Welcome to Strathclyde

I am delighted to welcome you to the University of Strathclyde.

As a “Strathclyder” myself - having completed my undergraduate and postgraduate degrees here - I too have been a new student, and appreciate the importance of the welcome you receive from the University. I would like to emphasise that both your experience and quality of education as students are at the heart of everything we do here at Strathclyde. Our determination to maintain a high level of excellence in our teaching and research is part of our commitment to that student experience.

As Principal, I am also committed to regular, direct contact with students, through online tools and meetings with the Student Executive to provide you with opportunities for exchange and feedback. As you will see in this handbook and the handbook you will receive from your department, we have a comprehensive range of support and information services for you to take advantage of, now and throughout your time at Strathclyde.

Welcome to Strathclyde and I wish you every success in your studies and enjoyment of your time at University.

Professor Sir Jim McDonald
PRINCIPAL AND VICE-CHANCELLOR
The University of Strathclyde is committed to achieving and promoting equality of opportunity in the learning, teaching, research and working environments.

We value the diversity of our students and support the development of mutual respect and positive relations between people.

The University has in place an Equality Policy, Disability Policy and Equality Outcomes which meet the requirements the Equality Act 2010.

You are advised to familiarise yourself with the University approach to equality and diversity and relevant developments and information by visiting the website:
www.strath.ac.uk/equalitydiversity/
equalityinformationforstudents/

It is important that you understand your rights and responsibilities. Any discriminatory practice, including cyber bullying, on your part may lead to the University initiating disciplinary action.

If you have any queries please bring these to the attention of staff or the University’s Equality and Diversity office.

Email: equalopportunities@strath.ac.uk
Telephone: 0141 548 2811
www.strath.ac.uk/equalitydiversity/

**Athena SWAN**

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women’s careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

The Athena SWAN Charter has been developed by the Equality Challenge Unit to encourage and recognise commitment to combating the under-representation of women in STEMM research and academia.

If you would like any additional information, please contact the Equality and Diversity office.
Students with disabilities

The University is committed to providing an inclusive learning and working environment for disabled people.

If you have, or think you have, a disability we encourage you to disclose it as soon as possible. Declaring your disability will enable you to access any additional support that you may need and help to ensure you become a successful student. The information you provide will be treated as confidential and will not be shared with other staff without your consent.

The University has a dedicated Disability Service that offers specific advice, information and assistance to disabled students, including information on the Disabled Students Allowance (DSA). Further information is available from the website: www.strath.ac.uk/disabilityservice/

In addition, each academic Department/School (for HaSS) has at least one Departmental Disability Contact (DDC), who act as a first point of contact for disabled students. The Departmental Disability Contact list is available on the website at: www.strath.ac.uk/disabilityservice/ddc/

Please inform your course tutor, the DDC and a member of the Disability Service of your needs as soon as possible. The Disability Service will then formally communicate your needs to your Department/School.

Email: disabilityservice@strath.ac.uk
Telephone: 0141 548 3402
www.strath.ac.uk/disabilityservice

Issues with Physical Access on campus

If you experience an issue with physical access anywhere on campus, please email: physicalaccess@strath.ac.uk where a member of Estates staff will be able to help.
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WELCOME WEEK
In the week before classes start at the beginning of the academic year, the University and the Students’ Association organise a programme of activities and events. During welcome week you will be invited to attend your faculty induction and to meet staff; you will officially register and meet other students at the variety of fresher’s events organised by the Students’ Union and the University.

YOUR PERSONALISED STUDENT RECORD
When you accepted your offer from the University you were given your personalised Student Record which is held on our University database. The University has a statutory duty to share certain information about students with the Higher Education Statistical Agency (HESA), who in turn will pass information to specific organisations connected to Higher Education funding. This will include your ethnic group and any disability you have declared.

Your address will not be included in this. The information held comes under the provisions of the Data Protection Act 1998. See the HESA Collection Notice for more information: www.hesa.ac.uk/content/view/141/171/#Student

Please ensure that you contact Student Business (Level 1, McCance Building) to notify us of changes to your personal data, change of programme, withdrawal from the programme and absences of more than one week.

STUDENT CARDS
As part of the registration process you will receive a student ID card which is valid for the duration of your studies. You will need to produce this card at examinations, the library and to verify that you are a fully registered student of the University. If you misplace your student card you will need to obtain a replacement from Student Business (Level 1, McCance Building) or from the online shop http://onlineshop.strath.ac.uk/ at a cost of £12.
CURRICULUM VERIFICATION
Following registration you need to carefully check your curriculum and also make any necessary changes and submit to your Advisor of Studies. This should be done via PEGASUS which can be accessed from http://pegasus.strath.ac.uk using your DS username and password which you will already have received to sign in, (see more information on PEGASUS in the IT @ Strathclyde section of this handbook).

KEY DATES
www.strath.ac.uk/studying/currentstudent/keydates

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>26 September 2014 - 23 January 2015</th>
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<td>SEMESTER 2</td>
<td>26 January 2015 - 5 June 2015</td>
</tr>
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These and other key dates throughout the academic year are shown in the diary at the back of this handbook.

UNIVERSITY OPENING HOURS
Most buildings are open between 8.00 am - 6.00 pm, Monday-Friday. Access by prior arrangement is permitted outside these hours by contacting Security on ext 3333 on-campus or +44 (0)141 548 3333 off-campus.

ADMISSIONS, STUDENT BUSINESS AND GRADUATION AND TRANSCRIPT COUNTERS
(Level 1, McCance Building)
10.00 am - 4.00 pm (Monday to Friday)

THE ADVICE CENTRE
Level 1, McCance Building
10.00 am - 4.00 pm (Monday to Friday)

LIBRARY
CURRAN BUILDING
7.00 am - midnight (Monday–Friday)
9.00 am - 9.00 pm (Saturday and Sunday)

These times vary during examination and vacation time. The library is often open on bank holidays and at other times when the University is closed. Please check the website www.strath.ac.uk/library for the most up-to-date opening hours as they differ during vacations and examinations.

UNIVERSITY SPORTS CENTRE
7.00 am - 10.00 pm (Monday- Friday)
9.00 am - 5.00 pm (Saturday)
10.00 am - 5.00 pm (Sunday)

UNIVERSITY BOOKSHOP
CURRAN BUILDING
9.00 am – 5.00 pm (Monday-Friday) www.johnsmith.co.uk/strath
If you applied for University accommodation, you will have completed an Application Form and depending on whether you had a ‘conditional’ or ‘unconditional’ offer of study from the University, you will either have received an offer of a place in one of our halls of residence or still waiting – depending on your exam results. If you have accepted a place in halls and signed an Occupancy Agreement, you will also have received information about arrangements for Arrival Weekend plus a list of what is provided in your room/flat and suggestions about what you might want to bring with you. Please have a look on our website (just click Accommodation in the A-Z index from the University Homepage) for loads more information and useful videos to watch. There will be a full Welcome Pack in your room which includes a map showing you where to find different places around the Campus and in the city centre. Please get in touch with your Hall Manager in the Village Office if you need any further advice or assistance. The Village Office is right in the middle of the Campus Village and is open from 8.00 am to 6.00 pm every day. Here you can report repairs, pick up parcels, talk to your Hall Manager – ask any question you like!

During the first two weeks of term there will be a Welcome Meeting for your hall where you will meet other residents and the team from Residence Services who will look after you throughout the year. At this meeting, you will have the opportunity to vote for an elected group of three students to represent you on the Halls Committee.

For further information contact:
Residence Services Office
Lord Todd Building (opposite Birkbeck Court)
t: +44 (0)141 548 3454
e: student.accommodation@strath.ac.uk

IMPORTANT:
With student accommodation you will be asked to sign a lease or tenancy agreement which is legally binding. If you are not happy with your accommodation it will be extremely difficult to break this contract, so pay attention to the terms of the contract, what is included in the price and your responsibilities as a tenant. Please contact the Accommodation Office if you require someone to help you read the contract BEFORE you sign it.
In addition, there are a number of private halls of residence in the city centre, situated very close to the University. If you choose this option you will live with students from other universities and colleges in Glasgow.

For further information go to:
www.unite-students.com
www.victoriahall.com
www.libertyliving.co.uk
www.freshstudentliving.co.uk/locations/collegelands

PERSONAL SAFETY
www.strath.ac.uk/wellbeing/
Glasgow is a great place to live and study but, as with all cities, it has its fair share of crime. The risk of being a victim of crime can be reduced by taking sensible precautions.

