

# Integrated Foundation Year Induction Programme 2021

**Monday 20<sup>th</sup> September**

11:00-11:50 Welcome and introduction

12:00-12:40 Introduction to mathematics on the Foundation Year

12:45-13:15 Welcome from the Students' Union

## Welcome!

- to the University of Manchester
- to the Faculty of Science and Engineering
- to The Foundation Year

# The Foundation Studies Team

## Academics

- Nicola Harding Academic Skills tutor, Academic Advisor
- David Howe Physics lecturer, Academic advisor
- Simon Raw Academic Skills, ICT, Project Lead, Academic Advisor
- David Ruiz Chemistry tutor, Academic Advisor
- Jonathan Sly Head of Foundation Studies, Physics lecturer, Academic Advisor
- Colin Steele Department of Mathematics, service teaching coordinator
- Kristy Turner Department of Chemistry, Chemistry lecturer

## Student Support

- Emma Shipley Student Support administrator
- Joanne Taylor Student Support Manager

## Teaching & learning

- Lucy Filmore Teaching and learning manager
- Hamida Moulvi Teaching and learning administrator

# The Foundation Studies Team

## Foundation Studies:

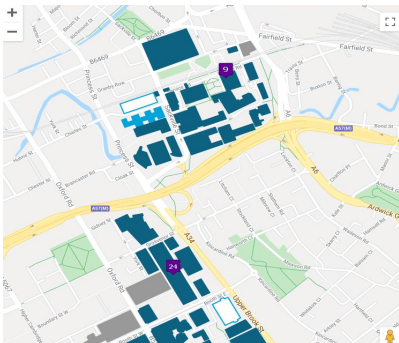
C5 Sackville Street Building

Email: [foundse.studentsupport@manchester.ac.uk](mailto:foundse.studentsupport@manchester.ac.uk)

Phone: +44 (0) 161 543 4024

## Walk-up enquiries:

- Student Support Hub, Barnes Wallace Building (ground floor)
- Student Support Hub, Engineering Building A (ground floor)



**Barnes Wallace Building:**  
building 9 on campus map

**Engineering Building A (MECD):**  
building 24 on campus map

# What to expect: induction week

## Mon 20<sup>th</sup> 11:00 – 13:15

Lecture Theatre B, Engineering Building A

- welcome and introduction, introduction to maths, welcome from the Students' Union

## Tue 21<sup>st</sup> 10:00 – 11:15

Lecture Theatre B, Engineering Building A

- how to pass the Foundation Year, introduction to the virtual learning environment, *My Manchester* and *Blackboard*, how to fail the Foundation Year

## Wed 22<sup>nd</sup> 12:00 – 12:40

Online

- mathematics diagnostic exercise

## Thur 23<sup>rd</sup> 13:00 – 15:00

Renold Building, C16

- introduction to physics, chemistry and superunit 4 (Academic Skills, ICT, Project)

# What to expect: week 1 and beyond

**WEEK 1** (w/c 27<sup>th</sup> Sept): teaching starts, assessment (coursework) starts

	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Mon	<b>Academic Skills lecture</b> Zoom Simon Raw		<b>Introduction to Chemistry 1</b> Zoom	<b>OB1 review session</b> Renold C9 Colin Steele				<b>Student support drop-in (optional)</b> Eng Build A 2A.034	
Tue	<b>Physics 1 lecture</b> Zoom David Howe	<b>OC1 review session</b> MSS D12 Nikesh Solanki	<b>Physics 2 lecture</b> Zoom Jonathan Sly		<b>Chemistry 1 drop-in (optional)</b> George Begg C5			<b>Physics 1 drop-in (optional)</b> George Begg C5 David Howe	
Wed							<b>ON1 review session</b> Eng Build A 2A.040		
Thur	<b>Student support drop-in (optional)</b> Eng Build A 2A.034	<b>ICT drop-in (optional)</b> Eng Build A 2A.034 Simon Raw							
Fri								<b>Physics 2 drop-in (optional)</b> MSS C14 Jonathan Sly	

