



Welcome to Lancaster²⁰¹²



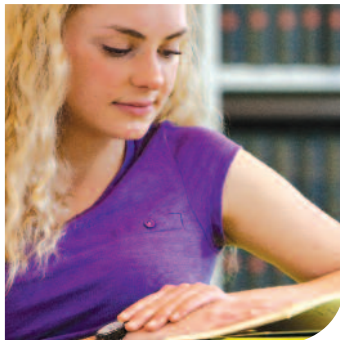
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Key

Please note, some of the content in this guide is more relevant to particular student groups. We've indicated this using the following key:

- UG** Information specifically for undergraduate students
- PGT** Information specifically for students undertaking postgraduate taught programmes
- PGR** Information specifically for students undertaking postgraduate research



Welcome to Lancaster University

A warm welcome to Lancaster University. You've made it. Welcome to our international community of scholars.

The journey to becoming an enterprising and independent learner at University may seem daunting but our student-centred approach recognises and responds to your needs as you undertake your programme of study. This booklet is part of that approach and will help you to navigate your studies, consider your future career, and even access opportunities to spend some time studying overseas or volunteering locally or internationally.

The booklet lists the wide range of resources and services that we provide in support of your welfare, your learning, and your career planning. Take advantage of them and you will soon develop the invaluable skills of problem solving, analysis, critical reflection, communication, negotiation, influence, and application of knowledge, for which our graduates are so well regarded.

You will find that there is a strong and productive partnership between our students and our staff, which is articulated in our Students' Charter (www.lancaster.ac.uk/student-charter) along with the standards to which the University and its students aspire. Please do refer to it at the earliest opportunity.

We look forward to seeing you develop a strong knowledge of your subject area, the ability to make a positive difference in society, and a willingness to use your leadership skills to take the initiative in your future career.

Enjoy your time here and we wish you every success.



(1)



(2)



(3)

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Pro-Vice-Chancellor for Colleges
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Gavin Brown (2)
Dean of Undergraduate Studies

Geraint Johnes (3)
Dean of Graduate Studies

Becoming an independent undergraduate learner

During the course of your studies we'll help you to develop your learning style so that you become a confident independent learner, allowing you to engage with study at a new level and gain valuable skills that will equip you for life at university and beyond.

Learning at university is challenging and it can all feel a little bit disorientating in the early stages of your studies. One obvious difference is the amount of contact you will have with your tutors – much more of your working time will involve private study. Your tutors also hold the dual position of teacher and examiner, which makes their relationship with you more complex. It does work but don't be surprised if it takes you time to get used to the change. And be assured that with effort on your part, and all the support that we provide, it will come good in the end.

Tutor contact time

Lancaster University was one of the first universities in the UK to agree minimum tutor contact time with students. In your first year you will have nine to fifteen hours of formal tuition per week depending on the subjects you take, perhaps even more, and your seminar groups will be kept to a maximum of fifteen students.

You will also have an academic tutor who will support and guide your academic development and encourage you to achieve at the highest possible levels.

Guidance

Your course tutors will provide you with guidance on what you should be doing during your independent study time, for example completing course or project work, revising for exams, or doing extra reading. You will also have an academic tutor providing you with guidance and support on academic matters throughout your studies.

In your first year you are also allocated a College Adviser who will help you to settle in. College Advisers are senior members of the College and may be teachers, researchers, administrators or other members of the University staff. They are all volunteers who are committed to helping you make the most of your time here and ensuring that you have all the support you need to thrive and succeed.

Feedback

Feedback aids your progression towards mature and independent learning. Your work will be marked by academic staff and returned to you promptly with feedback designed to help you to improve future work. While you are unlikely to have the opportunity to resubmit work as you may have done before, if you have any concerns about feedback your tutors will be happy to discuss them with you.

We will also ask you to provide us with feedback on your chosen modules so that we can continue to develop our courses.

Additional help

All tutors make time available outside of lecture times for students to get help with their studies. Visit them during their office hours or email them to make an appointment.





Understanding Part One and Part Two

Your undergraduate studies are divided into two sections, Part One (your first year) and Part Two (your second, third, and sometimes fourth years). You must pass all of your Part One modules to proceed to Part Two. There is some flexibility in the subjects you can study in your first year as your marks from Part One do not count towards your final degree classification.

Part One – what does it all mean?

Although you have been admitted to study a specific degree programme, many degree programmes expect you to study other minor subjects alongside your major subject during Part One.

Some degree programmes (e.g. Law or Medicine) cannot offer the opportunity to study other minors due to the degree structure or entry requirements. If you're not sure whether you can take modules outside of your degree subject please check with your major subject department.

All degree programmes at Lancaster are modular, with students taking a selection of compulsory and optional modules during their studies. Each module is worth a specific set of credits, which together add up to build your overall degree scheme.

The Part One credit total required for the majority of degree programmes is 120. As most modules equate to 40 credits each, you will need to enrol for three Part One modules. Some subjects break their modules down into smaller modules which attract

eight credits each, so you would need to enrol on 15 of these modules to attract the full Part One credit requirement.