Staying Safe
If you are working late in the university, doing a part-time job or out in the evening, try to follow these sensible precautions:
► Be sure someone knows where you are, when you are due back and how to contact you.
► Go out and return home with friends.
► Do not accept a lift from anyone you do not know.
► Do not leave your drink unattended.
► Only use officially registered taxis.

EMERGENCY/ FIRST AID/ SECURITY
We work hard to provide a safe and secure environment for our students, and have over 70 trained and dedicated security service staff on hand to provide help, first-aid and support 24 hours a day, seven days a week.

Security staff are all fully trained first-aiders and should be your first call at any time of the day or night. They can also provide assistance and access to the emergency services or police, if necessary.

SECURITY TEAM CONTACT (24 hours a day):
ext: 3333
(t from any campus academic building)
t: +44 (0)141 548 3333
t: +44 (0)141 548 2222 (emergency use only)
(if you are off campus or calling from a mobile) **

** We recommend you add this number to your mobile as you never know when you will need it.

‘In case of an emergency outside of the university premises, you should dial 999. This is a free phone number which you can use on your mobile and telephone. This number is used to contact the police, fire service and an ambulance. You will be asked by the operator which service you require. Be specific and provide relevant information such as the place you are in, your name etc.’
SPORT @ STRATHCLYDE
CENTRE FOR SPORT AND RECREATION
www.strath.ac.uk/sport
The Centre for Sport and Recreation (CSR) provides excellent recreational services and facilities for students and staff of the University. CSR membership costs are kept low and represent excellent value for money. Membership entitles you to full use of the facilities and access to a wide range of fitness classes each week, including Cyclofit, Body Attack, Body Pump, Circuits, Zumba and Pilates.

The current facility incorporates a Sports Hall for activities such as 5-a-side football, badminton, basketball, volleyball and netball, 6 squash courts and a dance studio. You can choose to work out in the Cardio Vascular Suite, which offers a range of equipment covering both aerobic and resistance training. There are also machines for vibration training and a separate free weights facility. Our 18m swimming pool is situated in the Royal College Building accessed from John Street.

The Centre completed a major refurbishment programme in the summer of 2012, which will included the replacement of the Cardio Vascular equipment, re-fitting and re-arranging of the current changing facilities and a complete overhaul of the Royal College Gym.

Our fully trained Health & Fitness Team are available for consultation, advice and guidance on training programmes and other health and fitness matters.

The CSR also offers fitness and nutrition consultations and testing services. Come along and get your ‘Health MOT’ and let us put together a training programme for you.

The Centre for Sport and Recreation can be found on John Street, across from the Students Union.

Please also check out the Sports Union at www.sportsunion.co.uk for information on the 40 sporting teams and clubs run via the Students’ Association.
Glasgow is Scotland’s largest city and one of the liveliest and most stylish cities in the UK. It is a financial, commercial and tourist centre, and it is at the heart of this vibrant city that you will find the University of Strathclyde.

Get to know Glasgow and Scotland at: www.peoplemakeglasgow.com/ www.visitscotland.com/

TRANSPORT AND TRAVEL
AIRPORTS – TRAVEL TO/FROM
There is a regular bus service to and from Glasgow Prestwick/Glasgow International Airport and Buchanan Bus Station in the centre of town and also a regular train service between Glasgow Prestwick International Airport and Glasgow Central Railway Station. A late-night bus service also operates between Glasgow Prestwick International Airport and Glasgow city centre.

Contact:
Glasgow International Airport www.glasgowairport.com
Glasgow Prestwick International Airport www.gpia.co.uk

PUBLIC TRANSPORT
There are 3 forms of public transport in the city; buses, trains and the underground. There is a Travel Centre in St Enoch’s Square in the city centre (close to Glasgow Central train station) which provides information on all public transport services in the city. There is a ferry service to the Scottish islands run by Caledonian MacBrayne. Please refer to the section on ‘Useful Websites/Contacts’ for contact details.

Important to Note:
DRIVING IN THE UK
Everything you need to know about driving in the UK is available on the Driver and Vehicle Licensing Agency (DVLA) website: www.dvla.gov.uk.

PARKING IN GLASGOW
If you intend to bring your car into the city centre spaces are limited and charges could apply.
STUDENT TRAVEL AGENCY (STA)
STA is located at 122 George Street. They are specialists in all aspects of students’ travel needs. For bookings and enquiries drop in to their office, t: +44 (0)871 702 9822 or see www.statravel.co.uk

In addition, the Tourist Information Office, 170 Buchanan Street, Glasgow, G1 2LW can give you information about various attractions and places you may like to visit. This can be accessed online via www.peopлемakeglasgow.com, www.visitscotland.com, t: +44 (0)141 204 4400

Please refer to the Useful Website/Contact section of this handbook for information on travel operatives.

SHOPS AND SERVICES
Specialist shops
KRK 286 WOODLANDS RD, G3 6NE
Asian foods/halal butcher
SOLLY’S
381-383 GREAT WESTERN RD
KELVINBRIDGE, G4 9HY
African and Caribbean fruit and vegetables
GRASSROOTS
20 WOODLANDS RD, CHARING CROSS, G3 6UR
Vegetarian and health foods
LIM’S SUPERMARKET
63 CAMBRIDGE STREET, G3 6QX
Chinese
CHUNG YING
254 DOBBIES LOAN, G4 0HS
Chinese cash and carry
EASTERN EUROPEAN FOOD
89 HIGH STREET, G1 1NB
Russian/Eastern European
CHINATOWN GROCERIES
42 NEW CITY ROAD, G4 9JT
Chinese
FISH PLAICE
1 ST. ANDREW’S STREET, SALTMARKET, G1 5PD
Fishmonger
FOOD AND DRINK

On campus we have the following:

<table>
<thead>
<tr>
<th>JOHN ANDERSON CAMPUS</th>
<th>Food</th>
<th>Drink</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>AROMA, LORD TODED</td>
<td>☐</td>
<td>☐</td>
<td>Hot food offer with dishes from around the world to compliment some home favourites, self serve salad bar, we also serve Costa coffee from our coffee coffee kiosk</td>
</tr>
<tr>
<td>FLAVA CAFÉ, LIBRARY, CURRAN BUILDING</td>
<td>☐</td>
<td>☐</td>
<td>Full hot &amp; cold Mondo’s sub offer, soup, Starbucks coffee, confectionery, crisps, sandwiches, cold drinks</td>
</tr>
<tr>
<td>CRAVE CAFÉ, LIVINGSTONE TOWER</td>
<td>☐</td>
<td>☐</td>
<td>Sreet heats hot grab &amp; go offer including wraps, paninis, toasties, curry pots, Grumpy mule coffee, confectionery, crisps, cold drinks.</td>
</tr>
<tr>
<td>URBAN BEAN CAFÉ, SIR WILLIAM DUNCAN BUILDING</td>
<td>☐</td>
<td>☐</td>
<td>Hot grab &amp; go offer, soup, sandwiches, Starbucks coffee, confectionery, crisps, cold drinks</td>
</tr>
<tr>
<td>AURA CAFÉ, LORD HOPE BUILDING</td>
<td>☐</td>
<td>☩</td>
<td>Freshly prepared baguettes, soup, Grumpy Mule coffee, sandwiches,</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>STUDENT UNION- JOHN STREET</th>
<th>Food</th>
<th>Drink</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARONY BAR</td>
<td>☐</td>
<td>☦</td>
<td></td>
</tr>
<tr>
<td>GAMESZONE</td>
<td>☦</td>
<td>☦</td>
<td></td>
</tr>
<tr>
<td>THE SCENE</td>
<td>☦</td>
<td>☦</td>
<td></td>
</tr>
<tr>
<td>THE LOUNGE</td>
<td>☦</td>
<td>☦</td>
<td>Packed lunch space with vending machines</td>
</tr>
<tr>
<td>THE PRIORY</td>
<td>☦</td>
<td>☦</td>
<td></td>
</tr>
<tr>
<td>VERTIGO</td>
<td>☦</td>
<td>☦</td>
<td>For functions and gigs only</td>
</tr>
</tbody>
</table>

Vegan/vegetarian diets are catered for at all venues, special diets e.g. kosher/halal are not.
The University of Strathclyde has a lively and varied international student population that is fully integrated with all that we do. This is made up of students of over 90 different nationalities.

We provide expert advice and support to our international community and can help with: student visa extensions, immigration advice, advice on working in the UK, financial queries, advice on travelling outside the UK, general welfare issues and general support. This service is provided by The Advice Centre located on Level 1, McCance Building.

