for maintenance problems that might require an electrician, plumber, or locksmith.
- **Contents insurance:** you might be covered as part of your parents/guardians' home insurance policy - if not, student contents insurance packages start at around £10 per month but do some research to get the best deal.



Full-time students are exempt from Council Tax. This means that a non-student living with a student should pay the single-occupancy rate of 75%.



If you're an international student then renting will normally require you to provide a guarantor with a UK address, unless your earnings are sufficient to exempt you from this requirement. The alternative to a guarantor is to pay rent upfront, to be a joint tenant in a contract where someone has the above credentials, or to pay for a UK guarantor. The LJMU Accommodation Office can advise on housing matters.

<p>LJMU Accommodation Office</p>		<p>https://www.ljmu.ac.uk/discovers/your-student-experience/accommodation</p>
		

10.5 Health

Being a student gives you the chance to be independent. However great that sounds, it also means that you, and you alone, are responsible for looking after yourself. It's simply about being savvy and using common sense.

Healthwatch Liverpool is an organisation that aims to increase people's access to health and social care services. Use their website's Search for information specifically for students:

<p>Healthwatch</p>		<p>https://healthwatchliverpool.co.uk/</p>
		

Registering with a Doctor

Register with a local doctor as soon as you can; don't wait until you're already ill. There are plenty of doctors' surgeries around so do some research and find your closest practice. Then, simply contact the GP surgery and ask to register with them. They will usually ask you to complete a form giving these details:

- Your name and address.
- Your date of birth.
- Your NHS number (if you know it).
- Other information, such as the name and address of your previous GP.
- Your views on organ donation.



If you have no existing NHS number e.g, as an international student, note that it may take up to a month to complete registration.

If you forget to register with a doctor, you can go into an NHS Walk-In centre to receive medical attention. The city centre's clinic is on David Lewis Street and this runs behind the Tesco Superstore on Hanover Street. It's open until 10pm every day.



Some GP practices offer a temporary sign-up service where you remain registered with your home GP and they share your notes with them.

Diet


Without careful attention to your diet, you could end up causing yourself some damage. So, it's worth trying to:



- Eat breakfast every day.
- Keep healthy snacks around.
- Know your alcohol limits.
- DRINK WATER- Try to keep a bottle with you at all times.
- Don't skip meals- It's as simple as that.

Exercise



Regular exercise is a key ingredient for a happy and healthy lifestyle. You could think about:

- Joining a gym: Enjoy a FREE off-peak membership at Lifestyles Gym. Print off the form from the LJMU Website and take it along:

	<p>Lifestyles cannot be used until you complete orientation after receiving a membership card. Apply as early as possible.</p>
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<p>Lifestyles Gym application</p>		<p>https://www.ljmu.ac.uk/students/before-you-arrive/free-gym-membership</p>
		

- Riding a bike: If you have a longer journey into university, why not skip the bus/train and ride in? There are City Bikes dotted all over the place. To find out more, visit:

<p>Liverpool Citybike scheme</p>		<p>https://www.citybikeliverpool.co.uk/</p>
		



British Cycling's Let's Ride scheme organises regular bike rides around Liverpool for all abilities and details can be found online.

- There are plenty of LJMU sports societies to get involved with and they all have stalls at the Fresher Fare (plus they put on some great socials!)

Sleep

It's vital.

- Take naps- They're amazing.
- Don't work in bed- Separate your workspace from your sleep space to avoid insomnia.
- Try and get a full night's sleep whenever possible.

Sexual Health

The Abacus sexual health clinic is located within the NHS walk-in centre on David Lewis Street and this runs behind the Tesco Superstore on Hanover Street. Note that it keeps shorter hours than the walk-in centre: Telephone 0151 247 6555 Mon-Fri 9am-5pm for an appointment.

The Axxess Sexual Health clinic (Genito-Urinary Medicine, GUM) clinic at the Royal Hospital can provide STI checks and contraception. It offers a Weekday Walk-In service, date and times vary but it keeps core hours of 11am-4pm and offers an online booking service.

The best advice is to be vigilant.

- Use protection- It may take two to tango but it's your own responsibility to provide protection.
- Protect your sexual health by getting tested for STI's, but a general check-up once in a while is also a good idea.
- Discuss issues with your partner and/or your doctor.
- Don't do anything you're not comfortable with- You are in charge of your own body.

10.6 Nightlife

As a student in Liverpool you may well venture out on one or two (or fifty-seven) late nights. Whether you enjoy having an alcoholic beverage or not, this is your guide to some of the best places in town for a fun night out.



Plenty of free tickets to a large number of social venues are given out during the Freshers' Fair. Don't miss out!.