Make sure you check the number of credits each module attracts. Your Part One modules must meet the required 120 credit total.

Choosing your modules

Choosing your Part One modules is an important decision and one that you should make yourself. Don't wait until you get here to make your decision based on what others are doing; choose the modules that are right for you.

Part One is a unique opportunity to study a minor subject related to your degree or to study something completely different in which you have some experience or interest. Only you know what other subjects interest or excite you, so why not take the opportunity to study what you want?

You can find more details on Part One module options in the online courses handbook www.lusi.lancs.ac.uk/OnlineCoursesHandbook

Enrolling on Part One modules

From September 17th you can enrol online for your Part One modules. Go to www.cisinfo.lancs.ac.uk/ModuleEnrolP1 and follow the prompts.

To enrol for your Part One modules online, you'll need to have completed the registration process. Details about this will be emailed to you.

Alternatively, you can enrol for your Part One modules in person on the Wednesday of Freshers' Week. You will need to confirm your registration with the University and on your degree programme prior to this.

Between your arrival here and your module enrolment confirmation, your major subject department will advise you on your available module options. You'll also be able to attend talks during Freshers' Week by all the departments offering Part One modules, so you can decide which modules are right for you.

Enrolment limitations

Please note:

- You will be automatically enrolled on compulsory modules; where applicable you will also be asked to select from a range of optional modules too
- Certain subjects are not available to study as minor subjects
- Some study combinations may cause timetable clashes, so may not be available. The online enrolment process will indicate clashes or you will find out when you enrol in person during Freshers' Week
- Popular subjects may have restrictions on access and a quota may be applied
- Part One modules start with a mnemonic of 1, for example Part One English is ENGL100
- You can find a full list of the minor subjects available for Part One, together with any pre-requisites and entry requirements which apply, in the online course handbook



Changing your mind

If you've enrolled for specific course modules online, you can make changes up to the Wednesday of Freshers' Week. If you start a Part One course module then realise you have made the wrong choice, it's possible to change before the end of the third week of the term in which it started (subject to the enrolment limitations listed above).

How Part One choices affect your Part Two options

Some Part One courses enable you to change your major for Part Two. However, changing your major is only possible if you meet the pre-stated Part One grades for that subject.

There are also pre-requisites for minor subjects in Part Two and you are normally expected to have studied the subject in Part One.

It is worth checking all pre-requisites for the major and minor subjects you are considering so that you fully understand how your Part Two options may be affected.



Challenging your learning at postgraduate level

Whether you are undertaking a taught course or a research programme, at Lancaster you will discover a dynamic academic community focusing on engaging research and teaching.

Postgraduate taught programmes (PGT)

As a postgraduate studying a taught programme you will be challenged by a more intensive learning experience than that you encountered during your undergraduate days. The pace of learning is fast and our expectation about the amount of private study you will undertake is deliberately stretching.

You will be expected to study questions that are exercising researchers at the leading edge of your chosen discipline, and we assume that you will criticise, contribute to, and challenge ongoing academic debate at the most advanced levels.

Many taught postgraduate programmes involve research and a dissertation. This will also present you with new challenges in terms of your ability to chart new intellectual territory and work independently.

Postgraduate research (PGR)

The challenge you will face as a research degree student is that of undertaking a substantial original project which will hold its own in an international arena. In many cases, your project will require the development of new methods of investigation.

Research at this level is not for the faint hearted. It calls for a high level of intellectual ability and a large measure of self-reliance, determination, and resilience. It's likely that you will subject your work to peer scrutiny at conferences and events, and that you will face similar scrutiny as you seek to publish your research.





Supporting your learning

Access to IT

At Lancaster you'll have access to a wide range of IT systems and resources, and to the support and training you need to make full use of these.

Access to IT

The IT services and facilities you will have access to are provided by Information Systems Services (ISS), in partnership with your department. They include:

- High-speed flexible access to the Internet
- Your own email address, filestore, and online services
- 24 hour access to PCs, software, and printers in PC labs
- Access to PC support, advice, and training if you need them

Are you bringing your own computer?

If you bring your own computer to Lancaster, you can use the Residences Network (ResNet) connection in your room to get access to the Internet and the campus IT network. If your laptop has wireless access you will be able to connect to Wi-Fi in hotzones at various locations across campus.

