

Student handbook



Health and Life Sciences **September 2014**

Personal Information

Name:

Course:

Contact telephone number:

DMU email address:

My Contacts

Programme Leader	
Personal Tutor	
Student Rep(s)	
Programme Administrator	
Student Advice Centre (SAC)	(0116) 257 7749
Student Advice Centre Mailbox	hls.advicecentre@dmu.ac.uk

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Welcome

Welcome to De Montfort University and the Faculty of Health and Life Sciences! This is the beginning of a fantastic journey of learning, development and exploration – and on that journey our staff will work hard to support, coach and inspire you.

University life offers many opportunities and so does our faculty: take advantage of the variety available to you, plan a little, get involved and build your network in preparation for your future career – whether that be within health, social care, science or maybe further study.

You, our student, are the most important person in our faculty; our value of mutual respect remains a solid foundation for us all. We believe we can help you to make a difference to peoples' lives, and know together we can make that happen. Welcome once more!

A handwritten signature in black ink, appearing to read 'Simon Oldroyd', with a long horizontal line extending to the right.

Dr Simon Oldroyd
Acting Dean of Health and Life Sciences

Calendar 2014/2015 – Standard Academic Session

Nursing and Midwifery Students – Please refer to pages 3-4

Autumn Term

22 September – 26 September Enrolment/Induction week

29 September – 12 December 11 weeks teaching

3 November – 7 November Reading/Employability Week

15 December – 2 January 3 weeks vacation

Spring Term

5 January – 24 April 13 weeks teaching

23 February – 27 February Reading/Employability Week

23 March – 10 April 3 weeks vacation

Summer Term

27 April – 12 June Revision/Exams/Marking/Employability Sessions

9 June – 27 June Consultation/Moderation/Assessment boards

12 June End of Session

Calendar 2014/2015 – Nursing

BSc Nursing 14/09 Cohort

22 September – 26 September	Enrolment/Induction week
29 September – 19 December	12 teaching weeks
22 December – 2 January	2 weeks annual leave
5 January – 6 March	9 practice weeks
9 March – 27 March	3 teaching weeks
30 March – 10 April	2 weeks annual leave
13 April – 17 April	1 practice week
20 April – 29 May	6 teaching weeks
1 June – 17 July	7 practice weeks
20 July – 7 August	3 weeks annual leave
10 August – 2 October	8 practice weeks

Calendar 2014/2015 – Midwifery

14/09 Midwifery Programme

Semester 1

22 September 2014 Enrolment/Induction Week

29 September – 31 October 5 weeks theory

3 November – 7 November 1 week directed study

10 November – 21 November 2 weeks theory

24 November – 19 December 4 weeks placement

22 December – 2 January 2 weeks annual leave

5 January – 9 January 1 week theory

12 January – 30 January 3 weeks community

Semester 2

2 February – 20 February 3 weeks community

23 February – 20 March 4 weeks theory

23 March – 3 April 2 weeks annual leave

6 April – 29 May 8 weeks delivery unit/community

Semester 3

1 June – 12 June 2 weeks delivery unit/community

15 June – 7 August 8 weeks theory

10 August – 28 August 3 weeks annual leave

31 August – 25 September 4 weeks theory

Useful Faculty Contacts

Student Advice Centre

T: (0116) 257 7749

E: hls.advice.centre@dmu.ac.uk

IT Service Desk

T: (0116) 250 6050

E: itmsservicedesk@dmu.ac.uk

Head of Studies (Dr Elaine Woodland)

T: (0116) 250 6225

E: edw@dmu.ac.uk

Disability Officer (Elliot Juby)

T: (0116) 257 7884

E: EJuby@dmu.ac.uk

Provost for Health and Life Sciences

Pip Cornelius

T: (0116) 257 7830

E: pcornelius@dmu.ac.uk

Website

De Montfort University

dmu.ac.uk

myDMU

my.dmu.ac.uk

Blackboard

blackboard.dmu.ac.uk

Re-set Blackboard Passwords

password.dmu.ac.uk

De Montfort Students' Union

demontfortstudents.com

Student Finance England

direct.gov.uk

NHS Student Bursaries Unit

nhsbsa.sbaccount@nhs.net

www.nhsbsa.nhs.uk

T: 0300 330 1345

Faculty Site Information

Health and Life Sciences is one of four faculties at De Montfort University. There are over 500 members of staff in the Faculty, organised into four Schools.