Albert Dock

Student living can sometimes be a bit grotty and attending 'cheap nights' and drinking diluted alcohol can occasionally take its toll. So, when you're feeling like you need a treat, take a visit to the Albert Dock. Situated just next to the Liverpool One shopping centre and in front seat view of the River Mersey, you will find more upmarket bars and restaurants:

- Circo Bar & 1770 at Circo
- Gusto
- Liverpool Comedy Central
- PANAM Bar & Restaurant
- Revolucion de Cuba
- The Smugglers Cove

Mathew Street

If one of the main reasons you came to study in Liverpool was to see The Beatles heritage, then visiting Mathew Street is a must. It is tucked away behind Victoria Street, and emits a totally different feel from the rest of the city. On this cobbled street, you will find the three different venues of the famous Cavern Club, where The Beatles musical identity was formed. You will also stumble across a strip of lively venues ranging from 80s, Karaoke, to Irish bars, making it feel as though you are abroad. Some of these include:

- The Cavern Club, Pub and Live Lounge
- Flanagan's Apple
- The Grapes
- Revolution

Seel Street

Voted fourth “hippest” street in the UK in 2011, this area has paved the way for Liverpool venues. The road is crammed with artsy and musical vibes. If you feel like watching a gig or simply hanging out with your mates, then try:

- Kazimer Gardens
- Brooklyn Mixer
- East Village Arts Club
- Heebie Jeebies
- The Peacock

Concert Square

The square has communal outdoor seating, accommodates places to eat or to have a cold drink in the afternoon. If you are looking for a place to chill during the day, or a place to go for some fun at night for a cheap price, this is where you should be heading:

- Black Rabbit
- LEVEL
- MODO
- Einstein’s
- The Crafty Chandler

Baltic Triangle

The Baltic Triangle, which is situated off Parliament Street, is home to the ‘quirkier’ venues of Liverpool. Depending on how you interpret it, this could be the most creative quarter you will find, or just a few streets of industrial garages. Either way inside of these garages are bars, restaurants, and clubs which always ensure an interesting and fun night. This area has seen music events such as Circus, Haus, Abandoned Silence and more, and they are all student friendly:

- The Baltic Social
- Camp and Furnace
- District



Check out Independent Liverpool for its online list of eateries, bars, pubs and its loyalty App scheme: £2 per month for over 100 distinct discounts.

Hardman Street

There's a collection of nice and inexpensive drinking venues around Hardman Street that are popular with students.

- The Pilgrim
- Hope and Anchor
- Beer engine
- The Font
- The Flute

These bars/pubs do good student deals. There's also the Florist and the Refinery for slightly more expensive tastes.

Lark Lane

Coming out of the city centre and into the Aigburth and Sefton area, Lark Lane provides a bohemian alternative to city clubbing. Many students flock to this area of town after spending their first year amongst the inner city buzz. If you move to or live in the popular Smithdown Road area, you can avoid the expense of bus or taxis to town and take a stroll from your home to this friendly bar and restaurant quarter, which includes:

- Que Pasa
- Milo Lounge
- Love & Rockets
- The Lodge
- Bistro Noir
- Keith's Wine Bar (... has a distinct charm)



If you need a haircut and/or beard trim then we'd recommend Scraggs barbers on Lark Lane. Ross gets busy so be sure to book online... and early!

10.7 LJMU Cultural Partnerships

Through its cultural partnership programme, LJMU recognises and champions art and culture as a means of enriching the lives of our students and staff. The scheme acknowledges that our partner organisations make a positive impact on local communities and enhance Liverpool's national and international reputation.

The value of our partnerships extends far beyond improved audience figures and free tickets to events and exhibitions for students. Our engagement ensures that audiences of the future represent the widest diversity of backgrounds.

Our choice of cultural partners reflects LJMU's goal of nurturing critical, curious, creative, tolerant, and inventive people within the University community and across the city region. **The organisations listed below that are cultural partners of the University are identified by their logos.**

10.8 Cinema and digital art

Liverpool City Centre has three dedicated cinemas; Odeon, Everyman and FACT (Liverpool Philharmonic Hall has cinema nights, see under 'Theatres', below). The Odeon is within Liverpool One and shows the usual Hollywood fare.

The Foundation for Creative Technology (FACT) includes galleries and a cinema that is part of the national Picturehouse chain. While not averse to screening the odd blockbuster or two, it is the only place in Liverpool to catch independent and world cinema. The three-storey FACT building is a relaxed hang-out with a cafe on the ground floor (with free Wi-Fi) and a bar on the first floor.



Student annual membership of FACT costs around £20 and includes free cinema tickets and discounts on tickets and bar/cafe purchases.

The Everyman cinema is at the back of the Met Quarter and is distinguished by its sofa-style reserved seating and in-cinema catering: order food and drinks at the bar and they will be brought to the side tables by your seat.

10.9 Museums, Galleries and Libraries

Liverpool has a wealth of scientific and artistic culture on public display. The city includes a UNESCO World Heritage Site, one of around only 30 in the UK. This includes the Liverpool World Museum, Central Library and Walker Art Gallery on William Brown St, five-minutes' walk from Byrom St.

Museum of Liverpool Life

This relatively new museum by the waterfront is a great place to learn about Liverpool, even if you are from the local area. There's a range of displays, including cherished artefacts donated by Liverpool residents. As you might expect, the Beatles get a mention or two but be prepared for some surprises as well; Liverpool has a rich social history.

