

European exchange programmes

Erasmus+ Student Handbook

Fall/ Semester 1/ 2015



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Welcome/Introduction

Welcome to the University of Leicester. We hope that you will enjoy your time here with us. We appreciate that the first few weeks can be both exciting and sometimes overwhelming. There will be many things to do; settling in to a new environment and culture, adjusting to a different academic system, making new friends, and probably speaking a different language. You will also need to remember the important information provided during the welcome presentations and workshops.

This guide will cover the main information that you need to know while continuing your studies at the University of Leicester. It will also include information about your Erasmus programme which you can refer to throughout your studies.

Induction and Arrivals

The Airport Bus Service is free of charge to Erasmus students but should be booked in advance through the shop@le.ac.uk. Student should use the 'password' provided in their joining instructions. The bus service will take students from London Heathrow Airport to the accommodation halls on campus. Further details will be available in your joining instructions booklet.

Shop@le online store: <http://shop.le.ac.uk>

International Welcome Week

Once you arrive on campus, perhaps by booking the Study Abroad Airport Bus Service, you are invited to attend the **International Welcome Week (IWW)** which is held on campus. There will be special presentations and welcome events for Erasmus students; details will be sent by email closer to the date. Most IWW activities and presentations are free of charge; however advance booking is required for events regardless of cost. Please check the IWW website for full programme information and booking instructions:

<http://www2.le.ac.uk/offices/welfare/international-student-support/iww>

Special Equipment (if applicable)

If you are studying any lab-based classes please check your departmental handbook for instructions on specialist equipment as applicable.

Registering with the University

There are three types of registration which you must complete in order: Online Registration, the Erasmus Visa Checkpoint, and Departmental Registration.

Registration will be fully explained during the Erasmus Welcome and Registration Talk during the International Welcome Week programme. You are required to attend and location, time, and date information will be emailed to you.

Registration may be longer and more complex than you are used to with your home university. If there are any problems during registration, or if you have any questions, please contact the Erasmus team.

Online Registration

If you have not already completed online registration, you may do so after you arrive. Keep a note of your University of Leicester username and password. Do not share your passwords with anyone. All students are required to check their UoL student email account daily as this is how the Erasmus Team, academic departments and the University will contact you while you are studying with us.

If you encounter any difficulties in completing the Online Registration process please contact the Study Abroad team as we will be able to send you a step-by-step guide on how to complete this process. Please email erasmus@le.ac.uk

Visa Checkpoint for Erasmus

All students will need to attend a Visa Checkpoint. We will check your visa or entry clearance and passport to ensure that you have a valid visa or entry clearance to study at the University of Leicester. After you complete the visa checkpoint you will be able to collect your student ID card.

Please do not forget to bring your passport to the Visa Checkpoint.

Departmental Registration

Please refer to the information sheet which will be handed to you during the Erasmus Welcome Talk.

The modules that you were sent have been approved prior to registration and are subject to change. We cannot guarantee against any timetable clashes, especially if students have selected modules from multiple departments. If you are unsure which modules you have been signed up for, please ask the Erasmus team.

You will need to change your modules if you have a timetable clash as students are expected to attend all classes. This includes lectures, seminars, tutorials, and lab sessions, as applicable. Always confirm with your department which classes you are expected to attend. Please visit the relevant departments at the specified times to enquire about module changes. Some departments request that all students attend the departmental registration sessions to provide students with induction materials.

Timetable clashes and module changes

While it is important to amend your module selection to avoid timetable clashes, please do not panic if you notice a clash. Every year some Erasmus students have initial timetable clashes which are successfully amended. Timetable clashes are more likely to occur if you have chosen modules from different departments and study years. This is due to the academic timetable being organised for UK students who usually only take modules within one or two departments in the same year.

It may be possible to keep your original module selections by switching seminar groups. Some modules have more than one seminar group. Please check with your department to ask if there is another seminar group you can join.

If alternative seminar groups are not available, you will need to amend your module choice selection to fit into your timetable. Please visit the relevant departments, one to remove and one to add a module, at the specified times to enquire about module changes. Not all of the original module choices may still be available; however the departments will be able to guide you through the options. You will receive more information on the departmental registration timetable during the IWW induction presentations.