The Schools are:

Allied Health Sciences

Applied Social Sciences

Leicester School of Pharmacy

Nursing and Midwifery

The Faculty of Health and Life Sciences now has two buildings on campus, the Hawthorn Building and Edith Murphy House.

Hawthorn

Facilities include:

- Lecture theatres
- Clinical Skills labs
- Cardio-Pulmonary Resuscitation room
- Moving and Handling Room
- Audiology labs
- Pharmacy Practice Suite
- Psychology computer suite
- Pharmacy Analytical lab
- Microbiology suite
- Forensic labs
- Speech labs and assessment library



Edith Murphy House

This is a newly refurbished Health and Life Sciences building officially opened in 2011, and named in honour of Edith Murphy (1916–2005); a local business woman and philanthropist, who donated hundreds of thousands of pounds to support medical research and charitable organisations. Following the death of her husband, she inherited £27 million and started her charity, The Edith Murphy Foundation.

She learned by chance of a cutting-edge research project at DMU involving the development of an artificial pancreas, which would greatly improve the lives of diabetics. As a diabetic herself, her interest in the project led to her foundation making a substantial donation. As Edith became more closely involved with the university, she learned of other innovative projects in cancer research and drug testing to which she also gave significant funding.

Edith accepted an honorary fellowship from DMU in 2002 and received an MBE in the 2005 New Year's Honour List.

Facilities include:

- Student Advice Centre
- Coursework Collection Zone
- Undergraduate and Post Graduate Administration Offices
- Work-Based Learning Unit
- Lecture Theatres
- Student breakout areas
- IT labs



Getting About

De Montfort University is committed to helping all its staff and students access the campus and surrounding areas using the most sustainable methods possible. Our **Travel Plan** has been written to ensure that we offer the most current and up-to-date initiatives to help people choose car-free travel.

For full details on how to travel around Leicester please visit the transport website – www.dmu.ac.uk/transport.

Public Transport

Leicester has good bus links: the main three bus companies are **Arriva**, **First** and **Centrebus**.

Arriva and **First** both offer student term-time deals and it's worth checking their websites regularly for the latest transport offers. **Centrebus** have a discount scheme for **NUS Extra** cardholders.

The railway station on London Road is served by **East Midlands Trains** and **Cross Country** trains. Regular users may like to consider a **16-25 Railcard** to reduce costs. It is a **short walk** from the station to the campus.

The **Hospital Hopper** bus service runs east to west across the city stopping at the three hospitals and the railway station. The nearest stop to DMU is on Oxford Street outside the LRI. *Travel is free for DMU staff and students* on production of a valid and up-to-date DMU ID card.

Cycling

Cyclists are very welcome at DMU and there are many cycle stands around campus that may be used on a first-come-first-served basis. For the most up-to-date list of facilities and other support that we offer student cyclists please see **here**.

All cyclists are reminded that a good quality lock is highly recommended to help secure your bike whilst on campus. Some free D-locks are available for students who register their bikes with **Security** (whilst stocks last).

Walking

Leicester is a city with good walking links. For maps and ideas to help you get around the campus and surrounding areas by foot please see **here**.

Driving

During core hours (Monday – Friday 8.30am – 5.00pm) there is no student parking around the DMU campus unless you are a Blue Badge holder or have a temporary disability. Please see **here** for information of how to get a parking permit if you think you qualify under those criteria. Outside of core hours DMU members may use the Main Car Park: Please see the **Parking Policy** for details.

Students are advised not to bring a car to DMU unless it is absolutely necessary. However, if you do wish to park a car within the city a list of car parks is available on the City Council **website**.

Car Parking

There is no allocated student parking on Campus.

There are however, plenty of car parks around the city within a short walking distance from the campus. For more information on their location visit dmu.ac.uk/aboutdmu

Disabled car parking

Disabled Students who have a blue badge can fill in the Disabled Student Application form and will need to submit it with a colour copy of both sides of the blue badge to obtain a parking permit. For more information and an application form please contact Estates helpdesk (0116) 257 7639.

Students with a disability, but without a blue badge fill in the same form but need to make an appointment with the Occupational Health Nurse for a confidential short assessment. You can make an appointment to meet Anthea Turnbull, Staff Medical Nurse by telephoning (0116) 207 8833 or by emailing aturnbull@dmu.ac.uk



Student Advice Centre

Where are we?

Lower Ground Floor Room 00.06
Edith Murphy House
The Gateway
Leicester
LE1 9BH

Opening Hours:

Monday – Thursday 8.30am to 4.30pm
Friday 8.30am to 4pm

T: (0116) 257 7749

E: hls.advice.centre@dmu.ac.uk

What do we do?

