Welcome to The University of Central Lancashire

Preston Campus

Where opportunity creates success

Today's session

Today we will deliver a warm welcome and introduce you to some key academic contacts

We will cover the following topics, to support you in making a positive start on your course:

- Your course contacts

- Succeeding on your course

- Organising your learning

- The Student Charter

- Welcome Week breakdown

- Health & Safety

Your course

Your course contacts:

Staff you will meet on Monday and Tuesday this week:

Name: Matthew Bates, First-year team leader

Room: CM213

Email: mbates5@uclan.ac.uk*

Name: John Hrycak, Student Coach

Room: CM010

Email: jhrycak1@uclan.ac.uk*

*Students should <u>email</u> staff with any queries in the first instance. Staff also have office hours for student support, see 'Starfish' for further information.

Computing degrees at UCLan

At UCLan we offer the following Computing courses:

BSc (Hons) Computing

BSc (Hons) Computer Networks and Security

BSc (Hons) Computer Science

BSc (Hons) Cyber Security

BSc (Hons) Games Development

BSc (Hons) Software Engineering

Computing degrees at UCLan:

All courses share 100 credit-points (cp) of common first-year modules, as follows:

CO1111 The Computing Challenge (20cp)

CO1409 Programming (20cp)

CO1507 Introduction to Networking (20cp)

CO1508 Computer Systems and Security (20cp)

CO1605 Systems Analysis and Database Design (20cp)

Students also take one of the following modules, specific to their course cluster*:

CO1301 Games Concepts (20cp)   => Comp Sci, Soft Eng & Games Dev. courses

CO1707 Web Technologies (20cp)   => Comp, Nets & Cyber Sec. courses

Succeeding on your course

How is 'success' measured at Year 1?

Year 1 is all about:

- Having a thorough grasp of the **key ideas**, theories and ways of investigating the subject,

- Making good use of **reading** and wider materials suggested by your tutors,

- Asking questions and **evaluating the material** that you are working with,

- Exercising **independence** as a learner: studying without close direction from tutors,

- Preparing to **build upon knowledge** via more in-depth core modules in Year 2 and beyond.

Year 1 is therefore all about <u>preparing</u> to undertake the more complex materials at Year 2!

Progression to Year 2 is therefore dependent upon measured (module-wide) success at Year 1.

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How is 'success' measured at Year 1?

To succeed on your course, you must achieve 120 credits of core modules at each level.

What does this mean?

- Your course is divided into credit points (360 credits for an Honours degree)

- Each year has 120 credits of content, divided into ~6 modules (20 credits each)

- To progress between levels (years), students must first satisfy outcomes at that level.

You are currently Year 1, and so have 6 timetabled modules this year (see following slide)

- Students are expected to pass <u>all modules</u> at Year 1 before progressing to Year 2

- To pass a module, students must achieve an aggregate (combined) mark of 40% ('PLOW')

- To achieve this grade, students are expected to attempt and complete <u>all module assessments</u>

Course breakdown:

Semester 1

Calendar	Week	W/C	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
5	1	02-Oct						
6	2	09-Oct			CO111 The Computing Challenge			
7	3	16-Oct						
8	Achievement week	23-Oct						
9	4	30-Oct						
10	5	06-Nov						
11	6	13-Nov						
12	7	20-Nov	CO1409 Programming	CO1507 Introduction to Networking	CO1508 Comp Systems & Security	CO1605 Sys Analysis & Database Design	CO1301 Games Concepts*	CO1707 Internet Technologies**
13	8	27-Nov						
14	9	04-Dec						
15	10	11-Dec						
16	Holidays	18-Dec						
17	Holidays	25-Dec			*CompSci, Soft Eng and Games			
18	Holidays	01-Jan			**Comp, Nets and Cyber			