If you change your modules you must notify your home university Erasmus adviser immediately so that they can approve the modifications.

The timetable will be updated shortly before the start of term and can be found at: <http://www2.le.ac.uk/offices/sas2/timetabling>

There is a limited time period after the start of term in which students are permitted to change their modules to due timetable clashes or preferences. It is important that you review your timetable and schedule to see that you are registered for the required credits (60 per semester for Tier 4 visas), that there are no timetable clashes, and that you are happy with your allocated modules. Guidance on the process and the deadlines will be provided to students during the IWW induction presentations.

Students with a Tier 4 visa

You must be registered for 60 Leicester credits per semester in order to meet visa requirements.

There will also be visa checkpoints throughout your programme, where you will be requested to attend to confirm your attendance. If you fail to attend your registered classes this may be flagged at the checkpoints. You must attend all checkpoints to meet with the regulations of your visa. If you have any questions or concerns about checkpoint please discuss this with a Visa Adviser in the Welfare Office.

Class type terminology

The language used to describe class types may differ from what you use at your home university. Please see the quick descriptions below for some guidance on what to expect:

- **Seminar:** a group of students smaller than a lecture led in discussion by an academic. Your group may explore a particular subject of interest or debate a question. You may be asked to give one assessed presentation per semester to open up discussion.
- **Tutorial:** a small discussion group to answer questions and provide guidance.
- **Lecture:** A large group of students. An academic lecturer will give a presentation, which may be recorded, on a particular topic. Students are expected to take notes during the lecture, and to ask questions during the seminar. Students should note that lectures provide a basis for further independent study, which should consist of several hours per week.
- **Practical:** scientific and lab-based subjects use these sessions for active practical applications.

Living in Leicester

We ask all students to please contact your family as soon as possible to let them know that you have arrived safely. Due to data protection we will be unable to confirm or deny the location of our students to any relatives that may phone our office. All University owned residences will have internet connections. Please enquire at your hall reception for more details. Eduroam wireless is available throughout the main campus. Please see the IT section for more information.

Accommodation

If you have any questions about your accommodation booking contract in a University hall of residence please contact our Accommodation Office at accommodation@le.ac.uk.

Please check your electrical items **before** you plug them in. Electrical voltage in the UK is 240v and you may require an electrical transformer. Failure to check and comply with electrical safety could result in a fire. If you are in any doubt please contact your hall reception.

Safety in accommodation: <http://www2.le.ac.uk/offices/accommodation/downloads/studentsafety.pdf>

Accommodation Safety Support: <http://www2.le.ac.uk/offices/accommodation/supporting>

Contracts

You are required to pay the amount specified in your contract. Please read your contract carefully and be aware of the arrival and departure dates. You are committing to a legally-binding agreement and will be liable to pay for the entire duration stated in your contract. If you wish to cancel your accommodation there will be a cancellation fee. For more information please contact our Accommodation Office or refer to: <http://www2.le.ac.uk/offices/accommodation/terms>

Please contact Hall Manager or your hall receptionist if you experience any difficulties with your accommodation. Please also inform the Erasmus team so that we are aware and can monitor the situation.

If you wish to change your term-time accommodation you will need to go to the Accommodation Office, which is located on the Mezzanine floor of the Charles Wilson Building. There may not be rooms available, (especially at the beginning of term), but you will be put on to a transfer waiting list in case any rooms become available. If you change your room, there will be a transfer fee of approx. £30, you will also need to cover any difference in costs between your initial booking and new room booking.

Term-time accommodation

All University of Leicester halls of residence will have a main reception which provides support services for your hall. This is where you can contact the Hall Manager or hall staff with any questions or special requirements that you may have. During the weekend, Porters and Residential Assistants will be available to assist you. If you need to contact staff urgently during out-of-office hours, their contact number can be found on your room-keychain.

Vacation accommodation

Full year students and those taking exams who live in catered accommodation will be required to move out of their room during the Christmas break period, and the Easter break period. Vacation accommodation will be available for an additional cost.