Our role within the faculty is to provide a central support for all Health and Life Sciences students on a wide range of services which include:

- Coursework submission
- Forms and leaflets
- Notices and information on university wide Student Services
- MyDMU password reset
- Arranging for colleagues from other areas of the university to visit and promote their services, e.g. careers support, welfare and education, DSU
- Assisting the faculty office with inductions, enrolments and exam arrangements.

We are a friendly team who aim to help you 'find your feet' in the first few days of arrival and for the duration of your studies. We will communicate with you in a variety of ways (blackboard, email, plasma screen) to keep you up to date with all sorts of information. If you are unsure of anything, you can come along to see us for support and guidance.

Our facilities include:

- PCs for you to access MyDMU and Blackboard
- Telephone available for you to make internal calls to academics and support staff within the faculty and also to make internal calls for services within the university e.g. finance, student services
- Plasma screen with information on various topics throughout the academic year.

We hope while you're at DMU that we can be of help to you, by being your first port of call for any problem, large or small. We'll try to solve them all for you, or find someone to follow through. In order to see what we provide, opening times, and loads besides, log into DMU, HLS, SAC and you'll be on the right track to knowing where you should be for getting advice in our Faculty! Please, don't delay, come and see all that we offer in Edith Murphy!

Chris Frazer
Student Advice Centre

Submitting and Collecting Coursework

How do I submit coursework?

All students **must** complete a coursework cover sheet (available from the Student Advice Centre) and hand this in with all coursework to the Student Advice Centre. The submission time on the deadline date for all work, including deferrals and extensions, is 12 noon. We will accept work after this time but the marking tutor will see from the time stamp that the work has been submitted after 12 noon.

Remember, do not wait until the last minute to submit your work. There will be other students queuing up at the same time as you so please ensure you give yourself plenty of time to print and proof read your work and submit before the 12 noon deadline.

When coursework is submitted, the cover sheet is electronically time and date stamped. A copy of the cover sheet will be handed to you as a receipt. You need to retain this as it is your proof of submission.

How do I collect coursework?

Coursework is available for collection from the Coursework Collection Zone in the main reception area of Edith Murphy House.

All students **must** present their DMU student ID card to collect coursework. No other form of ID is accepted.

We will return coursework throughout opening hours

Monday – Thursday	8.30am to 4.30pm
Friday	8.30am to 4pm

Locker Rental

Health and Life Science students pay online to rent a locker for either **one Academic Year or the duration of their programme. Please note that they are on a first come first served basis.** Please refer to DMU's website for the online store store.dmu.ac.uk

Once online payment has been made the locker key will be available for collection from the Student Advice Centre during opening hours of 8.30am to 4.30pm (Mon – Thurs) 4pm (Fri).

Terms and conditions of rental

1. The cost of lockers is as follows:

Locker rental for 1 year	£15
Locker rental for 2 years	£20
Locker rental for 3 years	£25
Locker rental for 4 years	£30
2. Please retain the numbered tag with the key. A replacement charge of £15 is required for lost keys.
3. Locker keys are due back as follows:

If renting for 1 year they are due back in	May 2015
If renting for 2 years they are due back in	May 2016
If renting for 3 years they are due back in	May 2017
If renting for 4 years they are due back in	May 2018
4. Only personal belongings are permitted in the lockers. No glass, syringes, pipettes, chemicals etc.
5. One locker per student.
6. Lockers will be spot checked on a monthly basis.
7. If lockers are being shared, used for inappropriate items or are unclean, the locker will be removed and key recalled.
8. Key holders are responsible for ensuring lockers are left in a clean condition after use.
9. The lockers are the property of DMU and therefore locker keys must be returned.
10. All locker barrels are changed at the contract end date so you will not be able to reuse your locker key unless you pay for a longer rental.
11. No refunds are given at the end of the rental period. If you leave the University within the rental period. the full rental charge will still remain.

Please collect your locker key from the Student Advice Centre, Lower Ground Floor, Room 00.06, Edith Murphy House.

Faculty Disability Support

We are committed to supporting our disabled students at all levels of study. We can work with you to ensure that you are being enabled to engage with all aspects of your academic programmes.

Making early contact is essential. The sooner we know what support you need the sooner we can help to arrange it.