We want you to get the most out of your time at Strathclyde and encourage you to get involved in the many activities arranged on and off Campus. The Advice Centre will send you a weekly email informing you of what is happening and will keep you up to date through Facebook and Twitter. You can also contact the International Students’ Society by searching for ‘Strathclyde International Society’ on Facebook.

https://www.facebook.com/AdviceAtStrath
https://twitter.com/AdviceAtStrath

OPENING A BANK ACCOUNT
The University has an agreement with a number of banks located close to the campus that will help you open a bank account. Once you register you will be able to request a bank letter directly from PEGASUS, you should ensure that all of your personal details are up to date including your overseas home address. You should then take this letter along with:

➤ Your passport
➤ Your Confirmation of Acceptance of Study (CAS) Statement (not applicable to EEA students)
➤ Your accommodation contract or rental agreement
The letter confirms you are a registered student at the University of Strathclyde and the following banks will accept it:

<table>
<thead>
<tr>
<th>BANK OF CHINA</th>
<th>BARCLAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>450, Sauchiehall Street, Glasgow G2 3JD</td>
<td>83, Argyle Street, Glasgow G2 8BJ</td>
</tr>
<tr>
<td>CLYDESDALE BANK PLC</td>
<td>HBOS (HALIFAX/BANK OF SCOTLAND)</td>
</tr>
<tr>
<td>66, Queen St, Glasgow G1 3DS</td>
<td>54-62, Sauchiehall Street, Glasgow G2 3AH</td>
</tr>
<tr>
<td></td>
<td>167-201, Argyle Street, Glasgow G2 8BU</td>
</tr>
<tr>
<td>HSBC</td>
<td>LLOYDS/TSB</td>
</tr>
<tr>
<td>2, Buchanan St, Glasgow G1 3LB</td>
<td>52-60, Saint Vincent Street, Glasgow G2 STU</td>
</tr>
<tr>
<td>RBS (ROYAL BANK OF SCOTLAND)</td>
<td>SANTANDER</td>
</tr>
<tr>
<td>10 Gordon Street, Glasgow, G1 3PL</td>
<td>84 Argyle Street, Glasgow G2 8BQ</td>
</tr>
<tr>
<td>23 Sauchiehall Street, Glasgow G2 3AD</td>
<td></td>
</tr>
</tbody>
</table>

Before you decide which bank to choose, shop around to find which bank will give you the best service. For example ask the following questions:

- How long will it take to open an account?
- What are the charges for international transfers?
- What type of account can they offer me?
- Will they give me a debit card?

Do not try to open an account at more than one bank.

If you have any problems come to Student Business (Level 1, McCance Building) and you will receive the support you need.

WORKING DURING STUDY

Your Entry Clearance Certificate (Visa) or Biometric ID card, if you have one, will state your working privileges. If you have a Tier 4 visa, it should state: ‘Restricted Work; P/T Term Time; F/T Vacations’. This allows you to work part-time for up to 20 hours per week (providing you are on a full time course at degree level or higher, lasting at least 6 months) during term time and full-time during vacation periods without requiring a work permit. Please do not be tempted to think you can work more than 20 hours per week (or work an average of 20 hours per week over a month e.g. 24 hours one week, 10 hours a second week etc). If you do work more than 20 hours in any one week it is very likely that you will be sent home by the Home Office and will not be able to complete your studies. We cannot stress this fact too strongly. If you break the 20 hour per week rule we can do nothing to help you. If you have a student visitor visa you are not permitted to work.

Note: A postgraduate Masters student writing a dissertation is not on vacation from the course during the summer vacation and therefore cannot work more than 20 hours per week during this period.

MRes, MPhil or PhD students undertaking research are not on vacation from the course during the spring and summer vacations and therefore cannot work more than 20 hours per week during these periods.
All Tier 4 students, however, can work full-time for up to 4 months after the official end date of their course (as indicated on PEGASUS as ‘completed’) until their visa expires.

REMAINING COMPLIANT WITH YOUR TIER 4 VISA CONDITIONS

In order to protect the immigration status of Tier 4 students, and comply with the requirements of our Tier 4 sponsor license, the University will collect data electronically and manually that relates to a student’s engagement with their studies and use of University facilities including library, computing and some online services and, in some cases, attendance at classes, tutorials and examinations.

You may receive an email from time to time inviting you to report in person to confirm your continued engagement. You should check your University emails regularly and you must respond to emails inviting you to report every time you receive them. You must also inform your department if you are ill or need to miss classes for any other reason, or if you intend to leave the University for any reason (for example if you decide to visit home during your studies).

NATIONAL INSURANCE NUMBER

Once you have found/been offered a job, you will need to obtain a National Insurance Number. Telephone the National Insurance Number Allocation Service (0845 6000 643) for an appointment at a local Job Centre Plus office. It may take several weeks for your National Insurance Number to be allocated, however, the Job Centre Plus office can give you a letter indicating you have applied for one which can be given to your employer. This allows them to pay you while you are waiting for your National Insurance Number to be issued.

WORKING AFTER STUDIES

You can apply to switch into Tier 2 if you are in the UK and find suitable employment with a Home Office licensed Tier 2 sponsor before your student visa expires. Further information and updates on changes to the immigration system can be found on www.ukba.homeoffice.gov.uk

INTERNATIONAL STUDENTS WITH CHILDREN

It is compulsory for children between the ages of 5 and 16 years to attend school. Your child will be accepted into a local state school at no charge.

The best way for caring for children under the age of 5 is for you to organise your study and free time to ensure that you personally meet the needs of your children. Childcare for children under 5 is extremely expensive and places are very limited. Expect to pay upwards of £600 per month for full time childcare for pre-school aged children.
University life would not be complete without the Students’ Association. This is your representative body, run by students, which will support you in your time at University with its vision to, “Empower students to shape, enhance and enjoy their Strathclyde experience.” The Students’ Association is there to represent students individually and collectively to the University and on a local and national level to other relevant bodies. We encourage you to get involved by attending the Open Forums and keeping the Student Executive accountable by attending the ‘Question Times’.

Whilst the Students’ Association is the collective student body we have a venue based on John Street which is the heart of the student community, aptly named the ‘Union’. Whether you’re looking for somewhere to eat lunch during the day, a great night out, welfare advice or clubs and sporting opportunities, Strathclyde Union, the home of our student voice, is the place for you. Quiz nights, DJs, ceilidhs, comedy, cafés, bars and spaces – they’re all part of the social life available in the Union.

Student Representation

During your time at Strathclyde, we encourage you to get involved with representing your class and course, or for postgraduate researchers, your fellow colleagues. The Students’ Association will train and advise you on these roles and you will be supported by the Student Executive and Students’ Association staff. We want to ensure that you get the most out of your learning experience and have the best quality teaching, support and facilities.
Strathclyde Students’ Association also organises and hosts the Strathclyde Teaching Excellence Awards which recognises quality of teaching and academic supervision of staff and plays a part in ensuring you get the quality you deserve.

POSTGRADUATE REPRESENTATION AND SOCIAL SPACE

The Students’ Association is keen to ensure all students are represented, including postgraduate research and taught students. Postgrad students have a dedicated social space within the Union; based on Level 6.

THE ADVICE HUB

www.strathstudents.com/advicehub

The Advice Hub is based in The Lounge (Level 5) of the Union. We are a service available to all students at Strathclyde, run independently by the Students’ Association. We can provide assistance with academic appeals; welfare benefits and other financial issues; housing problems; consumer issues; and employment problems. Advice is available for any problems students may have.

We also operate the Free Condoms service www.frecondomsglasgowandclyde.org/

Contact staff to make an appointment or just drop-in.

e: ussa.advice@strath.ac.uk
t: +44 (0)141 567 5040

LIBERATION GROUPS

A significant part of the Students’ Association are the campaigns run to improve the lives of students of all backgrounds especially those run by our liberation groups. These groups provide support for students and are a strong movement for challenging attitudes and pushing forward positive change. These groups include; Lesbian, Gay, Bi-sexual and Transgender (LGBT), Students with Disabilities (SWD), Race Relations and Women’s Group. If you are interesting in attending a meeting or joining you can find more information on the website or drop into L7 of the Union.
SPORTS UNION
www.sportsunion.co.uk
If you’re already a fan of athletic activity and want to get involved in team sports or competitions, why not check out the Sports Union? By joining the Sports Union you get access to over 40 organised clubs, catering for all levels of talent from beginners to world-class athletes from skydiving to sub aqua and basketball to curling – there is something for everyone!