Useful Information Systems Services links

Before you come to Lancaster

To help you decide what IT equipment to bring with you:

www.lancaster.ac.uk/iss/essentials

Information about your IT account: www.lancaster.ac.uk/iss/myaccount

Download our iLancaster mobile app from your store, or via: ilancasterinfo.lancs.ac.uk

Login and check your Lancaster University email account:

Undergraduate email: webmail.lancs.ac.uk

Postgraduate webmail: exchange.lancs.ac.uk/exchange

IT services

The ISS website:

www.lancaster.ac.uk/iss

The Student Portal – services and resources to support your learning:

www.lancaster.ac.uk/portal

To top up your printing credit online: studentinfo.lancs.ac.uk/webpay

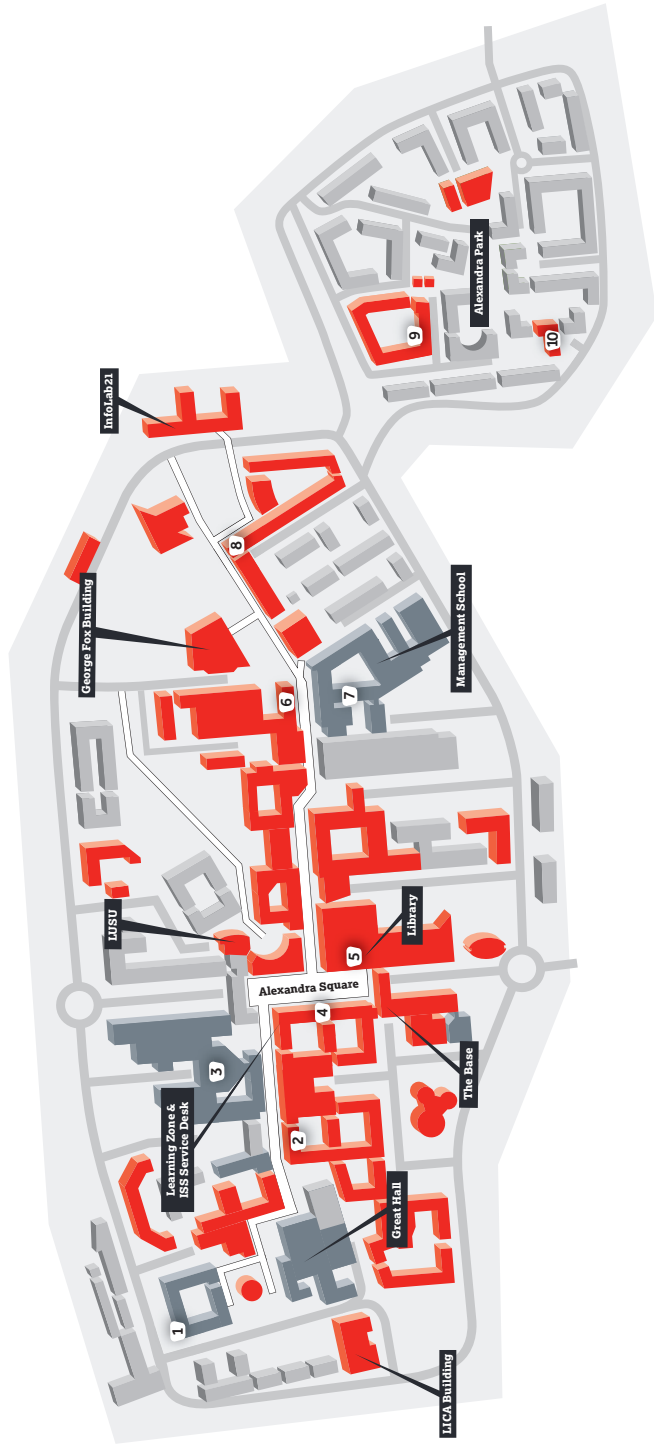
IT help and support

Answers to your IT questions and problems: lancasteranswers.lancs.ac.uk

To log an IT problem, or request an IT service: supportworks.lancs.ac.uk

For the ISS Service Desk contact details and opening times: www.lancaster.ac.uk/iss/support





Campus wireless network coverage

- Full coverage
- Partial coverage
- No coverage

In addition, there is wireless coverage in the Sports Centre, Chancellor's Wharf, and in most lecture theatres, seminar rooms and college bars.

PC Labs

- | | | | |
|---|--|----|--|
| 1 | County Main – Room A44 (24 hour) | 6 | Engineering – Rooms A08 & A37 |
| 2 | Bowland North – Rooms A64 & A65 | 7 | Management School (Room A1) |
| 3 | Faraday – Rooms A39 & A205 (24 hour) | 8 | Pendle – Room A13 (24 hour) |
| 4 | Learning Zone (Laptop loans & Macs; 24 hour) | 9 | Graduate College |
| 5 | Library | 10 | Lonsdale House – Room B02 Block 12 (24 hour) |

What your IT account gives you access to:

Email

If you're an undergraduate student, you will use Microsoft's Live@edu email. If you're a postgraduate student or researcher, you use the internal exchange email system. Your Lancaster email account will be used by the University to contact you, and you should use this email account when you contact the University.

Residences network (ResNet)

ResNet provides you with access to the Internet and our campus network in your room. When you first try to use ResNet, you'll have to go through a validation process. The ISS Service Desk provides a free service for ResNet connection problems. You'll only be able to connect one device at a time to the network via your room's network point and you can't use products which connect multiple devices, such as hubs and routers.

Student portal and virtual learning

Our Student Portal gives you access to your email, lecture timetable, course notes, library book return dates, tutorial group sign ups and much more.