The cost of vacation accommodation is not a fixed rate and will be dependent on the accommodation provided. If vacation accommodation is required, you will need to complete a vacation accommodation application form. Contact your hall of residence for further information.

Alternatively, if you plan to travel during the Easter break you may wish to put your belongings into storage. There are a number of storage companies within Leicester, including Safestore: <http://www.safestore.co.uk> and The Store Room: <http://thestoreroom.co.uk> ***Please note that the University of Leicester does not endorse these companies.**

Public transport

Leicester has a variety of publically accessible transport options for students. Oadby Student Village is approximately a 30 minute walk from the main campus. However, you may prefer to buy a bus pass, or use the bus services on occasion. You may also wish to consider public transportation if you are travelling within Leicester, or to locations throughout the UK.

Bus

Buses are perhaps the cheapest option (apart from walking and cycling) available to students. Bus passes for local Leicester buses, including the Arriva bus service that runs from the Oadby Student Village to the main campus, are available for purchase at 'The Point' in the Students' Union.

Depending on the type of bus pass chosen, students can enjoy unlimited travel within Leicester on any Arriva bus. Alternatively, students can choose to pay for their bus fare on the day of travel from the bus driver. If you are purchasing a ticket on the day of travel please ensure that you have small cash notes and coins for payment.

During term time, the 80 Arriva bus will make circular journeys from the Oadby Student Village to the main campus and back again. The number 31 or 31A bus is also available for students that wish to travel from the main campus to the city centre.

Timetables for the 80, 31, and 31A bus services can be found on the Arriva website at: <http://www.arrivabus.co.uk/ServiceSearchResults.aspx?regid=127&txt=Leicester>

Taxi

There are many local taxi companies available. Students can choose to pre-book a private hire taxi, or hire the services of a Black Hackney Cab from a designated taxi rank. Students should be aware that private hire taxis should only be used if pre-booked, this information is very important for your personal safety.

Only Black Hackney Cabs with the appropriate licence should be used on a hop-on basis.

Black Hackney Cabs are specially licenced by the council for this purpose. Please note that while not all Black Hackney Cabs are black in colour, all have a distinctive vehicle design and shape, clearly display the licence for hire with the driver's name and photo, and can be found at designated taxi ranks including directly outside train station.

Please note that the University of Leicester does not endorse any private hire taxi companies, but you may wish to use the list of local companies below:

- Victoria cabs: 0116 270 6655
- Swift Fox cabs: 0116 262 8222
- ABC taxi: 0116 255 5111
- Hansom: 0116 233 3333
- Queen's Saffron: 0116 270 1700

Rail

Leicester has one train station which is located in the city centre on London Road. Tickets for travel can be purchased online directly from individual train companies, National Rail website, other third party providers, or from the station. Tickets can also be purchased on the day of travel at the station from a ticket machine or ticket counter.

Please note that students may wish to research and book tickets in advance at set times for cheaper fares. Railcards, such as the 16-25 Railcard, may also be purchased to permit the bearer to access cheaper fares.

- 16-25 (YP) Railcard: <http://www.16-25railcard.co.uk/>
- National Rail (timetable and ticket sales): <http://www.nationalrail.co.uk/>

Bicycle

If you decide to use a bicycle during your time in Leicester, you are welcome to bring your bike to the Security Lodge on campus to be registered to deter theft. You may also choose to purchase a secure D-lock for you bike. Please see the Security Lodge website for information on locks and registration:

<http://www2.le.ac.uk/offices/estates/services/day-to-day-services/safety-and-security/cycle-registration>

There are many locations where bikes can be stored on campus, including the **University Bike Park** which is an underground secure storage facility for over 300 bikes located next to the David Wilson Library. There are also showers for cyclists, and discounts for insurance and repairs for registered students. A full list of campus storage locations, cycle route maps, discounts, and helpful tips is provided by our Environment Team:

<http://www2.le.ac.uk/offices/estates/environment/travel/bicycle/cycle-storage-locations>

General information about cycling in the UK can be found on this Government website:

<http://www.direct.gov.uk/en/TravelAndTransport/Cycling/index.htm>

Department Details

The Erasmus Office is part of the Mobility Team within the International Office. The Mobility Team co-ordinates exchange links including the Erasmus+ and Study Abroad programmes.