CLUBS AND SOCIETIES AND VOLUNTEERING OPPORTUNITIES
www.strathstudents.com/og
Becoming involved in some of the Association’s many activities can be a great way to meet people, learn new skills and enhance current interests. You can help produce the “Strathclyde Telegraph” our student newspaper, participate in debating competitions, broadcast online with Fusion Radio, raise money for charity with RAG, and volunteer within the community with the action group CACTUS. With over 100 clubs, societies and groups covering course, political, interest and much more there really is something for everyone, but if you cannot find something you like, we’ll help you start an activity of your own!

MUSLIM STUDENTS ASSOCIATION
www.strathstudents.com/sumsa
The Strathclyde University Muslim Students Association, more commonly known as SUMSA, is a vibrant and dynamic organisation, open to men and women, which provides a platform for students to gather, organise and participate in sports, social, cultural and educational activities as well as providing a united voice in expressing the views of the Muslim students at Strathclyde University. This is primarily carried out through our premises, which provides an area for prayer, reflection and socialising.

For more information or to get involved in SUMSA you can email sumsa.glasgow@gmail.com, it is also possible to get in touch via Facebook - www.fb.com/sumsa.strath, or you could even come round to our Prayer room which is on Martha Street (across from the Students’ Union), in the basement of the Saint Paul’s building.
WHAT IS STUDying AT UNIVERSITY LIKE?
All students are offered guidance and support throughout their studies. Courses are taught by a combination of lectures, small group seminars and tutorials, but may also involve lab work, practical lessons or placements depending on your course. You will get more information in your course or department handbooks.

Formal academic teaching with your fellow students is only one aspect of learning at university. The key element of the transition to Strathclyde is independent study – learning to work by and for yourself. This is essential if you really want to get a deeper understanding of your subject, and the Strathclyde curriculum is designed to help you develop as an independent learner.

HOW MANY HOURS PER WEEK WILL I BE STUDYING?
When studying at Strathclyde the way you study depends very much on the course you have chosen. For example, a degree in History might involve a small number of scheduled lectures and seminars each week (typically 8 or 9 hours), while your commitments on a Mathematics course may require you to attend more than 20 scheduled hours per week. This does not mean that some students are working harder than others; it just means that courses with fewer scheduled hours demand a higher proportion of independent study.
CLASSROOM PROTOCOL
At the University we are committed to providing a safe learning environment where dignity is respected and discrimination or harassment does not occur on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and socio-economic background. No student should intentionally be made to feel threatened or excluded from class participation.

You are reminded of your responsibility for the duration of your studies by showing respect to fellow classmates and staff by remembering the following protocol:

- Attend all scheduled lectures/ seminars and/or practical sessions such as labs, including any additional learning and teaching sessions.
- Arrive on time and remain in class until the end of the session. If you need to leave early for any reason, please notify the tutor at the beginning or prior to the class.
- Do not disrupt the class by habitually coming in late or coming and going from the classroom during the session. Students arriving late, without justified reasons, may be refused entry.
- Refrain from consistently interrupting another speaker and listen to the ideas of others with respect. Do not be rude or make personal attacks on individuals during group discussions.
- Inform and establish consent of the tutor if you wish to record the lecture. The recording must be used only for personal study.
- Do not bring food into the classroom, other than for medical reasons, e.g. diabetes. Beverages may be permissible at the tutor’s discretion if the room utilisation rules allow.
- Inform tutors of specific requirements for example the need to perform prayers for practising students of diverse faiths.
- Seek consent of students and staff before taking any photos in the classroom.
- At any course related external visit you are acting as ambassadors of the University and are reminded to act as such.
- Refrain from smoking on premises as this is prohibited in all University buildings.
- Follow emergency instructions and health and safety procedures.
- Should you have any concerns please bring them to the attention of your tutor and/or appropriate University staff.
ARE THERE OPPORTUNITIES TO STUDY OTHER SUBJECTS?

Strathclyde encourages cross-disciplinary study and extra-curricular opportunities. On many degree programmes, students can take classes outside of their own department, allowing them to develop new skills and ideas. Some courses also offer the opportunity for overseas study, or to spend a year in industry. All undergraduate students have the opportunity, through the 20 credits of Elective Classes contained in your degree programme, to choose classes freely from all those on offer in the University.

There are also opportunities to continue learning languages or to start a new foreign language through the Language Centre. Some courses offer language modules as part of the degree, but there are also courses available for you to attend in your free time. We encourage all students to use the Language Centre, which has become one of the University’s most valuable learning resources.

www.strath.ac.uk/humanities/cpd/lc/

ONLINE LEARNING

At the University of Strathclyde some of your class activities will be accessed as online learning or e-learning from a teaching and learning website more commonly known as a Virtual Learning Environment (VLE).

A VLE comprises web pages that deliver online learning resources and activities designed to enhance your learning experience. The pages may include assessments, discussion, learning materials (e.g. lecture notes), quizzes and class news.

The VLE at Strathclyde is Myplace and runs on Moodle

All classes have a site on Myplace but not all classes will be visible to students. Your lecturer will decide whether or not to make a site available to you.

www.strath.ac.uk
Access to Myplace
You can access Myplace in a number of ways.

- The web address for Myplace is http://myplace.strath.ac.uk
- There is a link to Myplace in the My Online Services block on the Strathclyde University Home page www.strath.ac.uk and on the Student page www.strath.ac.uk/student
- Links to all your classes that have online learning pages can be found on Pegasus on the VLE tab. These links will take you directly to a Myplace class page via the login.

Login to Myplace
You will need to login to Myplace using your Strathclyde username and password.

(Your username and password will have been sent to your home address prior to registration)

Your classes on Myplace
All your visible classes are listed on your home page (after login) under “My classes”

New students on Myplace
As a new student you should have access to the Myplace “Start@Strath” class page where you can find useful orientation information which should help make the transition into university life smoother.

Missing classes on Myplace
If you don’t see one of your classes on Myplace please follow these steps:

- Check with your lecturer that they are going to make the class visible. (Not all lecturers choose to make their class visible on Myplace)
- Check that you are registered for the class. (You can see which classes you are registered for in Pegasus. If you think you’ve registered but the class isn’t showing, you should check this with your Personal Development Advisor or Advisor of Studies ensuring that your registration for the class is updated with the Student Business team in Level 1, McCance).

More help with Myplace
If you need further help with accessing your classes on Myplace please contact the University IT helpdesk on helpdesk@strath.ac.uk

When contacting the helpdesk you should state:
- Your username (e.g. abc10101)
- Your registration number (e.g. 201010101)
- The class or programme site(s) you are trying to access. N.B. If you are a distance learning or CPD student please include this information.
INFORMATION SERVICES
Information Services is at the heart of all University activities. We are responsible for IT and Library services and provide support to all University staff and students.

LIBRARY
The Andersonian Library has a wide variety of reader places suitable for individual or group study work. There are extensive Wi-Fi zones for laptop use and areas with fixed computers. The Library has around one million print volumes as well as access to over 400,000 electronic books and over 37,000 e-journals that can be used 24/7 from any suitably enabled computer.

The aim of the Library is to provide access to materials and information resources which will help you with your studies in a supportive learning environment. Expert and friendly staff are available to help you find information and can show you how to use the wide variety of resources on offer.

The University is currently investing in the Library to develop and shape facilities to meet your needs. Levels 1 and 2 of the Library have already undergone redevelopment and now offer modern, high tech facilities to meet the needs of our users – this includes replacing over 300 PCs with new machines. Over summer 2013, self services in the Library are being improved, making borrowing and returning materials easier and faster and a new combined helpdesk will be in place on Level 3, allowing easier access to services.