It also provides a list of your modules and access to online resources. Most of your modules will have a virtual presence in the Moodle Virtual Learning Environment (VLE), which your tutors will develop alongside their classes, lectures, workshops, labs etc.

Interactions with modules in Moodle will differ according to your tutor's preferences. Typically they will include your class handouts, your library resource lists, video and audio materials, discussion boards, and collaborative activities. It's also the place where you'll submit your final coursework.

Personal filestore

Your personal filestore (H: drive) on the campus network enables you to save and retrieve your work from any networked PC on campus, including your own computer on ResNet. Undergraduate students also have access to SkyDrive online filespace via the Internet. Please note that, unlike your personal filestore, SkyDrive is not supported or backed up by the University.

iLancaster mobile app

iLancaster is a free application for mobile devices. It provides features such as your course timetable, bus timetables, maps showing campus locations, availability of open-access PCs on campus and even where there's an available washing machine in the laundry rooms!

PC labs

Computers are available in PC labs across campus (see map opposite), which are open 24/7 and accessed via a swipe of your Library card. Your Faculty may also provide access to other PC labs.

Printing and scanning

Your access to PCs is supported by networked printers across campus and you can connect your own computer to these printers. To print from the networked printers, you'll first have to credit your print budget. You can do this online (via credit or debit card), or at the Print Budget Top-Up Kiosks on the ground floor of the Library. Scanning facilities for creating electronic images are widely available in the Library.

Wireless network

If you have a Wi-Fi enabled device you can connect to Lancaster University's 'eduroam' wireless network (WiNet) from hotzones around campus, including in the Library and the Learning Zone (see map opposite).





Laptop loan

A 24/7 laptop loan service is available in the Learning Zone. This allows you to borrow a laptop, which can be used anywhere on campus and has access to a range of site licensed software. You'll need your Library card to use this service.

Software

We have site licences which allow you to use some software for free across campus, including Symantec AntiVirus software, SPSS and SAS (statistical analysis packages), and Matlab (numerical programming package). We have specific software for students with disabilities in the Library and ISS PC labs.

(PGR) If you are a postgraduate researcher we guarantee you access to the software you need to complete your research project.

Remote access

The Virtual Private Network (VPN) is useful if you're a distance learner, or you live off-campus in non-University accommodation and can't access ResNet. The VPN can connect your home PC to the campus network via the Internet so that, for example, you can access your personal filestore (H: drive).

IT help and support

There are four main ways for you to get IT help and support:

- Search our information portal, LancasterAnswers
- Log a fault or request a service using SupportWorks
- Contact the ISS Service Desk in person, by phone, or via email
- Take your laptop or other device to The Workshop, which provides a range of services, including sales, servicing, and service plans

The Workshop, based on campus in County Main, provides cost-effective PC sales and support, including computer health checks, mobile phone setup, and new and refurbished PC sales. They can also offer you a cost-effective service plan for your PC, laptop or Mac.

IT training

You can book yourself on to a range of IT training sessions and workshops, all of which have been designed with the IT skills needed for University study in mind.

Keeping your account safe

It's essential that you protect the privacy and security of your IT Account. The following should help you to do so:

- Choose a secure password and keep it safe
- Never give your password to anyone else
- ISS staff will never ask for your password over the phone or by email

- Log out of computers in PC labs when you've finished using them
- Protect your own PC by updating your operating system and software
- Be aware of threats, including viruses and ID theft
- Only open email attachments when you know who they are from
- Don't send your username and/or password details out in emails
- Minimise the amount of personal information you put on social networking sites
- Be aware of unsolicited emails (spam) and attempts to dupe you into providing private information (scams and phishing)

Rules governing our IT systems

As a member of the University you agree to abide by the Computer User Agreement (CUA), which forms part of the Rules of the University. There are also terms and conditions relating to ResNet, including a fair usage policy and quota system to ensure that equal bandwidth is available for all users.

If you distribute and download copyrighted music, video, software or other electronic media without permission you're liable to criminal prosecution and University disciplinary action.

Use of the University's IT systems and network may be monitored and/or recorded to ensure the effective operation of these systems, and for other legal purposes. Reported instances of misuse are investigated and may lead to disciplinary action and/or suspension of the service.





Supporting your learning

Library and Learning Zone

Two of the dedicated study areas on campus are the Library and the Learning Zone. What's the difference between the two? While the Library provides individual quiet study areas and all the information requirements you could wish for in a library, the Learning Zone is a more social learning space, intended particularly for group work.

Using the Library helps you get better grades

It's true! Recent research has found that those students who use the Library attain higher grades than those who don't. So, over the next few pages we've put together some hints, tips, and pointers to help you make the most of the Library and Learning Zone during your time here.

Are you an early bird or a night owl?

No matter, the Library is open from eight in the morning until late at night most days of the week throughout the year and the Learning Zone is accessible 24/7.