The Erasmus team is Bloeme Bergmann and Nalina Pattni. The Study Abroad team is Peter Hough and Kristina Burns. Our Mobility Projects Assistant is Silvia Meyer-Wachsmuth.

The International Office is responsible for the development of the University's overall international strategy, including marketing, recruitment, student exchanges and links with universities and other organisations. This involves a wide range of activities such as representing the University of Leicester at international education fairs and exhibitions, visiting schools and universities, coordination of Erasmus+ and Study Abroad exchange links, production and distribution of information for prospective international students, liaising with current international students and international student societies, and management of the University's overseas agents for campus-based courses.

Please see the International Office webpages for more information: <http://www2.le.ac.uk/offices/international/aboutus>

Departmental Communications

Academic matters relating to the course structure, the submission, and marking of work, should be discussed with the relevant academic department for the module. You are welcome to contact the administration in the department as any other student on campus, however if you feel you need special assistance due to the status of your exchange studies you may wish to contact the departmental contact for Erasmus.

Personal issues such as stress, homesickness, visas, or financial hardship concerns can be discussed with one of our advisers or counsellors within the Welfare Office. Advice services are also provided for childcare, international students, financial, legal, accommodation support, under 18 guidance, and visa advisers. The Welfare Office is located in the upstairs wing of the Percy Gee (Students' Union) Building. Their offices are open Monday to Friday; from 9am to 5pm. Appointments can be made outside of these hours, but only if booked in advance. Please contact the Student Welfare Service to make arrangements.

If you have any other questions, or you are unsure who to contact, please contact the Erasmus Office as a first point of contact and we will be able to advise you. We are located on the ground floor of the South Wing in the Fielding Johnson Building. Our office hours are 9:30am to 4:30pm, Monday to Friday.

Staff List and Key Contacts

Throughout your time with us you may need to speak with someone about a variety of issues. Please consult the chart below to find the most appropriate contact for your needs.

	Contact name:	Telephone:	Email:
Study Abroad Team			
Senior International Officer (Mobility & Exchange)	Ms Bloeme BERGMANN	0116 252 5142	erasmus@le.ac.uk
Study Abroad Adviser	Mrs Nalina PATTNI	0116 252 5142	erasmus@le.ac.uk
International Office (general enquiries)	various	0116 252 2296	international.office@le.ac.uk
Welfare, Safety & Security			
Welfare Office	various	0116 223 1185	welfare@le.ac.uk
AccessAbility Centre	various	0116 252 5002	accessible@le.ac.uk
Security 24/7	various	0116 252 2023	control@le.ac.uk
Emergency 24 hours (on campus, out of office hours contact)	various	0116 252 2888	none

Departmental contacts (Erasmus and Study Abroad departmental representative contacts)			
American Studies	Ms Amy BENTLEY	0116 252 2587	amstudies@le.ac.uk
Archaeology & Ancient History	Dr Ian WHITBREAD	0116 223 1086	lkw3@le.ac.uk
Biological Sciences	Dr Salvador MACIP	0116 252 2907	bsadmin@le.ac.uk
Chemistry	Dr Antonio GUERREIRO, or Prof Sergey PILETSKY	0116 252 2100	ag398@le.ac.uk or sp523@le.ac.uk
Computer Science	Prof Thomas ERLEBACH	0116 252 2129	te17@le.ac.uk
Criminology	Dr Jennifer FLEETWOOD	0116 252 3946	crimba@le.ac.uk
Economics	Dr Dimitrios VARVARIGOS Ms Nikki PALLETT	0116 252 2184 0116 252 2890	dv33@le.ac.uk njp27@le.ac.uk
Engineering	Dr Shian GAO	0116 252 2536	sg32@le.ac.uk
English Language (ELTU)	Ms Ophelia LU	0116 229 7859	eltu@le.ac.uk
English Literature	Prof Martin DZELZAINIS	0116 252 2620	visitingstudent@le.ac.uk
Geography	Dr Juan CARLOS BERRIO	0116 252 3823	jcb34@le.ac.uk
Geology	Mr Sergio VINCIGUERRA	0116 252 3634	sv127@le.ac.uk
History	Ms Sarah WHITMORE	0116 252 2587	sjw75@le.ac.uk
History of Art	Dr Thomas FRANGEBERG	0116 252 2867	tf6@le.ac.uk
Infection, Immunity & Inflammation	Dr Peter ANDREWS	0116 252 2951	pwa@le.ac.uk
Natural Science	Prof Derek RAINE	0116 252 3506	iscience@le.ac.uk
Law	Mr Ben REED	0116 252 2363	br84@le.ac.uk
Management	Dr Chris GROCOTT	0116 252 5520	ulsm@le.ac.uk
Mathematics	Mr Dan CARTER, or Ms Ushma CHAUHAN	0116 252 3917	mathsug@le.ac.uk
Media & Communication	Dr Tracy SIMMONS	0116 252 3863	ts11@le.ac.uk
Modern Languages	Dr Yan YING	0116 252 2838	visitingstudent@le.ac.uk