Course breakdown:
Semester 2

Calendar	Week	W/C	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
19	11	08-Jan	CO1409 Programming	CO1507 Intro to Nets	CO1508 Comp Sys & Sec	CO1605 Sys Ana & DB Des	CO1301 Games Concepts*	CO1707 Internet Tech**
20	12	15-Jan						
21	13	22-Jan						
22	14	29-Jan						
23	15	05-Feb						
24	Achievement week	12-Feb						
25	16	19-Feb	CO1409 Programming	CO1507 Intro to Nets	CO1508 Comp Sys & Sec	CO1605 Sys Ana & DB Des	CO1301 Games Concepts*	CO1707 Internet Tech**
26	17	26-Feb						
27	18	04-Mar						
28	19	11-Mar						
29	20	18-Mar						
30	21	25-Mar						
31	Holidays	01-Apr						
32	Holidays	08-Apr						
33	22	15-Apr						
34	Exam week	22-Apr						
35	Exam week	29-Apr						

How we study:

- Timetabled contact hours are between **16 and 18 hours per week**

- Independent study expectations are around **6-7 hours per week, <u>per module</u>**

- **Weekly independent study** should be used to complete exercises and assignment work:

- **2 hours** of preliminary/ supplementary reading per practical,

- **2 hours** of directed practical/ independent study per practical,

- **2-3 hours** of assessment preparation and/or revision activity per week.

How we study:

Modules have a common delivery scheme to support students:

- Weekly lectures will introduce general concepts and theory.

- Weekly practical/ tutorials will reinforce theory through practical activity.

- Periodic support sessions will allow students to review progress.

Modules also use e-learning platforms to distribute materials:

- Each module will have a unique Blackboard page (search module code)

- All lecture and lab notes may be accessed via the Blackboard resource

- Assignments will be collected via Blackboard (digital submission)

Your assignments:

Your course has a mixture of assessment methods:

- Written assignments (typically writing and documenting code)

- Assessed demonstrations (important!)

- Written exams

Modules typically have a 2-component strategy (meaning 2 pieces of work required):

- Each component has a weighted contribution to the module grade (typically 50/50 unless stated)

- Exams cannot be extended and must be undertaken during the exam window (see later slides)

Learning resources:

Your tutors are a key resource. Always seek support and advice, we are here to help!

- Each module offers a weekly breakdown of activities and directed learning via **Blackboard**

- Reading lists are supplied with recommended texts; these can be accessed via the **library**

- Some labs take place in specialist rooms (typically within the **Computing Building**)

- Some labs have dual-boot machines; **'Dev' machines** are used for specialist labs.

- Some modules may ask that you download **specialist software** in Dev labs, or at home.

Most activities may be completed on **networked PCs**. Library PCs are open **24-hours,**

Students are advised to make use of UCLan facilities between their timetabled sessions.

Help and support:

If you have issues with your deadlines, assignments, or ability to complete work, then your course team should be the first point of call, it is important you notify staff as soon as possible:

- Module related issues: Speak with the module leader (see Blackboard) in the first instance

- Course related issues: Speak with the First-year team leader (MBates) in the first instance

- Personal issues: Speak with the coach (JHrycak) or contact Wellbeing in the first instance

Organising your learning

Key 2023/24 dates for your diary:

**Students should add the following dates to their student/ personal calendars:**

Event	From	To
Welcome week	25-Sep	29-Sep
Semester 1	02-Oct	19-Jan
Achievement week	23-Oct	27-Oct
Semester 2	22-Jan	03-May
Achievement week	12-Feb	16-Feb
Main exam window*	22-Apr	03-May
Year 1 results	17-Jun	21-Jun
Re-sit exam window*	05-Aug	16-Aug

*Students are reminded NOT to book holiday during the exam windows (!)

If you fail (or fail to attend) an exam, then you must wait until the 'next opportunity' (late summer).