## What to expect: week 1 and beyond

**WEEK 2** (week commencing 4<sup>th</sup> Oct): tutorials start

	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Mon	Academic Skills lecture Zoom Simon Raw		Introduction to Chemistry 1 Zoom	OB1 review session Renold C9 Colin Steele		Academic Skills tutorial MSS, Eng Build B, Eng Build A		Student support drop-in (optional) Eng Build A 2A.034	
Tue	Physics 1 lecture Zoom David Howe	OC1 review session MSS D12 Nikesh Solanki	Physics 2 lecture Zoom Jonathan Sly		Chemistry 1 drop-in (optional) George Begg C5	Academic Skills tutorial MSS, Pariser, Renold		Physics 1 drop-in (optional) George Begg C5 David Howe	
Wed	Academic Skills tutorial MSS D12		Academic Skills tutorial Renold D6		Physics 2 tutorial MSS, Renold, SSB, Pariser	OC1 tutorial MSS C16	ON1 review session Eng Build A 2A.040		
	Chemistry 1 tutorial Renold, SSB	Chemistry 1 tutorial Renold, SSB							
Thur	Student support drop-in (optional) Eng Build A 2A.034	ICT drop-in (optional) Eng Build A 2A.034 Simon Raw				ON1 tutorial MSS, George Begg, SSB	ON1 tutorial MSS, George Begg, SSB	Physics 1 tutorial MSS, Renold, SSB, Pariser	Physics 1 tutorial MSS, Renold, SSB,
Fri	OB1 tutorial SSB, MSS, Renold	OB1 tutorial SSB, MSS, Renold, George Begg, Eng Build A	OC1 tutorial MSS D15			Academic Skills tutorial MSS, Renold, Pariser	Physics 2 drop-in (optional) MSS C14 Jonathan Sly		
			Academic Skills tutorial Renold D6						

# What to expect: blended/flexible learning

- teaching is delivered through a mixture of **synchronous** and **asynchronous** activities
- synchronous activities are 'live' sessions that students must attend (in-person or online) at the scheduled time
- asynchronous tasks are activities, often utilising online resources, videos etc, which can be completed when the student chooses, although they will often need to be completed in advance of a particular live class
- content may be delivered synchronously (for example in a lecture) but is often delivered asynchronously, in advance of the live classes, so that the classes can be used for more interactive and engaging activities
- self-test activities such as online quizzes are used to embed and reinforce learning activities



# What to expect: assessment

Assessment on the Foundation Year takes a variety of forms, including:

- Formal, invigilated exams. Typically, 70-80% of a unit's final mark is comes from an end-of-semester exam.
- Coursework typically makes up 20-30% of the unit mark. The coursework for a unit may be made up of written assignments, online tests, in-class tests, group or individual presentations etc.
- You may also be asked to complete diagnostic or self-test assessments, such as online quizzes, for the purpose of providing you with formative feedback about your progress.
- Formative assessments may be compulsory, even if they do not count towards your final unit score.

# Our expectations of Foundation Year students

It is our expectation that all Foundation Year students will

- engage fully with all aspects of the course.
- attend all teaching sessions, in accordance with the attendance policy.
- take responsibility for their own learning, making themselves aware of their timetable, assessment deadlines, progression requirements etc.
- check their University email regularly and always respond when asked to.
- treat fellow students and all members of the University community with respect and consideration.
- ask for help when they need it.

## Why we monitor attendance

- To support academic attainment and progression.
- To ensure the wellbeing of students.
- To satisfy reporting requirements to external bodies, such as UKVI, SLC, and sponsors etc.