IT SERVICES
Information Services also offers a range of IT services and support for students and staff:

- Over 1350 campus PCs and more than 25 PC labs, many open 24/7, with 350 PCs available for drop-in access within the Library
- A dedicated IT Helpdesk and 24/7 out-of-hours IT support
- A selection of software for staff and students to download free of charge
- An expert IT Training team offering free training in a number of key software packages
- Access to an Online Resource Centre providing online tutorials and support 24/7
- The mPEGASUS student web portal and iPhone app giving students access to their information on the go
- Access to Myplace, a virtual e-learning environment, where students can learn online and access course materials.
NEW STUDENTS
You will already have received your ‘DS’ username and password which allows you access to your personal IT account within the University network and most of the IT systems that you will use while you are here. You will have free email and web access and will be able to enjoy wireless access in the hundreds of wifi hotspots across campus and use the computers available in the University’s PC labs, cafés and libraries. To find out more about the IT services we offer, pick up a copy of the Information Services Student Guide available from the Library and in departments or visit www.strath.ac.uk/is/

ENGLISH LANGUAGE TEACHING
www.strath.ac.uk/elt
The University’s English Language Teaching unit (ELT) provides a range of non-intensive in-sessional support classes in Academic English and Study Skills throughout the academic year. These include small group classes on relevant topics such as:-

- academic writing skills
- seminar skills and oral presentations
- listening and note-taking in lectures
- academic reading and vocabulary development
- writing up research
- advanced general English

The ELT also runs classes aimed at specific language learning needs, such as English for Engineering and English for Business. The ELT can design special courses, requested by University departments, for students studying for a particular degree.

If you are a full-time international student paying overseas fees, you are entitled to four hours free in-sessional class tuition per week. Your department may require you to attend a specific number of hours of English classes to enable you to succeed in your studies. SOCRATES/ERASMUS students and others paying home fees are entitled to a total of 20 hours of free tuition for the duration of their studies; the charge thereafter is £5 per hour. You should enquire at your home university if there is funding for English language classes throughout your period of study in Scotland.

You can also improve your English by self-access study using the audio, video and computer facilities in the Language Centre (Curran, Level 6, CU612).

More information is available from:
English Language Teaching
Colville Building, Room COL310
48 North Portland Street
Glasgow, G1 1XM
t:+44(0)141 548 4167
e: elt@strath.ac.uk
Located on Level 1 of the McCance Building, which can be found on Richmond Street, you will find a range of services responsible for all administration associated with the student lifecycle from admission to graduation and is home to the key support services that will help you throughout your time at Strathclyde.

To contact Student Experience:
t: +44 (0)141 548 3165

Student Business Team:
- Faculty of Engineering
  studentbusiness-engineering@strath.ac.uk
- Faculty of Humanities and Social Sciences
  studentbusiness-hass@strath.ac.uk
- Faculty of Science
  studentbusiness-science@strath.ac.uk
- Strathclyde Business School
  studentbusiness-business@strath.ac.uk

STUDY DATES AND ATTENDANCE
You can access study dates from the web www.strath.ac.uk/studying/currentstudent/keydates. It is important that you attend your classes as detailed in your timetable. There are situations where absences from the University can be approved; these cover both short-term and longer-term absences where formal interruption of study may be appropriate.

Discussions on approved absences should initially take place with your department and the outcome of these discussions reported, by them, to Student Business.

On the rare occasion that you may not be able to attend and when it may adversely affect your performance, you should inform Student Business who will in turn inform the relevant Departments. If you require time out to celebrate faith/belief festivals, please inform your department.
For further information on absence from University please go to www.strath.ac.uk/staff/policies/academic

EXAMINATIONS
You will be able to view your exam timetable on PEGASUS and you will receive a PEGASUS message to inform you when it is available. If illness or some other factor unduly affects your performance, it is important that you log the details in PEGASUS and inform Student Business of your circumstances; failure to do so may make them inadmissible in the event of an academic appeal.

If you have any special needs for examinations, it is important that you contact Disability Service who will help co-ordinate special arrangements for examinations and assessments.

ASSESSMENT
For the majority of undergraduate degree programmes the pass mark for classes is 40% whereas for a postgraduate taught and Level 5 classes in an integrated masters programme it is 50%.

After the exam diet your results will be available for you to view on PEGASUS. This is normally within 10 working days of the meeting of the Exam Board who meet to approve progress decisions and examination results. However, for examinations taken in January the marks are often not approved until June.

AWARD CLASSIFICATION
The University applies the following criteria for Undergraduate Honours and Postgraduate Taught courses:

<table>
<thead>
<tr>
<th>UG Honours Programmes</th>
<th>PG Taught and Integrated Masters Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours</td>
<td>Distinction</td>
</tr>
<tr>
<td>≥70 %</td>
<td>≥70 %</td>
</tr>
<tr>
<td>Upper Second Class Honours</td>
<td>Merit</td>
</tr>
<tr>
<td>60-69 %</td>
<td>60-69 %</td>
</tr>
<tr>
<td>Lower Second Class Honours</td>
<td>Pass</td>
</tr>
<tr>
<td>50-59 %</td>
<td>≥50-59%</td>
</tr>
<tr>
<td>Third Class Honours</td>
<td></td>
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<tr>
<td>40-49 %</td>
<td></td>
</tr>
<tr>
<td>Pass Degree</td>
<td></td>
</tr>
<tr>
<td>360 credits with 60 SHE Level 3 credits or above</td>
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GRADUATION
www.strath.ac.uk/graduation
In order to graduate you will need to register in your final semester. If you graduate in July you will need to register in April. If you graduate in November you will need to register in August. You will be sent reminders via your PEGASUS account.

COMPLAINTS
www.strath.ac.uk/staff/policies/academic
The University endeavours to make your experience as a Strathclyde student a happy one but there may be an occasion where you feel that you wish to make a complaint or provide feedback on a department or service; the University has a formal complaints procedure in place.
THE ADVICE CENTRE
The Advice Centre is a dedicated service offering advice, guidance and information on all issues associated with student life to home and international students, especially those that concern financial, welfare, academic, immigration and personal issues. The team organises the University Welcome Week and a number of specific workshops throughout the academic year, as well as offering one to one appointments when students are not sure who to turn to.

If you have any questions regarding tuition fees, student loans, bursaries or scholarships, please contact one of our Student Finance Officers. We can offer assistance to those in serious financial difficulties through our Discretionary Fund for home students or Emergency Aid fund for both home and international students. A childcare fund also exists to support home students with childcare costs.

The Advice Centre is also responsible for student transition including induction and orientation activities for home and international students.

For further information contact:
The Advice Centre
t: +44 (0)141 548 4273
e: infoandadvice@strath.ac.uk
t: +44 (0)141 548 2753
e: sfinance@strath.ac.uk

Payment of Tuition Fees
www.strath.ac.uk/finance/student/tuitionfees/
This website details the options for settlement of your tuition fees. Any additional queries can be addressed through the Finance Office, Level 1, McCance Building
e: accrec@strath.ac.uk
t: +44 (0)141 548 2613
**Council Tax**

The Council Tax is set by local authorities to help pay for certain services they provide. It is based on the value of the house, flat or other dwelling in which you live. Full time students on an award bearing course, studying here for at least 24 weeks in the academic year, are normally exempt from this tax. If you are living in University accommodation or a flat which is shared by other students (as described above) you will be exempt from paying this tax. If you are married and your wife/husband is with you in Glasgow they will be given exemption if they are not a British citizen and are prevented by the terms of their leave to enter and remain in the UK from taking paid employment or from claiming benefits. All students (married or single) who will be living in rented flats in the private sector should seek more information about payment of this tax when you are negotiating contracts for renting your room or flat. Ask the Information & Advice Team for further clarification when you arrive in Glasgow.

One semester exchange students from the EU also require a letter from their home institution confirming the course undertaken is full-time, the numbers of hours attended per week and the number of weeks, course qualification, course programme and duration of course. The home institution is also required to confirm they have permitted the student to undertake a course of study as part of their course at Strathclyde and provide the exact period of attendance here.

Two semester exchange students require a letter from their home establishment confirming they are attending a period of non-graduating study at Strathclyde which is linked or affiliated to their course in the EU.

Details of course programme, course qualification, hours and weeks attended and the exact period of attendance at Strathclyde and the home institution must be provided.

**STUDENT COUNSELLING**

**Individual counselling**

Student Counselling is a free confidential service which offers short term individual counselling for undergraduate and postgraduate students at the University of Strathclyde.

Counselling can help with most personal and relationship problems, including anxiety, stress and depression. You may feel lonely, homesick, or that a situation is causing you to feel unhappy, stuck or upset.

Make a positive choice and come along and talk with a professionally trained counsellor if you are experiencing any difficulties which prevent you from making the most of your time at University. Give yourself the opportunity to work through your difficulties, understand yourself better and find ways to manage your situation.

Our counsellors will offer support and listen to your problems in a non-judgmental way, assisting you to talk through your concerns, and if appropriate help you to make the decisions that are right for you.
Personal Development workshops
Sometimes it can be useful to learn more about yourself and develop new skills by taking part in a workshop. We offer personal development workshops during the academic year around common issues which get in the way of studying effectively, such as building confidence, managing stress, and procrastination. Being part of a group offers different opportunities from dealing with a problem individually. It can help you gain support from others by sharing common experiences, find out more about your difficulty and how it affects you, find practical ways to deal with your concerns and discover that other students struggle with similar issues.