Liverpool World Museum

The largest public museum in Liverpool has five floors devoted to the natural world and historical artefacts. Live fish and insects are on display on the lower floors (check out the leaf-cutter ants) and there's a planetarium on the top floor; buy tickets from the reception desk in the main foyer.

Central Library

Next to the World museum is the newly renovated Central Library is a beautiful place with a fantastic range of books and comics, astounding reading room, and a Costa Coffee. Go along with a letter that has your Liverpool address on it so you can sign up for a library card.

Walker Art Gallery

In addition to housing old paintings for the last one hundred and thirty years, the Walker is also home to the John Moores Painting Prize. It's right next to the Central Library so go along to see the talent your University, as well as some of the rest of humanity, has produced.

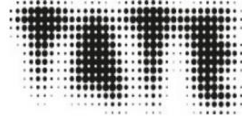
The Bluecoat

The Bluecoat offers poetry readings, painting classes, art exhibitions and even more in its beautiful building on School

Lane, with an enclosed courtyard and cafe that provides a relaxed oasis in the city centre.

Tate Liverpool

Liverpool's main modern art museum is located at the Albert Dock. The Tate rides on a contemporary wave of art coolness although they also have paintings dating back to 1500.



10.10 Theatre

Liverpool is jam packed with theatres waiting to get students through their doors. There are deals left, right and centre, so why not give it a go?

The Everyman and Playhouse

The Everyman and Playhouse are 'two distinct theatres, almost a mile apart, which together make up a single artistic force.' Both theatres put on some cracking shows!



If you turn up on the night of a show, there may be 'Collect on the Day' tickets available to students for just £6!



Young Everyman and Playhouse membership is free and offers reduced tickets to see shows. You must be aged 11-25 and be able to provide ID.

Liverpool Philharmonic

Founded in 1840, the Royal Liverpool Philharmonic is one the world's oldest concert societies. Every year, it presents more than 400 concerts and events at Liverpool Philharmonic Hall including its smaller scale venue, Music Room, and venues across the City. Events range from classical and popular music concerts, comedy, and film.



Liverpool Philharmonic always have special Christmas and Valentine's day film showings. The screen rises out of the stage floor!

The Royal Court

Opened in 1938 and built in Art Deco style, this large theatre has three viewing levels within the main auditorium: Stalls, Grand Circle and Balcony.



'M' from the Bond movies, Judi Dench, made her professional stage debut here in September 1957, playing Ophelia in Hamlet. Since 1980, the venue has hosted pop concerts by the likes of U2, REM, David Bowie and regularly presents Liverpool-themed comedies e.g. 'Scouse of the Rising Sun'. The theatre has recently benefited from an extension and refurbishment and remain a local favourite.

Other Venues

- M&S Bank Arena
- Epstein Theatre
- Empire Theatre
- Unity Theatre

10.11 Events



Liverpool likes to party and regularly hosts city-wide events, being the European Capital of Culture in 2008. Given that the city has the largest collection of Grade II-listed buildings outside London, it provides an impressive backdrop for big events.

- The Liverpool Biennial is the UK's largest contemporary arts festival, held every two years. The 11th edition, due 2020, was postponed until 2021.

**Liverpool
Biennial**

- LightNight Liverpool is an annual one-night arts and culture festival. It features hundreds of free events across the city and there is always a great vibe about the place (especially if it's not chucking it down!). The date of the 2022 LightNight is TBC but it's usually on a Friday in mid-May.

**LightNight
Liverpool**

- Liverpool Sound City presents a diverse range of live music and arts. Previous years have seen performances by The Flaming Lips, Ed Sheeran, Belle and Sebastian, Bastille and Royal Blood. The event usually take place in late May and so it provides a great opportunity to celebrate the end of exams!
 
- The annual Homotopia festival is the country's leading LGBT arts and cultural celebration. Usually in November, it presents a month-long festival featuring world premieres and new commissions across theatre, visual art, film, heritage, live art, dance & cabaret.
 

Annual events

There's always something going on in Liverpool and many city-wide events are free or have student admission.

October

- Black History Month
- Liverpool Irish Festival, October 21-31 2021

November

- Homotopia (See above)

December

- International Day of Persons with Disabilities, Dec 3rd

February

- Chinese New Year Celebrations, around February 1st

March

- International Women's Day, various venues, March 8th

May


- LightNight (See above)
- Sound City (See above)

June

- International Mersey River Festival, Liverpool Waterfront
- Africa Oyé music festival, Sefton Park

July

- Liverpool International Music Festival, Sefton Park
- Liverpool Pride, City Centre

	<p>Jiggling bodies and beating drums: Watch the July's Brazilica carnival on Hope Street. It gets a LOT busier the further down the hill you go.</p>
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August



- International Beatleweek



September

- Comedy Festival, city centre venues

10.12 Beaches, Parks, and Gardens



Yes, beaches. Maybe Summer 2022 will be a repeat of Summer 2018 (the hot one)! The most popular ones are those around West Kirby, Hoylake, Freshfields and Formby, and all are readily accessible by  MerseyRail.