Useful Library and Learning Zone links

The Library homepage:
www.lancaster.ac.uk/library

OneSearch, the Library's discovery tool and the first place to visit if you need to find information:
libweb.lancs.ac.uk/onesearch.htm

Guides on book borrowing, e-resources, citations and much more: lancaster.libguides.com

Book a Learning Zone pod:
timetabling.lancs.ac.uk

Our guide to information skills:
libweb.lancs.ac.uk/links

Use End Note Web to organise your referencing:
www.myendnoteweb.com

Chat to us and ask us a question:
libweb.lancs.ac.uk/askalibrarian.htm

Study near you/away from Lancaster via SCONUL:
www.access.sconul.ac.uk

Publications written by Lancaster University staff:
www.eprints.lancs.ac.uk

Top tip

Why not use Delicious delicious.com or a similar tool to bookmark links in this guide and keep the information handy?

Choosing a zone in the Library

- Green for open discussion – a place to meet and work if you don't mind background noise
- Amber for quiet study – expect some distraction here
- Red for silent study – for those times when you really need to concentrate hard

Be brave and don't be afraid to speak out if someone is disturbing you.

Book a Learning Zone pod

There are nine bookable pods in the Learning Zone with a range of seating and interactive learning technology where you can work in groups and practise presentations. Book pod nine if you want to simulate a boardroom discussion; video yourself giving a presentation and watch it back on the big screen in pod seven; or use the interactive smart boards in pods two and six to present information straight from your laptop to stimulate group discussion.

You don't have to be in the Library to use the Library

Nearly all of our journals and many of our books are available digitally and you can use OneSearch to access them 24/7 on or off campus. Read e-books on your iPad at home or on the bus or access a huge range of Library content from your mobile phone.

Information Assistants in the Library

If you need help in the Library please speak to one of our Information Assistants. They are here to support you in your studying and learning by encouraging you to make the most of what the Library has to offer. So, if you want help searching for information or finding your way around the building please do not hesitate to ask for it.

How do I find what I need?

OneSearch is the first place to go for finding information about Library resources. It is a simple search tool for finding and accessing e-books, journal articles, digital media, copies of books we have in print and much more.

You can be sure the information you find on OneSearch will be of excellent quality, much more so than the hits you retrieve on Google, because all our information has been reviewed by experts in their field.

Get to know OneSearch early on – it will save you time and worry throughout your University life.

Finding books on the shelves

Books are arranged in the Library by subject. Your OneSearch results will tell you the classmark on the spine of the book, e.g. WAKD (F), the floor, and colour zone where the book can be found.

What's different about a University Library?

You may find the University Library is much larger than other libraries you have used as it's on three floors. But our colour coded zones and maps around the building will help you find your way as will OneSearch and our Information Assistants who are always happy to help.

You will be expected to research a lot on your own and use more than just textbooks. OneSearch will help you navigate your research options as will the subject guides on the Library website, which show what's available in your subject area. Look out for opportunities to use research published in journals, most of these are available electronically.

You can be assured that material accessed through the Library is authoritative and of good quality so there's no excuse to rely on Wikipedia! If you do use the web make sure you evaluate what you find and make sure it's reliable and reputable.

Organisation is the key

Thinking ahead and organising your reading, essay writing and revision will help you lead a stress free life at University. Here are our top tips...

- Start reading around and making notes on your chosen topic as early as possible
- Sign up on campus for End Note Web to record details of the books and journal articles you use so you are not looking for a reference at the last minute
- If someone else has borrowed the book you want, you can request it on OneSearch and we will let you know when you can collect it





- Keep a check on your loans by using My Library Account so you know what is due back when, which books to renew, and what you need to read first. You can also access this information on your mobile phone using the iLancaster app
- Choose your topic or essay question carefully; the most popular or obvious choice may not be the best option
- Return your books on time and avoid paying fines

Learning Zone Student Advisers

Got a query and not sure who to ask? Try one of our friendly Student Advisers in the Learning Zone. Our Advisers are all students in their second, third and postgraduate years so they know a great deal about making the leap from college and home life and adjusting to living and learning at University. They've been there and done it, so why not use their knowledge?

One size doesn't fit all

We're aware that different subjects need different approaches so here are a few of the more specific services we have to offer that you might want or need to use at one time or another.

Support for students with disabilities or dyslexia

All Library and Learning Zone staff are happy to help disabled and dyslexic users access our facilities. If you need extra one-to-one help and training please contact Fiona Rhodes (f.rhodes@lancaster.ac.uk) who will arrange a personal tour of the Library, assess any problems you might encounter, and work with you to find appropriate solutions.

Help for distance learners

If you are on a distance course, on a placement, or designated as studying away from University, you can register as a distance learner. You can then request books, scans, or photocopies of journal articles and we will send them out to you.

Interlending and document supply

We aim to stock all books and journal articles required for undergraduate courses as well as substantial resources to support postgraduate research and teaching in the University. If we don't have what you need contact our Interlending and Document Supply Service and we will try and obtain it for you from another Library.

Subject Librarians

Our team of information specialists cover all subjects in the University and offer a wide range of support, advice, and assistance. Don't hesitate to contact them for a one-to-one meeting if you need to improve your Library search skills, sharpen up your research methods, or get a fresh perspective on how to make your essay stand out.