Self Help
There is a wide range of self-help material exploring common problems and difficulties on our website. They are informative, some are interactive, and cover issues such as stress, anxiety, depression, eating distress, self-harm, relationships and wellbeing.

For more information on any of the above, please go to: www.strath.ac.uk/studentcounselling/

To make an appointment to see a counsellor:
e: student-counselling@strath.ac.uk
t: +44 (0)141 548 3510
or drop in to the Student Counselling Reception on Level 4, Room 441, Graham Hills Building, 50 George Street, Glasgow G1 1QE

THE ADVICE HUB
www.strathstudents.com/advicehub
The Advice Hub is based in The Lounge (Level 5) of the Union. We are a service available to all students at Strathclyde, run independently by the Students’ Association. We can provide assistance with academic appeals; welfare benefits and other financial issues; housing problems; consumer issues; and employment problems. Advice is available for any problems students may have.

We also operate the Free Condoms service www.freecondomsglasgowandclyde.org/
Contact staff to make an appointment or just drop-in.
e: ussa.advice@strath.ac.uk
t: +44 (0)141 567 5040
STUDENT HEALTH SERVICE
The Student Health Service can assist in promoting positive health, wellbeing and ways to look after your health. We provide support and advice on a range of health related issues including minor illnesses, common ailments, alcohol awareness, eating well, sexual and reproductive health (free condoms available), stopping smoking, drugs, testicular changes, cervical screening and how to access other professionals and appropriate NHS services. The Student Health Service website contains lots of useful information including how to register with a GP, accessing NHS services e.g. dentists, out of hours and emergency services, help with health costs and health care for overseas students. There is also a range of evidence based information on topics such as meningitis, glandular fever and mumps and on matters relating to student life.

Should you require further additional support an appointment can be made with the Student Health Nurse.

Student Health Service
Level 2, Livingstone Tower
26 Richmond Street
Glasgow
G1 1XH

t: +44 (0)141 548 3916
e: studenthealth@strath.ac.uk
w: www.strath.ac.uk/studenthealth/

FIRST-AID
The University Security staff are qualified to provide first aid on campus 24 hours a day. See the Useful Website/Contacts section of this handbook for contact details.

DISABILITY ADVICE
www.strath.ac.uk/disabilityservice
The Disability Service offers information, advice and assistance to disabled students and applicants to help you access your studies and university life.

The Service can help you identify effective strategies, assistive equipment or software, facilities or services which can support you during your time at Strathclyde. This may include assistive technology training, mentoring, attending a study skills session, or accessing support with communication or note-taking in lectures.

The Service can also formally communicate any reasonable adjustments to your department about your teaching and assessment requirements, such as extra time in exams or advance copies of lecture handouts. The department is not informed of the nature of your disability.

For further information and to register contact:
Disability Service, Room 4.41, Level 4, Graham Hills Building, 50 George Street
t: +44 (0)141 548 3402
Minicom: +44 (0)141 548 4739
e: disabilityservice@strath.ac.uk
At Strathclyde we recognise the importance of religious identity to a large proportion of our students and we are determined to create an environment on campus where religion and belief can be observed and respected by those who live and practice it, as well as debated and challenged. It is the role of the University Chaplain to oversee the Chaplaincy Centre and to do all that can be done to ensure our campus is a place where religion can be practiced and where differing religious views can be discussed respectfully and constructively.

The Chaplaincy Centre brings together our diverse faith communities into a purpose built space offering…

- A Sacred Space for religious observance, prayer and meditation
- Reflection Rooms around campus (Curran Building, Wolfson Building & Graham Hills Building)
- A Social Learning Space where people can study individually or in groups, catch up with friends or simply relax and take some time out of a busy day
- A Seminar Room which is an ideal place for Student Groups to hold meetings or seminars
- A Café offering a selection of hot and cold drinks and snacks.

This space allows us to demonstrate our commitment to equality for students to practice their religion on campus. It is also a space where people of different faiths can encounter one another in the spirit of dialogue and understanding.

As such it is a space for everyone, students: those who have particular religious obligations to observe; those who wish to engage in dialogue with people of different faiths; and those who are of no fixed religious affiliations but are looking for a space for quiet reflection.

The University Chaplain is available to talk to students of any faith or none about anything you want to discuss. There are also a large number of Honorary Chaplains and faith advisors from across the religious spectrum, who are here for everyone on campus – irrespective of faith tradition or none.

Rev. David T. Young (University Chaplain)
University of Strathclyde
Chaplaincy Centre
Level 2, GH208d
50 George Street
Glasgow G1 1QE
e: chaplaincy@strath.ac.uk
www.strath.ac.uk/chaplaincy
There are a range of activities and services across the University that will prepare you for life during and after your time at Strathclyde, which will help you gain effective skills and experience that employers are looking for.

At Strathclyde, we are committed to working in partnership with students to enhance the quality of the learning experience. Our aim is to provide you with the best experience possible and to listen and learn from you when we fall short. You can help us in a number of ways: by working closely with the Students’ Association; through staff-student committees; via questionnaires on individual classes; and through university and national surveys. We really value the comments you provide through these different channels. Your input to student surveys is vital to enable us to improve the quality of your experience at Strathclyde and that of future students.

**STUDY SKILLS**
The University is committed to supporting its students in the development of their learning and study skills and as such provides a range of services which aim to effectively work with students in developing skills and capabilities to support their learning, and an improvement in their achievement. The services are available to any student who would like to enhance their academic performance, including under and postgraduate students, across all academic disciplines.

Services available include:
- Organisation and self-management
- Reading and note taking skills
- Writing skills
- Presenting
- Critical analysis and evaluation
- Editing and reviewing
- Managing assessment and understanding feedback
- Exam preparation
The service also cannot guarantee levels of achievement that a student may reach as a result of their work with the team, however the service provided to individual students will be focused on their particular areas of interest and need, and will aim to support the development of skills and strategies that will have a positive impact on academic performance.

Our specialist advisers work both with individuals on a one-to-one basis, and with small groups of two to three students, and you can book appointments by emailing studyskills@strath.ac.uk

CAREERS SERVICE
6th floor, Livingstone Tower, 26 Richmond Street
The Careers Service provides information, advice and guidance to maximise students’ and graduates’ employability and career prospects. We offer support with career planning, job searching and making applications. The service also advertises graduate and part time vacancies, summer internships, work experience and volunteering opportunities. We bring employers on campus to talk to students about their opportunities and help students prepare for those opportunities.

We can help you with all aspects of career planning and employability, such as:
- Choosing the right career
- Finding the right work experience
- Finding work via our online jobs vacancy portal
- Accessing careers events and fairs
- CV writing and interview skills

All are welcome to use the Careers Service. We operate a drop in service 1.30 – 4.30pm on Mon / Tues / Thurs, when no appointment is needed. Don’t wait till your final year as employers are offering opportunities to students in all years and you wouldn’t want to miss out!

e: yourcareer@strath.ac.uk
t: +44 (0)141 548 4320
www.strath.ac.uk/careers

POSTGRADUATE STUDY ADVICE AND SUPPORT
www.strath.ac.uk/postgrad
Strathclyde's Researcher Development Programme (RDP)
In Strathclyde we want to achieve excellence in all our research and provide a programme of researcher development which enables postgraduate research students (PGRs) to choose from a wide variety of training for professional and personal development. You can choose a package amounting to around 2 weeks every year to suit your training needs in consultation with your research supervisor. You have the opportunity to attend programmes in your department or faculty or from across the university, networking with researchers from other disciplines and even other universities. Attend the PGR induction to hear about these opportunities, and visit the website www.strath.ac.uk/rdp for the RDP handbook, calendar of events, video case studies and much more to support you throughout your PhD.
Supervisors (postgraduate research students)
Postgraduate research students (PGRs) usually have two supervisors, one of whom is your main academic contact. If you are having problems with your research or you are unsure about anything then talk to your research supervisor. Other issues can be dealt with either by your 2nd supervisor or the Head of your Department. Familiarise yourself with your rights and responsibilities as a PGR student by downloading the Policy and Code of Practice for Postgraduate Research Programmes at [http://www.strath.ac.uk/staff/policies/academic/](http://www.strath.ac.uk/staff/policies/academic/).