MerseyRail.		https://www.merseyrail.org/
		

	<p>You must see 'Another Place,' an art installation of 100 iron figures by Anthony Gormley across a wide beach.  Blundellsands and Crosby.</p>
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Liverpool has an enviable selection of parks and gardens including Otterspool prom ( Aigburth), Sefton park (bus to

Aigburth Rd), Calderstones park (bus to Menlove or Mather Ave), and the Festival Gardens (🚶 St Michaels). The Wirral also boasts a number of green spaces.

Liverpool parks and gardens		https://liverpool.gov.uk/leisure-parks-and-events/parks-and-greenspaces/
		https://www.wirral.gov.uk/leisure-parks-and-events/parks-and-open-spaces-0

The National Trust

This is largely represented in Liverpool by Speke Hall, a Tudor mansion and grounds. If you don't have a car, the easiest way to reach the hall is to take your bike on MerseyRail and alight at 🚶 Liverpool South Parkway. Although there are no bus services which run directly into the grounds, there are plenty which can set you down within ½ mile of the entrance.

The National Trust around Liverpool also includes:

- The Hardmans' House
- The Beatles Childhood Homes
- Formby red squirrel walk



10.13 Club and Societies

Liverpool John Moores University has a wide range of societies covering sports, science, politics, and academia. Joining these teams is a good way of making friends and staying motivated throughout your time at university. It also shows future employers that you are a dedicated and proactive person who enjoys being part of a team.

You can find a list of societies and sports teams online (See Section 9 for information on accessing the JMSU website). Generally, the sports teams are given V.I.P treatment on student nights because they bring so much custom, so join up and be prepared for many a cheap night!

10.14 Volunteering

By giving some of your time and energy to volunteering you'll be able to make a positive impact in your local community, help people in need and get involved in worthwhile causes that matter to you. In doing so, you'll build your self-confidence, develop a sense of purpose and achieve your personal and professional goals.

<p>Volunteering</p>		<p>https://www.ljmu.ac.uk/discover/your-student-experience/volunteering</p>
		

11 Glossary

Below is a collection of words and abbreviations that you are likely to come across at Liverpool John Moores University. Many of these terms are common across all universities.

Academic Misconduct

Behaviour contrary to regulations that includes collusion, cheating, and plagiarism.

Academic Misconduct Panel (AMP)

Convened when an allegation of Academic Misconduct is brought by a member of academic staff against a specific student or group of students in relation to performance in a summative assessment.

Academic staff

Employees of the University that teach on your programme. Includes Lecturers/Senior Lecturers, Principal Lecturers, Readers, and Professors.

Alumni

Students who have already graduated from university.

Alternative assessment

There are three types:

- For students with long-term medical conditions or disabilities, their Individual Student Learning Plan (ISLP) may specify a range of mitigating measures. These may include extra time in examinations or flexible deadlines.
- Students with personal circumstances that affect their ability to complete a scheduled assessment may request an alternative assessment if an extension is not appropriate.
- In exceptional circumstances, there may have been genuine reasons that prevented the assessment occurring as scheduled e.g. pandemic. An alternative assessment may then be given to all students on the module.

Alternative exit award

Students who do not attain the total number of credits required for the award of a Bachelor's degree e.g BSc (360 credits) or an undergraduate Master's degree e.g. MPharm (480 credits), would leave the course with an alternative exit award such as a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE).

App Player

The App Player is a tool on LJMU networked computers and laptops to locate and run a large collection of software. Look for a green button with a white arrow on your desktop.

Assessment

An activity where you present or submit work for judgement by academic staff or your peers. Summative assessments are awarded a specific mark, e.g. 65%, while formative assessments may be awarded an outline e.g. 'first class'.

Athens

Provides LJMU- authenticated access to the electronic library, including online academic journals (Section 7.3).

Blended Learning

A combination of online interaction and educational materials alongside traditional classroom-based teaching.

Board of Examiners

Chaired by the School Director and attended by Programme Leaders, Module Leaders, External Examiners and representative from University Registry, these are meetings that convene after examination periods to make recommendations for students based on their performance. Common recommendations are 'Progress', and 'Refer' or 'Defer' specific modules.

Board of Study

These meetings are attended by your Course Representatives and ensure that your views about your course are given proper weight in the processes of programme development.

BSc or Bachelor of Science

An academic title that students are awarded on successful completion of an undergraduate degree course within the Faculty of Science. After the award of the BSc, students can put the letters at the end of their name (post-nominal letters). BSc (Hons) stands for Bachelor of Science with Honours.

Bursary

A type of payment, usually based on income, which contributes towards study fees and/or living costs whilst studying at university (Sections 7.4 and 10).

Campus

An area of land on which the university buildings are located.

Canvas

The University's Virtual Learning Environment (VLE) that houses lecture notes, discussion boards, quizzes and acts as a submission portal for coursework.