Physics	Ms Merry HOLMES	0116 252 3575	mc323@le.ac.uk
Politics & International Relations	Dr Jonna NYMAN	0116 252 2702	politics@le.ac.uk
Psychology	Dr Giorgio FUGGETTA	0116 229 7198	gf43@le.ac.uk
Sociology	Dr Ipek DEMIR, or Ms Denise MARTIN	0116 252 2739	dm13@le.ac.uk

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord <http://mystudentrecord.le.ac.uk> using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details. If you experience any difficulties in editing your contact details please contact the Study Abroad team.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

Department Facilities

Students are welcome to use the on-campus IT facilities including computer suites and workstation zones, and the smart-printers across the campus. The Library has silent and group study zones with computers and printers. There are additional computer facilities available for disabled students in the AccessAbility Centre.

Academic departments have different types of facilities, special book collections, material collections, supercomputers, equipment, and laboratories. Please check with the general departmental administration to ask which facilities are available to students. Charges may apply for consumables or services, please check with your department before use. Some charges for course essentials such as lab coats, starter kits, and safety-gear, are collected through the shop@le store. <http://shop.le.ac.uk/>

Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language

- Get independent advice about your course
- Manage your student information

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist information resources including a print collection of over 1 million items and a Digital Library of over 500,000 eBooks and 50,000 electronic journals which you can use from anywhere on the Web;
- help in finding and using information; online, face to face and by telephone;
- individual and group study space;
- PCs, netbooks and wireless networking for your laptop;
- services for distance learners.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

For information about your subject, please check your departmental handbook.

IT Services

Whilst studying at the University you will have a **University IT account** and **email** address. There are hundreds of University PCs available with Office 2010 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- **Student email:** access your email and calendar anywhere, including on your smartphone or other mobile device;
- **Printing:** print, copy or scan on campus; pay by topping up your print and copy account;
- **IT Help:** visit the Help Zone in the Library, phone 0116 252 **2253**, email ithelp@le.ac.uk or attend a training course;
- **Wifi:** free access to eduroam wifi on campus, in halls or at other universities;
- **PCs on campus:** there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods). Download the map to find a Student PC area on campus from: www.le.ac.uk/pcareas;
- **Files:** store files on your Personal Z: drive, which is backed up and available anywhere;
- **Blackboard Virtual Learning Environment:** support and information for all your courses;
- **Leicester Digital Library:** access to journals, databases and electronic books online;
- **Mobile app:** download the University mobile app to find a University PC available near you or access Blackboard Mobile Learn.

More information can be found at www.le.ac.uk/it4students

Student Learning Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you

need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies

Students' Union Education Unit (ED)

Education help and advice is provided by the Students' Union for all students.

If you would find it helpful to talk to someone outside of your department, we offer a confidential and impartial service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide a professional and friendly service.