SCONUL access scheme

SCONUL (Society of College, National and University Libraries) is a reciprocal access scheme with academic Libraries. We have links with more than 170 other academic Libraries through this scheme, which means that you could use another Library closer to home for studying during the vacations or if you are some distance from Lancaster and unable to visit often.

E-prints

You can access publications written by Lancaster University staff from the e-prints repository.

Time to relax

You've completed your research, concluded your experiment, delivered that presentation, and finished your essay, so it must be time to relax. Why not chill out with a book from our leisure reading collection situated on the ground floor of the Library?

Keeping in touch

The Library and Learning Zone are evolving all the time. Keep up-to-date by liking us on Facebook, following us on Twitter, and checking out the Library blog.

We value your feedback and opinions so don't hesitate to tell us what you like and don't like about the Library and Learning Zone. Then we can tailor the help and support we provide.

If we need to contact you we will use your University email address so make sure you check it often – we'd hate for you to miss anything, especially the advance warnings that your books are due back and a fine imminent.

We look forward to seeing you in the Library and supporting you with your learning!





Supporting your wellbeing

Going to any University can be daunting – new people, new place, new ways of being, new choices, almost a new language at times. And what happens if you get homesick? Or sick? Or have a problem with your finances? We find that most students rise to the challenges but it's good to know that when you need help or advice it's all here.

The Base

The Base is the area located on the ground floor of University House, which houses Student Services and the Careers, Employability and Enterprise Centre.

Student Services

The Student Services team can:

- advise you about the services you can use
- refer you to services or make an appointment for you
- give you forms you might need, for example to ask for financial help
- help if you are considering suspending your studies, seeking a transfer, or withdrawing
- help with general queries

A quick guide to our wellbeing websites

Everything you need to know about The Base and its services: www.lancaster.ac.uk/sbs/thebase

For help with academic matters: www.lancaster.ac.uk/sbs/registry

Help and advice for International students: www.lancaster.ac.uk/sbs/international

Funding advice and guidance: www.lancaster.ac.uk/sbs/funding

The dental clinic: www.lancaster.ac.uk/sbs/health/dental

Medical Centre: www.lancaster.ac.uk/sbs/health/gp

Our counselling service: www.lancaster.ac.uk/sbs/counselling

Our mental health service: www.lancaster.ac.uk/mentalhealth



Academic matters

Student Registry staff will provide you with information, advice and guidance on academic records, registration, module enrolment and exam related matters. You can also contact your departmental secretary who will advise you who best to approach in the department regarding academic issues.

International student advisory service

Our International pre-arrivals guide will give you plenty of information to make your arrival easy. You can access the guide online or visit us in The Base for advice and guidance on issues including: student visa applications, immigration issues, rules on working in the UK, budgeting, general welfare, and cultural orientation.

Student funding

We can provide you with information, advice and guidance on all aspects of student funding and financial aid, including: help with government and University funding, administration of financial aid schemes, and other general money matters such as costs and budgeting.

Disability

We provide support for all students with disabilities from first enquiry through to graduation. Please ask us if you need help or advice on any aspect of living and learning at Lancaster, including: assessment and support for dyslexia, assessment for study aids, funding applications, and social care support.

Health related services

Emergencies

In case of an on campus emergency requiring an ambulance please dial 01524 594 541 or 999 on an internal telephone and ask the Security Office to arrange one. This service is always available.

Medical Centre

You are required to register with a local doctor and most students find it convenient to register with our on campus Medical Centre, which offers all the usual health services. It's the first general practice in the North of England to receive the Department of Health 'You're Welcome' award. The Practice also has another surgery located on King Street in Lancaster.

Dental clinic

Our on campus dental clinic offers DENPLAN-accredited private treatment.

Pharmacy

We have a pharmacy on campus, open all year round, that dispenses prescriptions and can provide you with pharmacy medicines and advice.

Counselling and mental health service

A free and confidential service to help you address any personal or emotional problems, which are getting in the way of you having a good student experience or realising your full potential. Advisers provide confidential and professional support on issues such as personal, family, social or academic matters. The service offers both appointment and drop-in sessions, as well as workshops.

College Advisers

In addition to seeking help through Student Services, you can also approach your college office or adviser for general advice on a range of matters.



Supporting your future

Preparing for life beyond University is a central part of our student experience. Our careers service works with the Students' Union and the academic faculties to deliver an in depth and responsive employability service for all stages of career planning.

The Lancaster Award

Achieving The Lancaster Award is a major advantage when applying for jobs or further study. It recognises your extra-curricular achievements and demonstrates your skills to potential employers. You can complete the award alongside your degree by participating in employability and career development, campus, community and social development, and gaining work experience.

How does it work?

The importance of participation in activities outside of your programme of study – including work placements, volunteering, extra-curricular courses, societies and sports – is acknowledged by the Lancaster Award. These activities make a vital contribution to your employability as a graduate and the award helps you to record them all and reflect on the skills that you're developing.