Capped

If a module includes Referral assessment(s) then the mark for the module is capped at the pass mark. This sets the maximum mark that a student can attain in a referred module e.g. 40% for Level 3 and 4 modules.

Careers Team

Provides you with quality-assured, tailored careers and employability support through the Careers Zones, online resources and Career Planning Guides (Section 7.5).

Careers Zones

The Zones are staffed by members of the Careers Team. They are situated at the main entrance of Byrom St (Section 7.5).

Certificate of Higher Education (CertHE)

Awarded to student with insufficient credit for a degree but with 120 Level 4 credits.

Chaplains

Offer religious and spiritual guidance and support to students and staff, when requested (Section 7.4).

Cheating

A form of Academic Misconduct. Cheating covers a range of activities including; gaining access to unauthorised material before an assessment, engaging in prohibited activities during exams, submitting false claims about previous work, falsification or misrepresentation of data, the submission of work for assessment that has already been submitted (without the prior consent of the Module Leader), and the submission of material purchased or commissioned from a third party. Allegations of cheating are considered by Academic Misconduct Panels.

City Campus

One of LJMU's two main campuses and includes Byrom St.

Collusion

A form of Academic Misconduct that has two main types. Firstly, the conscious and unauthorised collaboration between two or more students in work that is submitted by each student in an identical or substantially similar form. Secondly, the unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own. Allegations of collusion are considered by Academic Misconduct Panels.

Counselling Services

Confidential, professional advice and support with any personal, emotional or mental health problems that students may have whilst at LJMU (Section 7.4).

Course

A programme of study leading to a qualification.

Course Representatives (Reps)

Students, trained by JMSU (Section 9), who are elected or volunteer to represent their level at the Board of Study.

Coursework

The general name for an assessment that can be completed before the end-of-semester examination period. Normally, the term refers to assessments that contribute to the module mark (summative assessments).

Credits

Points that are awarded upon passing a module. For example, on a 20-credit module, a student would attain either 20 credits for passing the module, or zero credits for not passing the module: There is no partial credit.

Deferred entry

Delaying entry to university. Students who wish to take a gap year after school/college usually defer entry for a year.

Deferral

If a student does not pass a module but has submitted a Personal Circumstances (PC) form that was accepted by the Personal Circumstances Panel, then the failed assessments would be postponed (deferred) until the next assessment opportunity. Such assessments are known as Deferrals and marks for these assessments are not capped.

Degree

A higher education qualification that may qualify students up to Level 6 of the Framework for Higher Education Qualifications for BSc programmes, or up to Level 7 for undergraduate masters degrees, such as Master of Pharmacy (MPharm).

Discipline

The subject which a student is studying for their degree, e.g. Chemistry, History, Maths.

Diploma of Higher Education (DipHE)

Awarded to student with insufficient credit for a degree but with 120 Level 4 credits and 120 Level 5 credits.

Dissertation

A written account of several thousand words on a specific subject, usually completed in the final year of study.

Distance learning

Courses that combine web-based learning with traditional components. Distance learning courses allow students to learn at any time, any place – through self-study, using web-based resources provide through e.g. Canvas.

Doctoral Academy

Provides a focus for postgraduate education and research and to represent the needs of postgraduate students within LJMU.

EDUROAM

The name of the LJMU wireless network (Section 7.2).

Engagement Score

A numerical measure of the amount of use that you have made of the University's resources over the preceding two weeks (e.g. libraries, Canvas) and benchmarked against the average for your programme-level (Section 6.6).

Enrolment: See Registration.

Exam

The general name for an assessment that is completed during one of the end-of-semester examination periods. The term always refers to assessments that contribute to the module mark (summative assessments). Exams may be completed in an exam hall or in a laboratory during an assessed practical.

Exceptional Second Referral (ESR)

If you attain 100 credits within a Level after exhausting all your first referral opportunities then you will be allowed to progress to the next Level, but you would be required to undertake a final attempt to pass the 20 credit module. This would be in addition to the normal first referral opportunity and, hence, this final attempt is known as a second referral.

Extension

A deadline extension for a piece of coursework, made upon request by the student and via agreement with the Module Leader. These are granted in response to illness or other verifiable reason.

Failed assessment

When a mark below the pass mark is attained for an assessment e.g. a mark of 39% or below in Levels 3 and 4.

Failed module

This is the outcome when a student has exhausted all their Referral opportunities on a module (including Exceptional Second Referrals or Final Module Attempts) and,

- 1) their module mark is still below the pass mark OR
- 2) the student has still NOT attempted all assessments on the module (excluding Future Focus at Level 4).

A failed module would normally mean that the student leaves the course and is given the highest Alternative Exit Award that they qualify for.

Faculty

LJMU comprises five faculties and each faculty is made up of one or more Schools or Departments (Section 3).

Fieldwork

The general name for any taught session that does not take place in a University building.

Finals

Finals are the exams taken in the final year of study.

Final module attempt (FMA)

A type of second Referral. If you attain less than 100 credits within a Level after using all of your first referral opportunities then you cannot progress to the next Level. You *may* be offered the opportunity to re-take failed modules in the next Academic Year, known as Final Module Attempts. You would attend each module and re-take referrals in all assessments (passed or failed), delaying your progression by one year.