International postgraduate research students will find additional support and advice from the Recruitment and International Office at [www.strath.ac.uk/rio](http://www.strath.ac.uk/rio).

Postgraduate Community Website
You will find useful information on the postgraduate community website [www.strath.ac.uk/postgrad](http://www.strath.ac.uk/postgrad). You will also find the Postgraduate Research Handbook within your department website.

Research and Knowledge Exchange Portal
Access the latest Research and Knowledge Exchange news, events and resources as well as PGR specific information at [www.strath.ac.uk/rkeportal](http://www.strath.ac.uk/rkeportal).

ACADEMIC SUPPORT
The University introduced a new system of Personal Development Advising across the whole institution in 2010/11. The following are the key common aspects of provision:

- Course Choice (Faculties with Faculty degrees may prefer to keep this function with specialist Advisers of Study)
- Clarification of expectations/responsibilities
- Introduction to Personal Development Planning and self-reflection
- Monitoring performance and giving developmental feedback
- Encouraging reflection and planning

Students can expect to have a minimum of three personal development advising meetings in their first year, two in their second and third years and one in their final year. These meetings may take different forms: sometimes you may find yourself in a group, sometimes you will have individual meetings with a member of academic staff and sometimes you may meet with someone from the Careers Service.

These meetings are intended to support your academic development and enhance your learning experience through: discussion of transition (from school/college/employment to university, from one year to the next, from university to employment/further study); the encouragement of self-reflection and planning; and the provision of developmental feedback.

**STUDENT SURVEYS**
[www.strath.ac.uk/sees/studentsurveys/](http://www.strath.ac.uk/sees/studentsurveys/)
Throughout your time at University, you will be invited to help inform change at Strathclyde by participating in a range of surveys. This is your chance to play your part in making Strathclyde an even better place for students.

Providing information about your experience here is important. Student feedback does make a difference at Strathclyde!
By registering as a student at the University of Strathclyde, you are agreeing to adhere to the University’s Regulations, as set out in the University Calendar. The Calendar contains the University Charter, Statutes and Ordinances, together with course regulations for undergraduate, Integrated Masters and postgraduate degrees.

IMPORTANT STUDENT INFORMATION
Please refer to the following links for information you will find useful while studying at the University:

EXAMINATIONS
Examinations take place in both January and May each year with re-sits in August. You will be able to view your exam timetable through PEGASUS and you will receive a PEGASUS message to inform you when this is available. If you feel you have any additional or specific needs in terms of examinations arrangements, it is important that you contact the Disability Service team as soon as possible, if you are not already working with them, and staff there will assist you in coordinating any required adjustments to arrangements for examinations and assessments.

After the examination diet your results will be available for you to view on PEGASUS. This is normally within 10 working days of the meeting of the Exam Board who meet to approve progress decisions and examination results.

More information on examinations can be found at: www.strath.ac.uk/exams/
USE OF THE LIBRARY
A broad overview of library regulations is provided in the calendar (regulation 3). Detailed information about using the library, specific library services and opening times is available on the library web pages at www.strath.ac.uk/library/usingthelibrary/ or in the IS student guide http://www.strath.ac.uk/media/ps/isd/comms/StudentISGuide2013-14.pdf
Access to University premises - www.strath.ac.uk/estates/security/access/

ABSENCE FROM CLASSES
There may be circumstances throughout your time as a student that will adversely affect your attendance and your performance. You should inform Student Business of such circumstances and they will inform the relevant Departments.

VOLUNTARY SUSPENSION
Students who need to interrupt their studies for part of a session should contact their Course Adviser. In certain circumstances the student may be recommended to apply for voluntary suspension. This application will then be considered by the Vice-Dean (Academic) or Associate Dean of the Faculty. If approved, the student’s registration will be amended to show a student in suspension and some tuition fees may be refunded. Students should notify SAAS, their Local Education Authority or grant awarding body of this change to their academic status.

If you are a Tier 4 international student requesting a period of voluntary suspension you will be required to return to your home country for the approved period. It is important to note that during this period you are no longer a registered student of this University.

HANDBOOKS
Student handbooks are produced by every department. Usually a department will produce a department or course handbook and sometimes postgraduate and dissertation handbooks, depending on the department. These should be read in conjunction with this handbook for further guidance and advice specific to your area of study.

EQUALITY & DIVERSITY
The University of Strathclyde is committed to equality of opportunity for students and staff. As such, a number of equal opportunities policies and guidelines have been produced, all of which are available to view along with further information on the University Equality and Diversity web pages.

DIGNITY & RESPECT
The University is committed to providing a work and study environment that is free from bullying, harassment and discrimination. Dignity and Respect requires acceptable behaviour from everyone in their relationships with others in the University. All students and staff are expected to adhere to the policy and promote a culture of dignity and respect for fellow staff and students. Failure by students to abide by the University’s Dignity & Respect Policy may result in disciplinary action under the University’s Student Discipline Procedure. See Dignity and Respect Policy for Staff and Students on Harassment and Bullying at www.strath.ac.uk/staff/policies/academic
DISCIPLINE
On the rare occasion when it is necessary for the University to take disciplinary action against a student, there are formal procedures for doing so. These procedures are designed to be fair and reasonable. There is an appeals process if you feel that you have been dealt with unfairly or inappropriately.

For further information see www.strath.ac.uk/staff/policies/academic/

CIRCUMSTANCES AFFECTING YOUR PERFORMANCE IN EXAMINATIONS AND ASSESSMENTS
If your performance has been affected by circumstances out with your control and you wish to have personal circumstances taken into consideration by Examination Boards, you must notify Student Business, this can be done via PEGASUS, and provide independent supporting evidence such as:

- Letter or other document from a medical practitioner (doctor) (for students studying in Glasgow this should be a UK registered medical practitioner).
- Death certificate – where a death certificate is difficult to obtain, especially if the death occurred abroad, hospital documentation confirming the death or evidence of funeral arrangements would normally be an acceptable alternative (a copy of the certificate should be annotated with the student’s name and registration number and relationship to the deceased);
- Letter from solicitor, summons to attend court or attend for jury service; report or written evidence from a police officer (crime numbers on their own are not acceptable).
- Confirmation by a transport official of unavoidable, unforeseen and severe disruption to transport.
- A letter of confirmation of any matters of fact relevant to the claim from an academic member of staff, Hall Warden, Chaplain or other religious leader, the Student Counselling Service, The Advice Centre, ASK or other appropriate independent third party.

Personal circumstances should be notified to Student Business within five working days of the latest affected examination/assessment or date of submission of the affected assessment. Where an entire semester or examination diet is affected a Personal Circumstances Form should be submitted as soon as possible and at least one working day before the relevant meeting of the Pre-Board or Personal Circumstances Board. Failure to submit your personal circumstances within these timescales will normally render them inadmissible in the event of a subsequent academic appeal.

Full details of the policy on personal circumstances, including details of what Boards of Examiners will take into account and what will not be considered, can be found in the Personal Circumstances & Academic Appeals Procedure at www.strath.ac.uk/staff/policies/academic
ACADEMIC APPEALS PROCEDURE
If you are unhappy with the decision made regarding your progression, assessment or award, you can ask the University to review the decision. You should however note that there are time limits on appeals and that an appeal will not normally be heard unless you undertake appeal proceedings whilst still a student at the University i.e. before you graduate. Failure to submit personal circumstances within the stated timelines will normally render them inadmissible in a subsequent academic appeal. See the Personal Circumstances & Academic Appeals Procedure at www.strath.ac.uk/staff/policies/academic

PLAGIARISM
The University regards academic dishonesty as a serious offence. Plagiarism is the unacknowledged use of another person’s work or ideas, whether intentionally or unintentionally, and is a form of intellectual theft. Ignorance or lack of understanding, while perhaps understandable in the early stages of your academic career, does not excuse plagiarism. Remember it is up to you, as a member of the academic community, to find out what the academic conventions are and to stick to them. Allegations of academic dishonesty will be fairly assessed and appropriate action will then be taken. The University provides a guide for students on Good Academic Practice and the Avoidance of Plagiarism www.strath.ac.uk/staff/policies/academic

TURNITIN
Turnitin is an originality checking and plagiarism detection software package used by the University to assist staff and students to prevent and detect plagiarism. Please note that as a student only authorised staff will be able to view/access your submission. If a significant match is found between your submission and another author or student’s work, the University can ask the other third party to share the matching paper for comparison. Please note a copy of the work you submit will be retained by Turnitin.

Please contact ictlegalcompliance@strath.ac.uk if you have any questions.