# Student attendance monitoring system

## How the system works

- Check-in online with the easy-to-use 'My Attendance' system, for all timetabled activities that you attend.
- No need to check-in to optional/drop-in sessions.
- Notify us of any absences (due to sickness etc.) so we can keep your attendance record up to date.
- Attendance data is updated in real-time.
- View your attendance history (by month/week/course unit) at any time

# Student attendance monitoring system

## What we do with the data

- Monitor attendance levels on an ongoing (weekly) basis, to ensure requirements are being met (75% minimum).
- Raise any initial concerns with the student, to ensure they are well, and not in need of any additional support.
- Where welfare or support issues are identified, a referral may be made to your Academic Advisor, Student Support Officer, or the Head of Foundation Studies
- Where required to do so, we may share the attendance data with external bodies, e.g., to satisfy Visa requirements for overseas students.

# Student support and welfare

If you have a problem or need to speak to somebody

- contact the Foundation Year student support team at [foundse.studentsupport@manchester.ac.uk](mailto:foundse.studentsupport@manchester.ac.uk)
- or visit one of the student support hubs, they will help you or refer you to our support team



**Barnes Wallace Student Support Hub:**  
ground floor, building 9 on campus map

**Engineering Building A Student Support Hub (MECD):**  
ground floor, building 24 on campus map

- student support and welfare information, and links to useful resources, can be found on *Blackboard* in the *Virtual Common Room*.

The Student Voice is at the heart of everything we do - so we've listed all the ways you can raise a query and influence change across teaching & learning.

## I WANT TO...



**Working with  
students as partners**

**Raise a query  
or share my  
opinions**

**Leave a  
legacy/shape  
the future of  
my course**



Here are some options to help you raise a query or share your opinions - **click on the icons to find out more!**