First Class

A degree award normally reserved for students attaining an overall degree classification mark of 70% or above.

Formative assessment

An assessment that is intended to develop skills and/or knowledge for future application within the programme. The term may be used to describe assessments that do not contribute to the module mark (i.e. mocks) or assessments that do contribute to the module mark (summative assessments).

Framework for Higher Education Qualifications

Establishes the academic standards that UK university degree programmes are expected to meet through a series of numbered levels from Level 4 (first year) to Level 8 (PhD). The framework ensures consistent use of qualification titles across the higher education sector.

Freshers' Week

First week of the first year of a university course. Packed with events and entertainments designed to help new students ('Freshers') settle in.

Freshers' Fair

Organised by JMSU (Section 9) and normally takes place very early on in Semester 1. New students get the chance to grab some free stuff and find out about all the students' union's sports clubs, societies, student-run services, representation and more.

Future Focus

The workshop and online activity supported by the LJMU Careers Team that is embedded within Level 4 of all LJMU UG programmes. All Level 4 students undertake the Future Focus online assessment task within one module (Section 7.5).

Gap year

A year off before going to university; spending time travelling, earning money, or gaining work experience.

Graduand

A student who is deemed eligible to graduate by a Board of Examiners. They remain as a graduand until their graduation.

Graduate

Someone who has successfully completed a degree course and has been awarded their degree.

Graduation

Ceremony where students are officially awarded their degree by the Vice Chancellor. Takes place in Liverpool Anglican Cathedral every July and November.

Halls of Residence

Student accommodation blocks.

HelpMe (Helpdesk)

The University's self-service system for requesting help with IT and Library issues (Section 7.2).

Higher degree

A postgraduate programme of study either taught (e.g. MSc) or through independent research (e.g. MPhil, PhD).

Higher education (HE)

The education provided in universities. This can include foundation, undergraduate and postgraduate degrees; it is distinguished from education at school (compulsory education) or college (further education or FE).

Honours/honours degrees

All undergraduate degrees offered within the Faculty of Science are honours degrees. Awards can be:

- First-class honours (or Firsts),
- Upper-second class (or 2.i, 2:1, pronounced 'two-one'),
- Lower-second class (or 2.ii, 2:2, pronounced 'two-two'),
- Third class honours (or Thirds).

Induction

The name given to the series of university-arranged events designed to introduce new students to their programme. These activities may take place over a number of weeks.

International students

A classification used for fees purposes. In general, a student not from a European Union (EU) country is classed as an international student.

Invigilator

A person who is involved in the monitoring of timed summative assessments e.g. exams. A team of invigilators are responsible for ensuring the examination keeps to the scheduled time, students' work is collected at the end of the assessment period, and that any instances of Academic Misconduct during the assessment period are reported.

ISLP: Independent Student Learning Plan

A plan developed for a student after the assessment of a seen or unseen disability e.g. dyslexia. The ISLP will cover supports for taught sessions, coursework, and examinations (Section 7.4).

ITS: Information Technology Services

Unit responsible for all IT services and support at LJMU. Operates a helpdesk for computer queries (Section 7.2).

JMSU

The abbreviation for the Students' Union at LJMU.

Learning Outcomes

Learning outcomes are statements that identify what you will know at the end of each Module and Programme-Level. Summative Assessments are designed so that they assess the learning outcomes.

Leave of Absence

A student may apply for a leave of absence if they need to take an extended period away from the University. This would be discussed with the Personal Tutor and Programme Leader.

Lecture

One of the main methods of teaching at universities. Lectures are delivered by a single member of staff and may involve large groups of students.

Lecture Capture

The recording of a taught session by an academic member of staff for later viewing by students via Canvas e.g. using the Panopto software.

Lecturer

Another general name for an academic staff member. The terms 'Lecturer/Senior Lecturer' and 'Principal Lecturer' refer specifically to academic posts, the latter being more senior.

Level

The name used to identify the position of a student on the foundation year or the UK Framework for Higher Education Qualifications:

- Level 3: Foundation year of a degree
- Level 4: First year of a degree
- Level 5: Second year of a degree
- Level 6: Final year of a Bachelors degree
- Level 7: Final year of an undergraduate Masters degree, e.g. MPharm, or Postgraduate level

Library Services

Manage LJMU's three libraries and coordinate online resources and interlibrary loans (Section 7.3).

Loan Laptops

LJMU-networked laptop computers for short-term use by students on campus. They are available from the libraries, the Redmonds Building, James Parson Building Rm 321a and the Byrom St Student Social Zone (Sections 6.1 and 6.4).

Lower Second Class (2.ii)

A degree award normally reserved for students attaining an overall degree classification mark of 50-59%.

Mature student

Defined as someone who will be 21 or over on entry to university.

Modules

At university, students take a certain number of modules, or course units, each year. On most courses you have a number of core and optional modules. At level 3 and 4 at LJMU, all modules are core.