Your timetable:

- On the Student Hub you will notice a horizontal menu which links to UCLan systems,

- This includes a 'Timetable' option, which links to your course and exam timetables,

- If your timetable is not working, speak with the first-year leader (M. Bates) today.
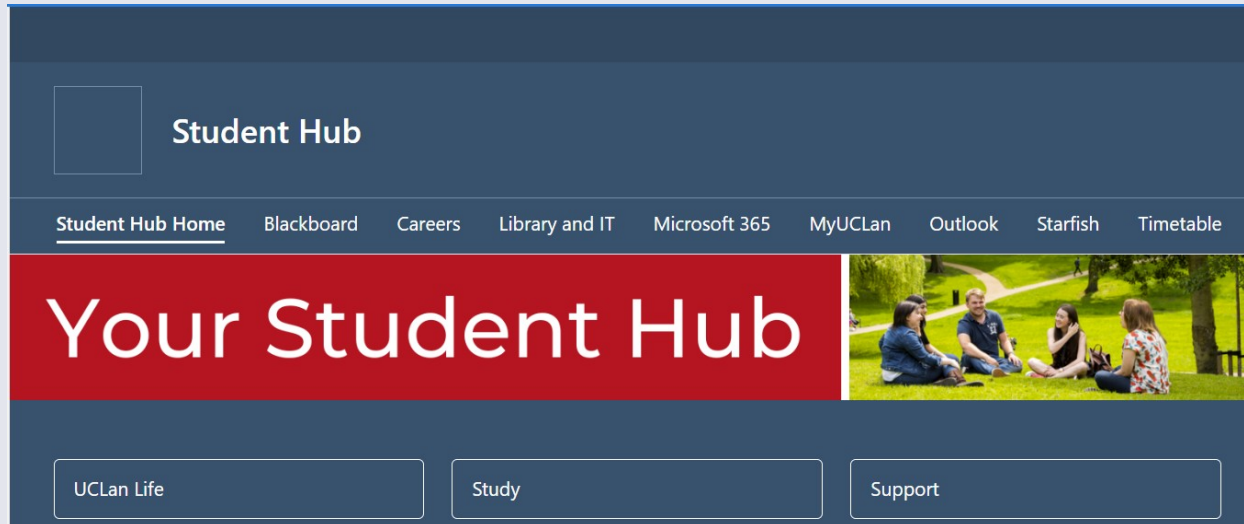
Systems we use:

Below are some of the most common systems you will use as part of your course

Links to services and a guide to these systems are on the Student Hub – studenthub.uclan.ac.uk

- **Microsoft 365** – you will use Teams, OneDrive and other applications like Word and PowerPoint
- **Blackboard** – access reading lists, assignments, your school organisation space and mandatory training
- **MyUCLan** - enrol each year, and to change your personal details
- **Starfish** – make an appointment with your tutor
- **Turnitin** – submit assignments and check for originality to avoid plagiarism
- **LIS (Learning and Information Services) TopDesk** – find help and report IT issues
- **Unitu** - give feedback on any part of your UCLan experience
- **Blackbullion** – help managing your finances and applying to the university hardship fund
- **CareerEDGE** – find career resources, advice and part time jobs
- **Handshake** – register for graduate jobs and network with employers
- **Achieve** – see your financial balance, have your bursary paid into, and shop for course materials

Finding your way around:

- You can view a campus map by searching 'campus map' on the Student Hub
- There is also an app called 'MazeMap'. This will direct you to a specific room on campus and will allow you to avoid stairs or obstacles if you have mobility issues.
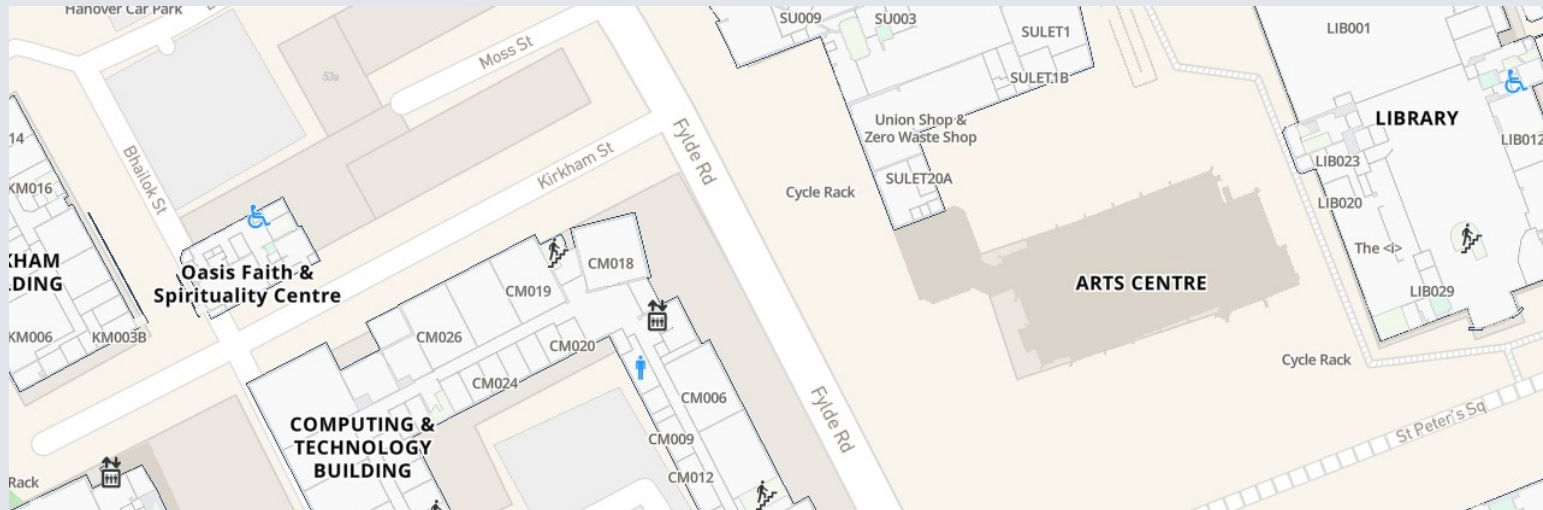
Room numbers:

The example below should help you understand how rooms are listed on your timetable:

Listing on timetable	Building	Floor number	Room number
GR205	Greenbank	2nd floor	205
ME311	Media Factory	3rd floor	311

For a list of building abbreviations, search 'campus map' on the Student Hub.

The Student Charter

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The Student Charter – Students will:

✓Fully attend and engage with your studies, actively stretching yourself, and trust us to deliver what you need

✓Be curious! Access as many opportunities as possible to build your profile, experiences, and opportunities

✓Take up opportunities offered in learning, teaching, and research, contributing to the university community

✓Play your part in culture change for sustainability

✓Be respectful, kind and supportive to others in the University, both in class and the wider online community

✓Comply with our policies and procedures to stay safe and supported to realise your potential

✓Always share with us when you need help or support, and look out for your fellow students as well

✓Engage with all feedback and actively seek to reflect, learn and continually improve

✓Accept and celebrate diversity, constructively challenge, and help everyone improve inclusivity

✓Give us feedback – issues, praise, and ideas to support ongoing improvements and sharing of good practice

The Student Charter – The University will:

✓ Provide a quality educational learning experience, ensuring you receive challenge, stretch and opportunities

✓ Enhance your future prospects and employability through your curriculum and extracurricular activities

✓ Ensure we involve students in our work, developments and plans

✓ Invest in a sustainable future and consider impact on the climate in all that we do

✓ Treat each of you with respect and, and be professional, kind and supportive

✓ Ensure a safe and accessible environment providing what you need to enable your development

✓ Deliver timely support and advice through your course and support services

✓ Give timely feedback on your coursework and support your progression to help maximise your success

✓ Provide an inclusive community and sense of belonging for all, reflected in the curriculum and the campus

✓ Actively listen to feedback and respond in a timely manner to continually improve your student experience

View The Student Charter on the Student Hub

Welcome Week Breakdown:

Day	9am	10am	11am	12am	1pm	2pm	3pm	4pm	5pm
Monday			Welcome Talk (You are Here)			Meet your course mates. (Check your timetable)			
Tuesday		Meet your coach and mentors. (Check your timetable)				Intro to support			
Wednesday	Free day to explore campus, meet your personal tutor, take part in Freshers Fayre								
Thursday		Video Challenge (Briefing)	'Big Hello', meet wider School staff						
Friday		Video Challenge (Results)			Intro to Week 1				