In order to complete the award you need to be able to communicate and demonstrate various levels of engagement with extra-curricular activities. You'll also need to become familiar with some of the tools you'll need as you start applying for graduate jobs, such as application forms and formal interviews. Your Lancaster Award activities record, the Skills bank, is a great tool to help you prepare properly for these.

How do I sign up?

Registration is via attendance of an introductory workshop but we'll tell you more in Freshers' Week, or you can visit www.lancaster.ac.uk/careers/award





Careers, Employability and Enterprise Centre (CEEC)

The Base, University House
www.lancaster.ac.uk/sbs/ceec

It's never too early to begin career planning. We can help you to:

- Think about your career path
- Enhance your employability by identifying and developing your skills and interests
- Meet employers and organisations who want to talk to you
- Understand and articulate your skills when applying for work experience, jobs or continued study
- Find work experience through part-time work, vacation placements, and volunteering opportunities

Employers look for graduates with behaviours, skills and capabilities that add value to their organisation and we have a structured programme of workshops, seminars, webinars, and training sessions to help you become that graduate. If you have an entrepreneurial spirit and want to be your own boss, we can help you gain the key competencies you'll need to survive. And if, like most people, you have no idea what you'd like to do, we are here to help.

When you are ready, you can head to www.jobs.lancs.ac.uk to search for work experience and graduate opportunities. You can even set personal preferences and opt for daily email notifications on jobs that match your requirements.

Helping you find and get that graduate job

We offer a range of workshops, advice, and guidance to start you thinking about your career. From personality and aptitude testing to how to prepare for a new working environment and culture, we have a range of tools and techniques to get you to where you want to be. We can increase your awareness of your personal strengths and skills, and we can introduce you to graduates and employers who have first-hand knowledge of the sectors in which you are interested.

Our careers workshops

These short, seminar style sessions for groups of up to 20 students are designed to develop specific skills or make the most of particular tools. They include CV writing workshops, interview skills sessions, guidance on work experience, suggestions on searching for jobs creatively, and how to prepare for assessment centres. All of them are conceived to help you acquire skills, generate ideas, and apply them to your career planning.

If you need 1:1 advice you can book a consultation with a Careers Adviser who can work with you to develop initial career ideas or check over applications and CVs.

Gaining invaluable experience

There are subtle differences between internships, work placements and work experience but all are beneficial in affording you insight into the world of work. They are an ideal opportunity to make more informed choices about job sectors and specific occupations. Please do talk to us about your options and how you can link them into the Lancaster Award.

Accessing employers

You can access a programme offering direct and regular access to an employer mentor in your second year, which allows you to take advantage of professional experience and sector specific knowledge during your preparations for the world of work.

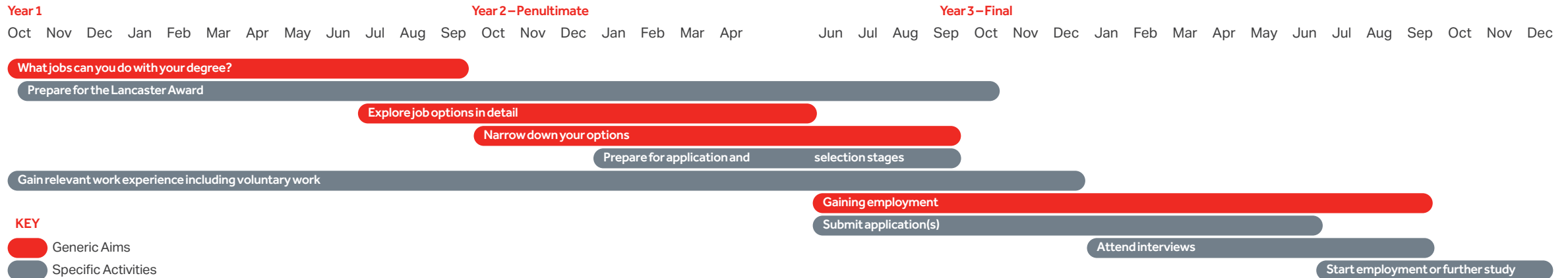
Recruiters from prospective employers also visit campus to inform students about opportunities or graduate training schemes with their companies.

Our dedicated employer liaison team hosts employer presentations and workshops in every term. In Michaelmas term we hold a high profile Careers Opportunity Fair on campus, where you can meet graduate employers and explore the career opportunities within the public, private, charity and teaching sectors. You can also get information on international opportunities, work experience and gap years.





Career timeline: What stage are you at?



KEY

- Generic Aims
- Specific Activities

What jobs can you do with your degree?