Module Evaluation

An in-semester survey designed to establish student satisfaction with the teaching and assessment on a module.

Module Leader

The member of academic staff in charge of a module and who is responsible for recording students' assessment marks.

Module Proforma

This is the original source of information about a module. It includes the level, credit value, aims, learning outcomes, the assessment components and weightings, learning activities and outline syllabus.

Mount Pleasant Campus

One of LJMU's two main campuses, located close to the city centre.

MPhil or Masters of Philosophy

Postgraduate research degree; lower qualification than the PhD but higher than a Masters degree.

MSc or Master of Science

A type of taught postgraduate degree that leads to a postgraduate qualification (i.e. a higher degree than a bachelor degree, BSc).

MyAccount

An online tool to manage your LJMU network account, password, and security questions (Section 7.2).

MyLJMU Portal

This website provides a one-stop shop for most of your online study needs (Section 6.1).

NUS: National Union of Students

Provides research, welfare information and services to those students' unions which are affiliated. NUS is also the national body which represents and campaigns on behalf of students.

Off-campus Applications

A program, accessible from the LJMU website student homepage, that allows you to access selected Apps from any PC (Section 6.1).

Office 365

Online version of Microsoft's popular office software suite including Word, Excel, Powerpoint and more. Includes access to OneDrive free cloud storage (Section 7.2).

Open days

An opportunity for prospective students to be shown around the University.

Passed assessment

When a mark equal to the pass mark or above is attained for an assessment e.g. normally 40% and above at Levels 3, 4.

Passed module

When a student,

- 1) attains a module mark equivalent to the pass mark or above AND
- 2) has attempted all assessments on the module (excluding Future Focus where applicable).

Note that a student does not normally need to pass every assessment in a module. As long as both the criteria above are satisfied then the module is passed.

Pass mark

At Levels 3,4,5 & 6 the pass mark is normally 40%. At level 7 on enhanced undergraduate masters degrees (e.g. MPharm) the pass mark is 50%, as is common in UK universities.

Password

Used with your username to uniquely identify you on LJMU computers and systems. You must not share your password with anybody else and it is a disciplinary offence to do so.

PhD: Doctor of Philosophy

Advanced academic degree that usually involves extensive research and an original thesis. The title of 'Dr' is conferred to those holding a PhD.

Postgraduate (Postgrad; PG)

Student continuing formal education after graduating with a first degree. A bachelor degree is usually followed by a Masters degree (e.g. MSc).

Personal Circumstances (PC)

This can be requested when you will be/are unable to submit a coursework or are unable to attend or complete an examination due to personal mitigating circumstances. It is preferable for students to discuss their circumstances with their Personal Tutor before submitting a PC form.

Personal Circumstances Panel

The committee that meets after each exam period and considers students' PC forms. It decides whether the PC claim should be rejected, accepted, or whether more evidence should be requested from the student.

Personal tutor

Provide academic help and signposts the wider student support and enhancement provision at LJMU.

Placement Learning Support Unit (PLSU)

The place to go to find out more about placement (work experience) opportunities on Science courses (Section 7.1).

Plagiarism

A form of Academic Misconduct that can take various forms and is accompanied by the unclear identification and acknowledgement of source materials. It includes; the word-for-word copying of another's work, paraphrasing another's work by simply changing a few words or re-ordering sentences, and the deliberate and detailed presentation of another's concept as one's own. Allegations of plagiarism are considered by Academic Misconduct Panels.

PGCE or Postgraduate Certificate in Education

Postgraduate course for those intending to enter the teaching profession.

Practical

Experiments, exercises, or simulations conducted under supervision. You may work individually or in small groups.

Professor

A senior position that is conferred by University in light of an academic staff member's significant contribution to research, leadership, teaching or enterprise e.g. Professor of Zoology.

Professional Doctorate

Advanced academic degree (Level 8) that is reserved for programmes where students have made a significant contribution to an occupational or professional area. The title of 'Dr' is conferred to those holding a Professional Doctorate.

Professional Service Teams

The collective term for the non-academic staff that support LJMU activities e.g. Academic Registry, Finance Office and Estates Services (Section 7).

Programme Leader

The member of academic staff with overall oversight for programme of study, including future development.

Progress(ion)

When a student moves from a level to the next highest level.

Prospectus

Brochure that provides information on a university's courses; can be used for both print copy or online version.

Reader

A promoted position that is conferred by the University in light of an academic staff member's significant contribution to research, leadership, teaching or enterprise e.g. Reader in Molecular Biology.

REF: Research Assessment Exercise

The system for assessing the quality of research in UK higher education institutions.

Referral

If a student does not pass a module at their first attempt then they would be offered the opportunity to retake the failed assessments. These are known as Referrals and may include referral coursework and referral exams. Referral assessment marks are capped at the pass mark. If a module is still failed after the first referral then an Exceptional Second Referral or Final Module Attempt may be granted.

Registration

Before students begin their studies, and again at the start of each new academic year, students must register with LJMU to confirm personal and course details.