Welcome Week Breakdown (Monday and Tuesday)

Monday and Tuesday PM (check your timetable)		
Group	**Room**	**Staff**
COGD01	CM019	John K
COMP01	CM016	Chiara F
COSC01*	CM011	Halima K
COSC02*	CM034	Julie A/ Jonathan E
CYSE01	CM033	Matthew B
CYSE02	CM033	Matthew B
NETS01	CM017	Folayo A
SWEN01	CM026	Oliver K
SWEN02	CM026	Oliver K

*timetabled across multiple rooms, please check your group (see register) and the above grid for guidance.

Health & Safety

Discovering A Fire

If you discover or suspect a fire:

- ○ Operate the **fire alarm** call point.
- ○ Dial **333, or 01772 896333** from a mobile
     Alternatively use the **red**/**green**
     emergency phone at the building
entrance.
- ○ Give the **location** of the fire.

✗ **Do not stop to tackle the fire**

✗ **Never risk your own or anyone else's safety**

Maliciously activating a fire alarm is a criminal offence

Fire Alarm Procedure

🏃 Leave the building by the **nearest available exit, closing doors behind you.**

❌ **Do not** stop to collect personal belongings.

❌ **Do not** use lifts.

🎯 Evacuate to the **Assembly Point.**

💬 Follow any instructions you are given.

❌ **Do not** re-enter building.

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FIRE ACTION

ON HEARING THE FIRE ALARM:

Leave the building by the nearest available exit closing doors behind you.

Do not stop to collect your personal belongings.

Do not use lifts.

Assemble at: Area between Leighton and JB-Firth buildings

IF YOU DISCOVER OR SUSPECT A FIRE:

Immediately operate the nearest fire alarm call point.

Look out for important safety notices in the building entrance and on each floor

First Aid

First Aid officers are listed at building entrances

Or

Call **Security** on **2068**

01772 892068 from a mobile

Emergency Situations

For life threatening situations and qualified medical help, call

333 from a university phone

01772 896333 from a mobile
(Do not call 999 on campus)

Tip: Add "01772 89" to an internal number to make it an external number

Campus Security

Trained security personnel **24 hours a day, 365 days a year.**

Located on the ground floor of Harrington Building.

To contact security:

Call **2068** (external phone: **01772 892068**)

Students who are deaf can text **07891679537**

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FIRE ACTION

ON HEARING THE FIRE ALARM:

Leave the building by the nearest available exit closing doors behind you.

Do not stop to collect your personal belongings.

Do not use lifts.

Assemble at: Area between Leighton and JB-Firth buildings

IF YOU DISCOVER OR SUSPECT A FIRE:

Immediately operate the nearest fire alarm call point.

To help security please report any suspicions, concerns or incidents immediately

Important H&S Contacts

UCLan Emergency number : 01778 896333 | **UCLan Security**: 01772 892068
UCLan Safety, Health & Environment (SHE) Section 01772 892067
School SHE Contact: Belinda Hornby
Phone: 01772 893737 | Office: DB219 | Email: bfhornby@uclan.ac.uk

Foster Hub (Course Administration Service)
Phone 01772 891990/ 891991 | Office: Foster Building 058 | Email:
fosterhub@uclan.ac.uk

C&T Hub (Course Administration Service)
Phone 01772 891994/ 891995 | Office: C&T Building 235 | Email candthub@uclan.ac.uk

Add H&S contacts to your mobile address book

Thank you and good luck!

You now have (at least) one hour before your next timetabled event:

- Consider visiting Harrington or Foster building to have lunch with the people sat around you

- Visit the library and create/ collect your smartcard if not already (you will need it this afternoon)

- Visit the Computing Building. Note the room (and route) required for your afternoon session

- Any questions (or concerns), speak with me after today's session before you leave the theatre.

Your course team welcome you to UCLan and wish you well this academic year!