You will find the Education Unit staff in the Students' Union Building on the first floor within the West Wing. Opening hours are 10.00 am to 4.00 pm, online chat facilities are available (visit our website for further details), you can either pop in or book an appointment by contacting us on the details below:

Contact: Students' Union Education Unit (ED), Students' Union (First Floor)

+44 (0)116 223 1132/1228 | educationunit@le.ac.uk | <http://leicesterunion.com/support/education>

Learn a New Language with *Languages at Leicester*

There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span, and even help to grow your brain!

Study with the *Languages at Leicester* Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages. We offer 16 different languages including Arabic, British Sign Language, Chinese and Spanish to name just a few, six different levels of learning and two different course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive 'fast track' courses on Saturday mornings.

Find out more about *Languages at Leicester*, including fees and term dates at: www.le.ac.uk/ml/lal.

Contact: Languages at Leicester: +44(0)116 252 2662 | lalenquiries@le.ac.uk

Other University Facilities

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available. The opening hours are:

Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)

Saturday 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library

+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop

Twitter: [@LeicUniBookshop](https://twitter.com/LeicUniBookshop) | Facebook: www.facebook.com/UoLBookshop

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University's Regulations.

The **Quick Guide to Student Responsibilities** (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

Student Responsibilities

The University expects its students to behave responsibly and with consideration to others at all times. The University's expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University's regulatory statement concerning Harassment and Discrimination

These can be found at www.le.ac.uk/senate-regulations

Attendance and Engagement Requirements

Attendance and engagement with your course is an essential requirement for success in your studies. The University's expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

Neglect of Academic Obligations

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to

you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University's regulations (see <http://www.le.ac.uk/senate-regulation4> 'Neglect of academic obligations'). In the most serious of cases of neglect the University has the right to terminate a student's course.

Examination Regulations

If your course involves any exams you must ensure that you are familiar with the **University's Examination Regulations** (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the **Students' Guide to Exams** (www.le.ac.uk/sas/assessments/examsguide)

Course details

Programme and Module Specifications

View the programme and module specifications for your course via www.le.ac.uk/sas/courses

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module's aims, teaching and learning methods, assessment components and their percentage weighting.

Teaching Timetable

You will receive your timetable as part of the registration process after you arrive to the campus. If your timetable clashes you may need to re-select some modules. This will be explained and take place during the Departmental Registration process. Further information will be provided during the International Welcome Week introduction presentations. If you are not able to attend, please contact the Erasmus team.

Coursework Submission

Please check with the relevant academic department for each module as necessary as different guidelines may apply for each department.

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Change of Course/Module

We will provide general information to all Erasmus students during the IWW introductory presentations and Departmental Registration. Please contact the Erasmus team to discuss this process only after the presentation!

Marking and Assessment Practices

Please check with the relevant academic department to discuss marking and assessment for modules.

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Late submission of coursework

Prepare properly and help avoid panic and penalties. Make sure you know exactly when your assignments are due to be handed in and plan your work so that you can meet the submission deadlines. Consult your department's handbook or speak to your module tutor or course administrator if you are unsure of a coursework deadline and submission procedures. Please view the Late Submission of Coursework webpage for more information on missed deadlines and penalties for late submission: <http://www2.le.ac.uk/offices/sas2/assessments/late-submission>

Feedback and the Return of Work from Staff

Please check with the relevant academic department for further explanation.

The Department complies with the University's policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

Academic requirements for Erasmus Students

You are expected to stay for the duration of your programme. You must also stay for any assessments that are required. You are expected to take 60 credits per semester. If you are an EU/EEA citizen, you can take fewer credits. It is your responsibility to ensure that your home university approves of this!

Examinations

All Erasmus students are expected to stay for exams. In some cases, teachers may assume that you are a Study Abroad student. Please advise them that you are an Erasmus student, and as such are required to take exams along with Leicester students.

Private Study

If you are taking modules from an Arts-based faculty, you may seem to have a lot of spare time in your timetable. The UK academic system places an emphasis on private study, so during what you may perceive to be spare time you will be expected to study independently. This may be a more graduate style of learning than the type to which you are accustomed. If you require guidance on independent learning please consult the Learn at Leicester section in this handbook for support services. You could also ask your lecturer for reading list recommendations.