Disabilities

We have students within the Faculty with a wide range of disabilities, long term medical conditions and mental health difficulties. We also have a number of students with a Specific Learning Difference (SpLD) including: dyslexia, dyspraxia, dyscalculia and dysgraphia.

Many of our students do not identify as 'disabled'. However their condition or SpLD may have an impact on some aspects of their studies and therefore be disabling (this is why we use the term 'disabled').

As a disabled person it is likely that you will develop your own support strategies, in fact you may already have a few. We can help you to work on the ones that you have or develop more for an academic environment.

Disabled Students' Allowances (DSAs)

We are keen to ensure that all of our disabled students know about the support available and how to access it; this includes Disabled Students' Allowances (DSAs). DSAs are government funding that can pay for study-related support for disabled students in Higher Education. The Disability Advice and Support (DAS) team, in the Student Gateway, can help you with an application if you have not already made one.

Individual Exam Arrangements – Important Deadlines

If you are eligible for extra support in your exams you must make sure that you fill in your Individual Exam Arrangements form before the deadlines set by the Examinations Office. The DAS team can help you with your application form for these.

There is further information about individual exam arrangements, on the Examinations Office webpage – <http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-services/examinations-office.aspx>

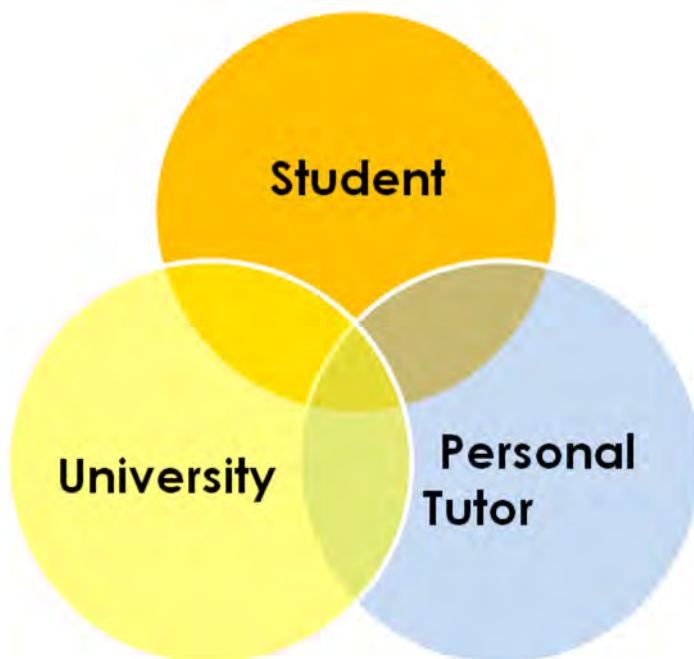
Contacts

Faculty Disability Officer
1.22 Edith Murphy House
T: (0116) 257 7884
E: hlsdisabilitysupport@dmu.ac.uk

Disability Advice and Support (DAS), Student Gateway
Ground Floor, Gateway House
T: (0116) 257 7595
E: disability@dmu.ac.uk

DMU Personal Tutoring 2014

Principles of Personal Tutoring Practice



Key Principles of Personal Tutor Practice

1. All De Montfort University undergraduate and postgraduate students shall have a designated Personal Tutor throughout their programme. Discipline-specific variations in personal tutor arrangements may be required, for example to meet professional body accreditation requirements.
2. All DMU undergraduate and postgraduate students shall actively engage with their Personal Tutor and attend¹ agreed tutorials.
3. All new DMU students shall be introduced to the DMU personal tutor system and their personal tutor within the first three weeks of their programme.
4. Personal Tutoring shall have specific designated meetings for staff and students, with an expectation that group or one-to-one meetings will take place at least once a term.