COPYRIGHT
Under UK legislation (including the Copyright, Designs and Patents Act 1988), original works (such as books, journals, articles, images or films) are protected by copyright. This means that they cannot be reproduced (on paper or electronically) even for educational purposes unless: covered by a licence, permitted by statutory exceptions or legal defences or where permission is granted or has been obtained from the copyright holder. The University does have licence agreements which allow some copying of certain materials but you must follow the terms and conditions. Please see the University’s copyright webpage for further information on copyright and details of the licences that are available.
DATA PROTECTION

The University is a ‘data controller’ as defined by the Data Protection Act 1998. As such, it has a legal duty to ensure that it processes the personal data of living individuals in accordance with the Act. It is important that you read the Data Protection Statement for Students [www.strath.ac.uk/dataprotection/dppoliciesandguidance](http://www.strath.ac.uk/dataprotection/dppoliciesandguidance) as this sets out how the University will process your personal data.

As a student you are required to comply with any relevant data protection guidance set out by the University. This particularly applies if you handle personal data in the course of your studies or research.

Any person about whom the University holds personal data has a right to request a copy of that data. You can find out how to make a request and about your other rights under the Act via the Data Protection web pages. [www.strath.ac.uk/dataprotection](http://www.strath.ac.uk/dataprotection)

ACCESS TO INFORMATION

The University is committed to fulfilling its legal responsibilities under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. To increase openness and transparency the University pro-actively publishes a large amount of information. See the University’s publication scheme for further details.

For more information on FOI(S)A or the EI(S)Rs please see [www.strath.ac.uk/foi/](http://www.strath.ac.uk/foi/)

Members of the Students’ Association

In keeping with the spirit of the Education Act 1994 Part II: Student Unions, The University of Strathclyde offer students the option to notify Student Business of their intention to discontinue membership of the University of Strathclyde Students’ Association. Further details can be found at: [www.strath.ac.uk/studentlifecycle/downloadsforstudents/](http://www.strath.ac.uk/studentlifecycle/downloadsforstudents/)
Useful Websites/Contacts

Safety
EMERGENCIES / FIRST AID / SECURITY ASSISTANCE (24 HRS)
t: 3333 from any academic building
t: +44 (0)141 548 2222 (emergency use only)
t: +44 (0)141 548 3333
from off-campus or mobile phone
w: www.strath.ac.uk/estates/security

IN AN EMERGENCY
In an Emergency call Security as above or 999, the latter connects with Police, Fire and Ambulance services.

Advice
CITIZENS ADVICE DIRECT
t: 0808 800 9060
w: www.citizensadvice.direct.org.uk

Debt
NATIONAL DEBTLINE SCOTLAND
t: 0808 808 4000
w: www.nationaldebtl ine.co.uk/scotland/

Places of Worship
BAPTIST
Adelaide Place Baptist Church
209 Bath Street, Glasgow, G2 4HZ
t: +44 (0)141 248 4970
w: www.apbc.net

BUDDHIST
Glasgow Buddhist Centre
329 Sauchiehall Street, Glasgow, G2 3HW
t: +44 (0)141 333 0524
w: www.glasgowbuddhistcentre.com

CHRISTIAN
Glasgow Chinese Christian Church
2 Melrose Street, Glasgow, G4 9BJ
t: +44 (0)141 332 8385

University Chaplaincy
Graham Hills Building, Level 2
t: +44 (0)141 548 4144
**EPISCOPALIAN**
St. Mary’s Episcopalian Cathedral
300 Great Western Road, Glasgow, G4 9JB
t: +44 (0)141 339 6691
w: www.thecathedral.org.uk

**GREEK ORTHODOX**
Greek Orthodox Cathedral of St. Luke
27 Dundonald Road, Dowanhill, Glasgow, G12 9LL
t: +44 (0)141 339 7368
w: www.stluke.org.uk

**HINDU**
Hindu Temple
1 La Belle Place, Glasgow, G3 7LH
t: +44 (0)141 332 0482

**JEWISH**
Jewish Orthodox
Garnethill Orthodox Synagogue, 129 Hill Street, Glasgow
t: +44 (0)141 332 4151

**METHODIST**
Woodlands Methodist Church
229 Woodlands Road, Glasgow, G3 6LW
t: +44 (0)141 332 7779

**MUSLIM**
Central Mosque
1 Mosque Avenue, Gorbals, Glasgow, G5 9TA
t: +44 (0)141 429 3132
w: www.centralmosque.co.uk

**MUSLIM**
UK Islamic Mission
19 Carrington Street, Glasgow, G4 9AJ
t: +44 (0)141 331 1119
w: www.ukim.org/ukim

**MUSLIM**
Muslim Prayer Room (on John Anderson campus)
St Paul's Annexe, John Street (opposite Students' Union)
t: +44 (0)141 548 4144

**QUAKER**
Quaker (Religious Society of Friends)
38 Elmbank Crescent, Glasgow, G2 4PS
t: +44 (0)141 248 8493
w: www.quakerscotland.org/glasgow

**ROMAN CATHOLIC**
Saint Andrews Roman Catholic Cathedral
196 Clyde Street, Glasgow, G1 4JY
t: +44 (0)141 221 3096
w: www.cathedralg1.org

**SIKH**
Guru Nanak Sikh Temple
19 - 27 Otago Street, Kelvinbridge, Glasgow, G12 8JJ
t: +44 (0)141 334 9125
w: www.grs.org.uk/

Central Gurdwara Singh Sabha
138 Berkeley Street, Glasgow, G3 7HY
t: +44 (0)141 221 6698
Travel

BUS

STRATHCLYDE PASSENGER TRANSPORT

t: +44 (0)141 332 6811

(Disabled Access and services)

w: www.spt.co.uk

FIRST GLASGOW

t: +44 (0)141 423 6600

w: www.firstgroup.com/ukbus/glasgow/

CITYLINK SCOTLAND

t: 0871 266 3333

w: www.citylink.co.uk/index.php

MEGABUS

t: 0900 160 0900

w: www.megabus.com

TRAIN

NATIONAL RAIL ENQUIRIES

t: 08457 484 950

w: www.nationalrail.co.uk

THE TRAIN LINE

t: 0871 244 1545

w: www.thetrainline.com

UNDERGROUND

STRATHCLYDE PASSENGER TRANSPORT

t: +44 (0)141 332 6811

w: www.spt.co.uk/subway

FERRY

NORTHLINK FERRIES

t: 0845 6000 449

w: www.northlinkferries.co.uk

CALEDONIAN MACBRAYNE
(ferry to Scottish islands)

t: 0800 066 5000

w: www.calmac.co.uk

AIRPORT

GLASGOW PRESTWICK INTERNATIONAL AIRPORT

t: 0871 223 0700

w: www.gpia.co.uk

GLASGOW INTERNATIONAL AIRPORT

t: 08444 815555

w: www.glasgowairport.com

Health

HOW TO GET URGENT NHS HELP (OUT OF HOURS) (NHS24 MEDICAL/DENTAL)

t: 111

w: www.nhs24.com

FAMILY PLANNING & SEXUAL HEALTH

Sandyford Initiative

2-6 Sandyford Place, Sauchiehall Street.

t: +44 (0)141 211 8130

w: www.sandyford.org

PHYSIOTHERAPY

Physiotherapy Department,

Glasgow Royal Infirmary

Queen Elizabeth Building, 16 Alexandra Parade, Glasgow G31 2ER

t: +44 (0)141 211 4778/5429

PODIATRY (CHIROPODY)

t: +44 (0)141 211 4025
September/October 2014

26
Friday
Semester 1 Begins

27
Saturday

28
Sunday

29
Monday
University Closed

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Tuesday

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October 2014

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October 2014

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16
Thursday
October 2014

24 Friday

25 Saturday

26 Sunday

27 Monday

28 Tuesday

29 Wednesday

30 Thursday
October/November 2014

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November 2014

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13 Thursday
November 2014

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November/December 2014

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December 2014

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Wednesday
24th December 2014 – 2nd January 2015 – University Closed

25
Thursday
January 2015

2 Friday

3 Saturday

4 Sunday

5 Monday

6 Tuesday

7 Wednesday

8 Thursday
January 2015

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Friday

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Thursday
Semester 1 Ends

Semester 2 Begins
January/February 2015

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February/March 2015

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March/April 2015

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May 2015

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May 2015

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May 2015

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   University Closed

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May/June 2015

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June 2015

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Semester 2 Ends

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### Academic Session 2014/15

#### Semester 1

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