Coursework and essay writing

Always keep a copy of your completed coursework and keep a record of when coursework has been submitted.

Transcripts

All participating Erasmus students will receive a transcript produced by the University of Leicester. Two copies, one for you and one for your home university, will be sent to your home university free of charge.

Please note that students should submit all coursework and attend examinations as scheduled by your department. Failure to submit work or take exams may result in your academic transcript being withheld until a full set of results can be recorded for all registered modules. This may cause difficulty when you return to your home university. If you are ever in any doubt please contact the Erasmus team.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University's commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on 'Referencing styles'). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else's work without proper acknowledgement.

What we mean by 'plagiarism', 'self-plagiarism' and 'collusion'

Plagiarism is used as a general term to describe taking and using another's thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another's work;
- the presentation of another's concept as one's own;
- the reproduction of a student's own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 'Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion').

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most academic departments have a specific referencing style which you are required to use. Please note that some of your modules may be taught by different departments. To find out which referencing style each department uses, and for information and help on each referencing style, please visit <http://www.le.ac.uk/library/help/referencing>

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

Notification of Ill Health and Other Mitigating Circumstances

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) about any such circumstances **at the time** they occur. **You need to** supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

Please also let the Erasmus Team know if your illness is severe, i.e. if you are sick for more than three days (Monday-Friday).

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University's definition of a mitigating circumstance.

Ethical Approval of Student Projects

Ethical approval may be required for research work. Please consult your academic department to discuss this further if applicable.

Personal Support for Students

Departmental Student Support Arrangements

From discussion of academic progress, to friendly advice on personal matters; the Erasmus Team are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, or more personal problems such as accommodation or financial difficulties.

Equal Opportunities

Each academic department will have a designated Equal Opportunities Officer. They will be able to advise you on how to raise any concerns related to equal opportunities (ethnicity, gender, disability, etc.). Please consult your departmental staff list to find out their contact details.

University Student Support Arrangements

While you are studying with us you may require additional support in student life experience, health and well-being, practical matters, and learning and career development. Please see below for more information.

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Low-level photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessable@le.ac.uk |

www.le.ac.uk/accessability

Student Welfare Service

The Student Welfare Service offers wide ranging practical support, advice, and information for students.

Financial advice is offered, with information on budgeting and funding.

Information and guidance is available in relation to private rented accommodation.

The Student Welfare Service also coordinates the International Welcome Week in September and January. Expert immigration advice is available. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Percy Gee Building (First Floor).

Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare

Counselling and Wellbeing Service

This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:

Student Counselling Support

Time-limited, free and confidential counselling on a one-to-one or group basis to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service

+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support

Practical and emotional one-to-one and group support to students managing mental health issues whilst at the University.

Contact: Student Support (mental wellbeing)

+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk

www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service

+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

Health Care and Registering with a Doctor

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University's students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If you are with us for one semester only, you will not be allowed to register with the Health Centre. However, if you get sick, you can still go and see a doctor at the Health Centre. The staff at their reception will be able to explain how to use their services in this case. Please ensure that you bring your EHIC.

If when you come to University you are already under the care of a 'specialised team', have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be

managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: www2.le.ac.uk/students/info/new/undergrad/health

A guide to the NHS

The National Health Service (NHS) might seem very complicated if you have not used the system before. The NHS is a publically funded system which provides health care for residents in the United Kingdom (UK). Please view the website for more information: <http://www2.le.ac.uk/offices/ssds/healthy-living-for-students/new-students/international-students>

Travel health questions

While you are studying with us you may wish to take the opportunity to travel further. We recommend you consult the guide to Information about Travel Health before you go: <http://www2.le.ac.uk/offices/ssds/healthy-living-for-students/health-resource/information-about-travel-health>

Careers and Employability

Students are welcome to contact the Career Development Service for more information on activities and opportunities.

Career Development Service

You need a first-class education; that's a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students' Union, your award winning Career Development Service is here to guide and support you from your arrival at Leicester through to graduation and beyond.