¹ Attendance may be virtual in the case of Distance Learning students

Statement of Personal Tutor and Student commitments

Personal Tutor Responsibilities and Expectations	Students' Responsibilities and Expectations
Provide reliable, timely and consistent advice and guidance on academic and pastoral matters, referring tutees to University specialists if required.	Actively engage with their Personal Tutor and attend agreed tutorials.
Support and help develop students' Personal Development Plans, advising students on the importance of developing academic and employability skills, including work and international experience opportunities.	Participate in Personal Development Planning to develop academic and employability skills. Students should also review their academic progress with their Personal Tutor, and should follow up any opportunities identified for further academic development.
Provide tutees with advice to help maximise achievement and outcomes, and where necessary explain options available regarding resits and progression.	Seek support relating to specific programme and assessment issues from the appropriate module team. If additional support is required, this is available from CLaSS, Careers and Employability, or other specialist student support.
Meet with first year students within the first three weeks of the commencement of their studies and monitor their attendance at Personal Tutor meetings. Be proactive in arranging to meet with students at least once a term in a group or one-to-one.	Treat timetabled group or one-to-one tutorials as high priority and note that attendance is mandatory and will be monitored. Agree arrangements for any one-to-one meetings with their Personal Tutor as necessary, and attend as agreed.
Advise the programme leader of any programme related issues highlighted in tutorials having regard for confidentiality in relation to individual tutees; offer a signposting service to Student and Academic Services and to DSU activities, including sports, societies, media and volunteering.	Students should (subject to their right to privacy) identify issues to their Personal Tutor which could influence academic, personal or professional progress; where appropriate access to counselling and life coaching offered through Student and Academic Services or DSU will be provided.
Operate the faculty system and keep Personal Tutor records in accordance with published university protocols.	Read and understand the relevant regulations, policies and procedures that apply to their programme of study, as specified in their course handbook.

Mental Health & Wellbeing

The Mental Health Inclusion team can offer support and advice to students in relation to an existing mental health condition or emerging mental health issues. The initial appointment with our team will be an informal assessment of your needs. Further appointments may be offered if ongoing work is appropriate to your individual situation.

All contact with our team is confidential and consent will be sought from you to share appropriate information with academic staff. The purpose of our input is to support you to achieve your academic outcomes to the best of your ability.

Our team view mental health challenges from a positive perspective, so: 'how can we work with your mental health situation to maintain or achieve a better outcome' rather than: 'you won't be able to do that because of your current mental health'.

Our team do not offer a counselling style service, as our focus will be on supporting you to find ways of managing your mental health or stress levels. This could involve helping to develop certain skills to aid coping or supporting you to access other teams or professionals inside or outside of the university. The overall aim of our intervention is to improve your ability to remain at university and engage in your academic studies to the best of your capability.

FAQ

What is the Mental Health Inclusion Team?

The Mental Health Inclusion Team is made up of staff with health professional qualifications. The team's role is to assess students with mental health related issues which are impacting on their studies.

When is it appropriate to see the team?

It is important to seek advice or support as soon as you can if you have any concerns about your own or others mental health. Our team are more than happy to answer questions and offer advice on the options available to you.

How do I book an appointment?

You can book an appointment at Student Gateway in person. You can phone or email the team direct and ask for an appointment at mentalhealthadvice@dmu.ac.uk & (0116) 207 8789.

What happens in an appointment?

The aim of the initial appointment is for us to get a good idea of the 'big picture'. It's a fairly informal chat about your situation and how it is impacting on you and your studies at the moment. We will ask questions about any other factors that may also be impacting on your health such as finances, relationships, workload, drugs and alcohol use. We will then be able to offer advice and options of support. Any information you share will be confidential unless you wish to share it with others and it will give us an opportunity to give advice or put you in contact with the relevant people.

Will information be shared with my tutors?

Only relevant information that you are happy for us to share will be passed on to your tutors. The aim of sharing this information will be to aid your academic experience and outcomes.

Does the team offer counselling sessions?

No. The team doesn't offer counselling sessions. We focus more on brief practical interventions including stress management and exploring coping strategies.

Is the information I share confidential?

Yes the information you share will always be treated as confidential and will only be shared appropriately amongst a small group of professional staff. There are some exceptions in the case of any concern about risk to yourself or others, in which case confidentiality can be broken to ensure yours or others safety.

IT Information and Support

Logins and Passwords

The university has several computer systems that you will use. These include myDMU, Blackboard, email, the Health and Life Sciences Computer labs and the Library Computer Systems. When you enrol you will be issued with a DMU username (your P-number including the leading P and the eight characters that follow it) and an initial password (your date of birth in the format dd/mm/yy including the slashes '/'). This will be valid for myDMU, Blackboard, email, the Library, and the Hawthorn and Edith Murphy Computer Labs.

You will be required to change your password from your date of birth for security purposes. This should be a strong password i.e. a long word not found in a dictionary, not associated with you and containing at least one number. You should register with the DMU Password Self-Service website (password.dmu.ac.uk) and provide the answers to the security questions. This will enable you to reset your own password at any time if you have problems logging on. If you are not registered on the Self-Service website and you have problems then you will need to take your student card to the ITMS Onsite Support Team based in Hawthorn H00.38, and the technicians will reset your password for you.

myDMU (my.dmu.ac.uk)

myDMU is a web-based student information system which can be accessed from any computer that has an internet connection and web browser. myDMU shows contact details, timetables, course information, announcements, grades, private housing, sports and social information, handbooks and regulations. Most importantly you will be able to access your provisional results via myDMU. Your Personal Development Plan record is also managed through myDMU.