Research Project

Includes a written account of several thousand words on a specific subject, normally involving associated laboratory work, and usually completed in the final year of study.

Sabbatical (Sabb)

Four elected students that take a year off their studies to be employed by and help administer JMSU (Section 9).

Sandwich course

A course that involves vocational experience. Usually it takes a year to fill a sandwich and as a result, most last 4 years (Section 7.1).

School

Academic departments at LJMU that provide degree courses aligned around specific disciplinary areas (Section 3).

Semester

The American word for a term and it is used in Britain to describe American-style college terms that are longer (14 weeks at LJMU) than British ones (around 12 weeks). At LJMU, the year is divided into two semesters, 1 and 2.

Seminar

A Workshop, or may refer to taught sessions in which students present outcomes of their research.

Skills@LJMU

LJMU's academic skills enhancement service, including support for both written and numerical skills (Section 7.3).

Social Zones

Areas of the campus that provide refreshment facilities and computer access (Section 6.4).

Socs

Short for 'societies' which are the student clubs ranging from political, sporting teams to cultural groups (Section 9).

Student Advice and Wellbeing

A range of services designed to support students through any issues related to their studies and can provide a wide range of advice, e.g. counselling, funding, disability (Section 7.4).

Student Wellbeing Officers

Can act as first point of contact with Student Advice and Wellbeing services. They are located in Faculties to ensure students can make contact quickly and easily, normally via Personal Tutors (Section 7.4).

Student Loans

Loans from the government to help university students pay their living and study costs.

Study abroad

A programme that includes a semester in another country.

Study zones

Areas of the libraries set aside for silent study (Section 7.3).

Summative assessment

An assessment that contributes to your module mark and provide a means of measuring your performance. Some summative assessments may also be formative in nature i.e. they are also intended to develop skills and/or knowledge for future application within the programme.

Student ID Card

A multi-function plastic card issued to all LJMU students. The card can be used to gain access to the libraries' services and certain buildings. It is also used for student discounts from certain retailers and to authorise printing and photocopying on campus. You will need your ID card to reset your password.

Students' union

Almost all universities have a students' union and students are automatically members. A students' union is an organisation run by students for students (Section 9).

Taught session

Any timetabled class including lectures, practicals, workshops, seminars, tutorials and fieldwork.

Teaching and Learning Academy

All LJMU academics are members of the LJMU Teaching and Learning Academy and its strategic aim is to enhance the teaching and learning experience of all students.

Teaching Observation

A continuous scheme in which Faculty staff are observed in the classroom by a trained member of staff.

TEF: Teaching Excellence Framework

A scheme introduced by the government to measure the quality of teaching at Higher Education Institutions.

Third Class

A degree award normally reserved for students attaining an overall degree classification mark of 40-49%.

Tuition fees

Tuition fees are set by the Government and paid to the university directly by you or by the Student Loans Company.

Tutor

Another name for an academic staff member.

Tutorial

Individual or small group teaching in which all attendees contribute. Includes meetings with project supervisors.

UCAS: Universities and Colleges Admissions Service

Organisation that handles most university applications.

Undergraduate (Undergrad; UG)

A student doing their first degree, finishing at Level 6 for Bachelors programmes e.g. BSc, and Level 7 for integrated Masters programmes e.g. MPharm.

Union

Another name for a students' union e.g. JMSU (Section 9).

University

In the UK, a place of higher education that has been founded by Parliamentary Statute.

Upper Second Class (2.i)

A degree award normally reserved for students attaining an overall degree classification mark of 60-69%.

Username

The unique ID (up to 8 characters long) that you use to log on to the University's network.

Virtual Learning Environment (VLE)

An online portal to access University digital learning resources and through which to submit work e.g. essays, quiz answers and posts to discussion boards. The LJMU VLE is called Canvas.

Vocational course

Any course that is intended to train students for a particular profession, career or job. They often involve practical experience in a work environment.

Workshop

A structured taught session with one or more tutors. Group/individual feedback is provided during the session and there may be a focus on revision.

12 Using Outlook as your diary

You may have found this diary useful, but be wary that paper-based planning is not common in the UK workplace. For that reason, we do not provide students with diaries after Level 4.

We encourage you to use an online calendar to organise your schedule in future. At LJMU, all students and staff have access to Canvas and Microsoft Outlook and you might consider using these platforms as your digital diary.




Make your Outlook calendar accessible through your 'phone by syncing your device with the Exchange email server (Section 7.2).

You may not have used an electronic calendar before but they have number of generic features that you can use:

- Enter date and time of lectures and their locations, perhaps using colour codes for different modules.
- Set up alerts to remind you of coursework deadlines.
- Send appointment invites to people you want to meet.
- Quickly enter recurring appointments e.g. to check your Digital Engagement Score (Section 6.5).
- Share your calendar with your friends so they know when you're free, or create new public calendars for scheduling events with groups of friends.

This video is an introduction to Calendars in Outlook 2016:

Using the Outlook Calendar		https://www.youtube.com/watch?v=IeclVjvv1zc