Lecturer/  
Course Unit  
Co-Ordinator

Student  
Representative

Open  
Discussion  
Forums

Academic  
Advisor

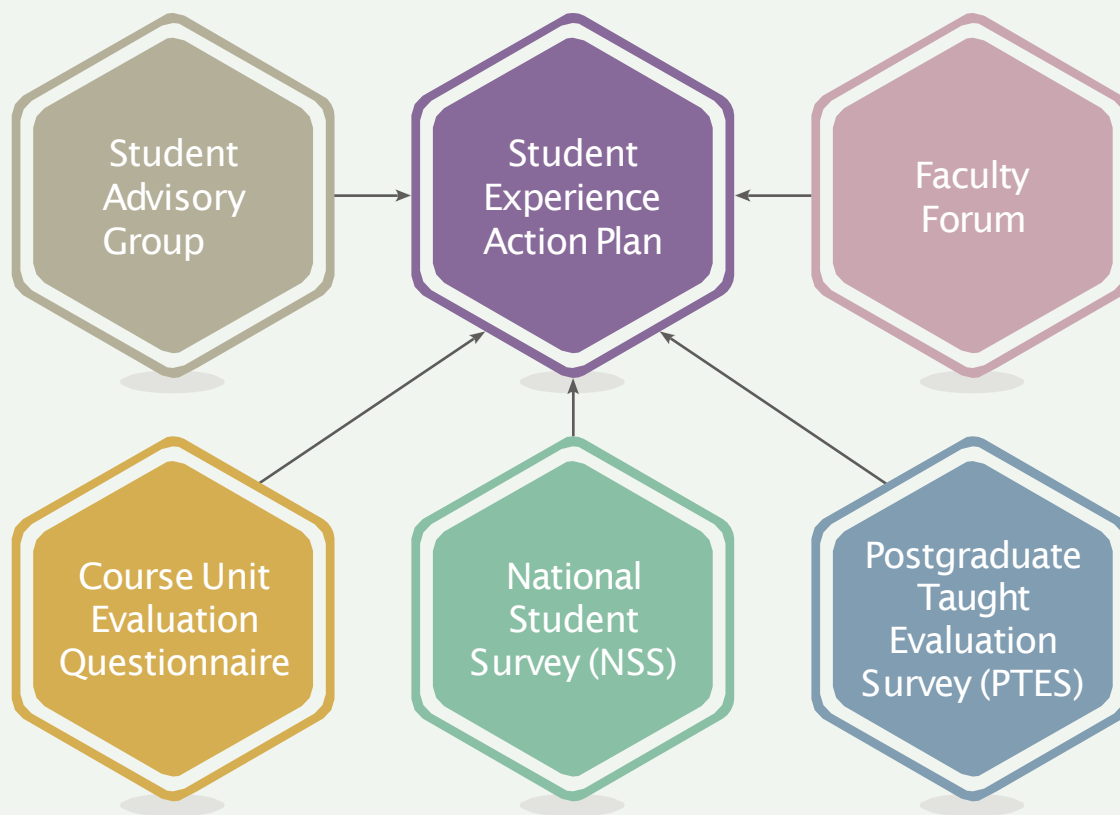
Students'  
Union Exec  
Officers

Course  
Surveys





Here are some options to help you leave a legacy/shape the future of your course - **click on the icons to find out more!**



# LECTURER/COURSE UNIT CO-ORDINATOR

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## Who is this?

The academic staff member leading your course unit.

## How can they help you?

Your lecturer/course unit coordinator is your first port of call for any issues relating to your unit. This might include suggesting changes to the organisation of materials/resources on Blackboard or raising issues with work/deadlines. They should respond to your query or concern within 2 working days. Alternatively, you can take this matter to your **student representative** for actioning.

## Get in touch

If you are unsure who your lecturer/course unit coordinator is or how to contact them please check the student intranet or the Blackboard common area.



# STUDENT REPRESENTATIVES

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## Who are they?

Student representatives are appointed at the beginning of each academic year. Your student representatives are members of the Student Staff Liaison Committee for your Department. There is at least two to three meetings of this committee each academic year, however they are also invited to attend other School and Faculty meetings throughout the year.

## How can they help you?

If you'd rather keep your comments anonymous, you can share them with your student representatives. Via attendance at various meetings, your student representative can represent you and discuss solutions with staff, as they have direct access to key members of staff for your Programme, School and Faculty. They can represent wider issues and concerns such as learning resources, timetabling, careers, campus spaces etc. Your student representatives will then communicate the outcome with you.

## Get in touch

You can find details of your student representative on your student intranet or Blackboard common area. You can find more information [here](#) about how to become a student representative.



# OPEN DISCUSSION SESSIONS

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## What is this?

A drop in/forum/open session for each Department. All students are welcome to attend these sessions to raise a query or provide an opinion.

## How can it help you?

These sessions are attended by key Departmental staff members including the Discipline Head of Education who will listen to your opinions. Some issues raised will be able to be resolved quickly whereas others might need to be escalated to other areas of the University or taken to the Student Staff Liaison Committee.

As these are open discussions, the topics discussed vary. Some topics that have previously been discussed in these meetings include exams and assessments, but any issue affecting the student experience can be raised here.

## Find out more

You can find details of your open discussion sessions on your student intranet or Blackboard common area.



# ACADEMIC ADVISOR

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## Who is this?

This is a trained member of academic staff, who is able to provide support and information throughout your studies.

## How can they help you?

Academic advisors can provide you with advice or signpost to support on your academic studies, welfare matters and career options. You will have the opportunity of meeting with your Academic Advisor at regular drop-in sessions throughout the year.

## Get in touch

If you don't know who your academic advisor is, you can find that information by checking your student record on Campus Solutions which is accessible via [My Manchester](#). Alternatively you can contact your Departmental office.



# STUDENTS' UNION EXEC OFFICERS

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## Who are they?

An elected, full-time officer that represents and works for the Students' Union for an academic year.

## How can they help you?

The Exec Officers run campaigns to change aspects of University life for students and play a key role in the Students' Union decision-making and direction by attending key meetings across the University. They can help with issues both in and outside of your programme. The 8 roles are: General Secretary, Education Officer, Postgraduate Officer, Liberation & Access Officer, Womens Officer, Activities & Development Officer, International Students Officer and Welfare & Community Officer.

## Find out more

You can find out more about the SU Exec Officers [here](#) as well as information on how to get in touch.



# COURSE SURVEYS

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## What is this?

A survey focused on your initial experience of the course within the first few weeks of each semester.