- Attend CEEC department talk (term 1)
- Read 'Your degree in...' available on www.prospects.ac.uk
- Start Prospects Planner (computer guidance tool)

Explore options in detail

- National Enterprise Week events (Michaelmas term)
- Employer presentations (Nov-Apr)
- Access LU Alumni on Facebook and LinkedIn
- Teacher Training workshop
- Research occupations using web-based resources
- Explore Postgraduate Study
- Research self-employment possibilities

Gain work experience

- Create CV (CEEC workshops, guides and advice)
- Attend work experience workshop
- Attend creative job seeking workshops
- Register for the Lancaster Award
- Register with CEEC4jobs at www.jobs.lancs.ac.uk
- Attend Career Opportunities Fair (early in Michaelmas term)
- Look at opportunities with LUSU Involve

Narrow down your options

- Attend CEEC departmental talk (1 per term)
- Book to see Careers Adviser
- Research employers further study and funding
- Research vacancy databases
- Attend Career Opportunities Fair (Early in Michaelmas term)
- Acquire Enterprise Skills and Commercial Awareness

Prepare for application and selection stages

- Job Applications
 - Refine CV (CEEC Workshops, guides and advice)
 - Making applications workshop
 - Online applications workshop
 - Psychometric workshop
 - Research occupations
- Selection Activities
 - Self-confidence workshop
 - Interview workshops
 - Assessment centre workshops
 - Read student interview feedback forms

Submit application(s)

- Attend CEEC department talk (Michaelmas and Lent terms)
- CV or application form checked by Careers Adviser

Attend interviews

- Ask for a mock interview with a Careers Adviser

Start employment or further study

- Inform University of job details (DLHE)
- Register with the Alumni network via www.lancaster.ac.uk/alumni

Your career planning timeline

Our career planning timeline highlights the main issues and career related activities that you need to think about in order to achieve your career ambitions. We've included the corresponding CEEC services to help you meet the suggested milestones.

How to use your career timeline

Once you have located the stage you are at in the timeline above, check the corresponding lists of services that are on offer through CEEC and then pay us a visit.

For Postgraduates

October is a good time to revisit the activities in the middle band of the timeline. Remember, many job application deadlines fall in Michaelmas term and require a prompt application.





Our City, Coast and Countryside

Lancaster students can revel in the knowledge that they are not only studying in one of the safest self-contained campuses in the UK, but also have some of the country's most unspoilt spots on their doorsteps – from country villages, seaside resorts and the lush countryside of the Lake District and Forest of Bowland to the historic and vibrant city of Lancaster.

This diverse mix of city, coast and countryside adds a whole new dimension to the student experience – and whilst those studying at Lancaster have all the benefits of a campus 'village' at their disposal, there's so much more to see and do within the city and the local area.

Visit lancaster.ac.uk/explore to discover more about the region.



Lancaster language

It can feel as if we speak another language at University but don't worry, you'll soon get to grips with the lingo. Here's a list of commonly used terms and their meanings:

Assessment: The process of evaluating your progress through written work, exam results and presentations.

Assignment: A piece of work that you must complete and submit by a set date.

Bursary: Money in the form of an award, grant or scholarship given to those meeting specified criteria.

College: A small friendly community to which all students belong whether or not they live on campus.

Coursework: All work, other than examinations, that is summatively assessed (i.e. it counts towards your final mark). Coursework may take various forms (such as essays, tests, learning logs etc.) and may contribute varying amounts to the overall mark on a module.

Dissertation: A long (about 10,000-word) research report contributing to your final degree mark. Not required on all courses.

Faculty: Academic departments are grouped into faculties, e.g. Art, Sociology and History are part of the Faculty of Arts and Social Sciences.

Grad schemes: Structured work training programmes for graduate recruits, which are operated by large organisations and companies.

JCR: Junior Common Room is the collective term for all undergraduate members of a college.

Journal: A publication containing scholarly articles.

Lecture: A large group teaching method.

Lent term: The second term of the academic year, from January to March.

LUSU: Lancaster University Students' Union. This organisation is independent and represents the student body within the University.

Michaelmas term: The first term of the academic year, from October to December.

Module: A short course option taken as part of your degree programme. Core modules are compulsory.

Portal: A website that gathers together information in an easy access format. For example, the student portal includes information like timetables, exam details, modules etc.

Practical session/lab session: A teaching group where equipment and hands-on skills are used to conduct experiments or tests.

Programme: The degree scheme on which you are registered, for example BSc in Physics.

SCR: Senior Common Room is the collective term for all staff members of a college.

Seminar: An informal teaching group in which smaller groups of students discuss and work on particular topics together.

Summer term: The third term of the academic year, from April to June (Graduation takes place in July).

The Spine: The central pathway that runs north to south through campus.

Tutor: The academic responsible for your academic progress.

Tutorial: A small teaching group in which a tutor meets students to talk about their studies.

VLE/Moodle: A Virtual Learning Environment is an interactive web-based application in which you can access module resources and activities. Each of your modules has some space within the VLE.

Workshop: A class in which you undertake a variety of exercises, possibly in groups, and solutions are discussed with the tutor.

Information and Disclaimer

This document is available in pdf format at www.lancaster.ac.uk/welcome, and you can click through to any of the websites shown in the booklet.

To obtain a copy in an alternative format, please contact our Disability Advisor on **T: +44 (0)1524 592 111;** **Minicom +44 (0)1524 592 111** (please use announcer); or email disabilities@lancaster.ac.uk

All the information contained in this booklet is correct at the time of printing (July 2012).