Throughout your studies you will engage with the **Career Development Journey** which is your personal guide to working out what you want to do after University and how to get there. Starting early is key, and completing the first step of the journey is simply achieved by logging onto MyCareers with your university username and password. You can access this through our homepage.

MyCareers is your gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews;
- Booking workshops, such as mock assessment centres and psychometric testing;
- Invitations to employer events;
- Finding opportunities such as paid internships, volunteering, and enterprise and business start-up activities.

Get involved by:

- Signing up to Unitemps If you are looking for part time work whilst studying. We are based next to the Career Development Service in the Students' Union.
- Coming along to fantastic employer events throughout the year including the Festival of Careers. We are one of the top 25 universities targeted by the largest number of top employers!
- Reflecting on your skill development throughout your academic studies and extra-curricular activities, as you will need to show employers how you can communicate, work in a team and much more. For more information on the Transferable Skills Framework go to our website.

Come and visit us in the Students' Union and log onto your MyCareers account to get started. We're here to support you throughout your time at university so make the most of the services we offer, to make the most of you.

Contact: Career Development Service, Level 0, Students' Union, Percy Gee Building

0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers | [@uolcads](https://twitter.com/uolcads) | [fb.com/uolcads](https://www.facebook.com/uolcads)

Feedback from Students

We welcome feedback from students. Please contact the Study Abroad team if you have any questions or comments. If you have any reports, comments, or photos to share please send them to studyabroad@le.ac.uk

Academic departments may differ in the process of collecting feedback from students. Please ask your departmental contact for information on this process.

Societies

Popular societies for Erasmus students include the University of Leicester Erasmus and Exchange Society and the International Students' Association.

ULEES is the University of Leicester Erasmus and Exchange Society which is run through the Students' Union. ULEES offers the opportunity to meet UK or overseas students who have been, are currently on, or are going to take part in an exchange programme. The group has an active Facebook page: <https://www.facebook.com/UniLeicesterErasmusExchangeSociety>

ISA is the International Students' Association. This group organises trips to places of interest and cities within the UK and Europe throughout the year. You can find out more on the group's website: <http://istraveller.weebly.com/>

Safety and Security

We hope that all students enjoy their time studying at the University of Leicester. Part of this is the students' responsibility to stay safe and take adequate precautions and preparations. You may wish to consult the following contact and general information for safety and security while you are in the UK.

Campus security and emergency numbers

You may find these University of Leicester numbers useful during your time with us:

- Security (on campus): 0116 252 2023 email: control@le.ac.uk
- **Emergency 24 hours** (out of office hours contact): 0116 252 2888
- Welfare Office: 0116 223 1185 email: welfare@le.ac.uk

The UK is generally a safe place to live, but as an international student you may not know what precautions to take whilst living here. The best guide to staying safe in the UK is a booklet produced by the British Council and Education UK. You can collect a copy from the Welfare Office or download it at: <http://www.britishcouncil.org/educ-comfort-zone.pdf>

Information on safety at Leicester can also be found on the Student Welfare website:

<http://www2.le.ac.uk/offices/ssds/welfare/international-student-support/UK-life/safety>

UK National Emergency numbers

- National emergency (life-threatening): **999**

- NHS emergency (non-life-threatening): 111
- Police (non-emergency): 101

Leicester police station

- Web: <https://www.leics.police.uk/contact-us>
- Twitter: @leicspolice

Nightline Service

Nightline is a student-run helpline that operates every night during term-time between 8pm and 8am. It aims to provide confidential emotional support on any topic that the caller wishes to discuss, a wealth of comprehensive information, or simply someone to share a conversation. Student volunteers are fully trained.

Tel: 0116 223 1230 Email: nightlineleicester@hotmail.com

Personal Belongings

Your personal belongings are not covered by the University's insurance. You are therefore advised to check whether your parents' or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wigggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University's Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_services/security/CodedCycleScheme.html

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances the Erasmus team and/or involved departments will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University's **Regulations governing student appeals** (www.le.ac.uk/senate-regulation10) and **Regulations governing student complaints** (www.le.ac.uk/senate-regulation12).