## How can it help you?

Your responses give the lecturer/course unit coordinator the opportunity to see how you are finding the course and make any necessary adjustments to help you get the most from your experience. Your lecturer/course unit coordinator will communicate their response to the surveys in an email or in Blackboard.

## Find out more

You will receive the survey via email, usually delivered through Blackboard.



# STUDENT EXPERIENCE ACTION PLAN (SEAP)

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## What is it?

A Student Experience Action Plan is a co-authored document, in partnership with current students, to agree an action plan to enhance the student experience.

## How can it help?

These strategic plans are made using a range of key metrics (**NSS data**, **PTES data**, **UEQ data**, outcomes from the **Student Advisory Group** and **Faculty Forum**) to enable us to identify key themes for improvement in providing the highest quality student experience that leads on to excellent graduate outcomes.

## Get in touch

You can find a copy of your Student Experience Action Plan in your Blackboard common area.





# FACULTY FORUM

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## What is this?

Each semester there is a Faculty of Science and Engineering forum that is run as a collaboration between key members of staff, the Students' Union and **Student Representatives**. This is open to all students across the Faculty.

## How can it help?

The purpose of these forums is to discuss broad themes and 'big picture' topics. Following each forum, a report is collated detailing outcomes of discussions and recommendations. This report is then fed back to the Faculty Leadership Team as well as teams that are directly responsible for the outcome or recommendation i.e. timetabling feedback would be sent to the timetabling team.

## Find out more

Faculty Forum events are promoted via the Students Union, the **Student Representatives** and in Departmental email newsletters. To find out more, you can speak to your Faculty student representatives or the **Students' Union Education Officer**.



# STUDENT ADVISORY GROUP

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## What is this?

A discussion group that happens across both the School of Engineering and School of Natural Sciences every fortnight. It is facilitated by the School's Student Experience Manager and attended by other members of the student experience team as well as representatives from different student community groups.

## How can they help you?

They provide the opportunity to contribute your ideas on matters relating to the student experience. This might include communication and engagement with non-academic activities, student recognition and student support, advice and guidance. Any changes/actions that occur as a result of the discussion are communicated back to the group.

## Get in touch

You can find out more by speaking to your **student representatives** or student experience colleagues.



# COURSE UNIT EVALUATION QUESTIONNAIRE

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## What is it?

A unit survey undertaken in the last few weeks of each semester.  
This survey provides key metrics that can shape the future of the unit.

## How can it help?

Following the completion of this questionnaire, feedback will be analysed and a response from your lecturer/course unit coordinator will be made available on Blackboard.  
Responses to these questionnaires are confidential.

## Find out more

You will receive the survey via Blackboard.



# NATIONAL STUDENT SURVEY (NSS)

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## What is it?

An annual national undergraduate survey that takes place in the spring term of your final year.

## How can it help?

It gives you the opportunity to reflect on your time at the University of Manchester and provide feedback about your course. Not only are your views used to help us make improvements to the student experience, as the results are published online, they also help prospective students decide where to study.

## Find out more

The survey is conducted by Ipsos MORI who will contact all eligible students by email.

The survey should only take around 10 minutes to complete.

More information on the NSS can be found [here](#).



# POSTGRADUATE TAUGHT EVALUATION SURVEY (PTES)

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## What is it?

An annual national survey of all final year MSc taught students that usually takes place between May and June.

## How can it help?

This is your chance to give feedback on your experience of the University as a postgraduate student. The findings are published online. They will be used to influence change where required and improve our programmes and the learning experience.

## Find out more

You can find out more about PTES on the [Advanced-HE](#) webpage.



# And finally

If you haven't already done so, please

- Activate your IT account
- Confirm your attendance
- Register as a student
- Access your University email
- Access *My Manchester* and *Blackboard*

Full instructions can be found on the Welcome website:

<https://www.welcome.manchester.ac.uk/get-ready/become-a-student/>

## HOMEWORK

Please complete the 'Starting University' learning module. You will find it in the *Virtual Common Room*, in the *Welcome Week and Induction* section, in a folder named 'Monday 20th'