Blackboard (blackboard.dmu.ac.uk)

Blackboard is the university's web-based learning support system. It can be accessed by any computer with an internet connection and web browser. Some but not necessarily all of your tutors will use Blackboard within their modules. On Blackboard you will be able to access module information, announcements, learning materials, discussion areas and tasks.

You can access Blackboard either from myDMU or by typing in the Blackboard URL directly (this will re-direct you to the Single-Logon service). Not all modules use Blackboard and your homepage will only list those modules that use on-line materials in Blackboard. Your module tutor will tell you if your module uses Blackboard. If you have problems accessing specific items on Blackboard you should speak to your module tutor in the first instance.

You will sometimes be asked to submit assignments through Blackboard so that they can be checked by the Turnitin service for plagiarism. Further information about how to use Turnitin can be found on Blackboard.

Email (Link available on myDMU)

The student email system is made available to all students throughout their time at the University. You may access it both during terms and vacations and whilst at university or at home. It is a free service that employs a World Wide Web (WWW) interface based on Google Email (GMail) so it can be used from any computer on or off campus with a Web browser and an Internet connection. A benefit of this is access to other applications like Calendar, which enables you to upload your personal calendar and if necessary copy it to a Personal Data Assistant (PDA).

Although you may have your own personal email address for social messaging, you must regularly access your DMU email account. University staff will only use your student email to communicate with you from Blackboard and other DMU systems. You will miss important announcements or information if you do not regularly check your DMU email. The student email system can be accessed from the myDMU web site.

Faculty Computer Laboratories

The main faculty computer laboratories are on lower ground floor of the Hawthorn Building and also the third floor of Edith Murphy House. These rooms are maintained and supported by the ITMS Onsite Support Team based in Hawthorn H00.38. The computer rooms are primarily for timetabled classes. Students must not enter if there is a class in progress, room timetables are posted on the computer laboratory doors so that you are able to check whether the room is free or whether a class is in progress. If there are no classes then you may use the computers for free-study. Please remember these are study areas, mobile phones should **not** be used, food and drink must **not** be consumed and talking should be kept to a minimum. Failure to comply with laboratory rules may result in disciplinary action being taken against you. If all the computer laboratories are in use then open-access computers are provided in the area immediately outside the Hawthorn building computer laboratories.

There is an Information and Communication Technology Lab in room EM3.08 (Edith Murphy House) where there are 27 PCs for students to use including one for disability access.

The lab is open from 8.45am to 5.00pm, Monday to Friday. The lab is sometimes timetabled for a class of students to use, so any students using the lab at the time of a timetabled session will need to leave the lab to give priority to the class.

Printing

Each of the Hawthorn computer laboratories is equipped with laser printers which the computers in the lab will use to print by default. There is also a colour laser printer located in the ITMS Onsite Support Team reception (H00.38) which can be selected from all the computers in the laboratories. You can top up your printing credit at printing credit top-up kiosks in the library and most of the faculty buildings. Print credit purchased at these kiosks is valid in the library and the HLS computer labs. You may check your Faculty print credit on-line at mycredit.dmu.ac.uk.

DMU Wireless

The DMU wireless network makes it easy for students to connect their wireless enabled devices to the university network and access many university services such as: email, the student portal myDMU, the Virtual Learning Environment Blackboard, the library, the internet and other services. Providing you are able to login to myDMU (my.dmu.ac.uk) then you will also be able to register your wireless device and then use the wireless network across campus.

The wireless network registration process is automated. To register on the wireless network you need to follow the procedure as follows:

- Using your wireless device, scan for available wireless networks
- Connect to the DMU-Wireless network
- When connected, open your web browser and go to dmu.ac.uk
- Use your DMU username and password to log in
- You will be redirected to the dmu.ac.uk website and will be connected to the wireless network.

Wireless coverage is extensive and available in most of the Hawthorn building. For security reasons your device will be disconnected after a time-out period, and you will have to log in again.

Health, Safety and Well-being

Your health, safety and well-being are very important so please familiarise yourself with the following information.

Laboratory Safety

- Listen to all instructions given
- Laboratory coats and safety glasses must be worn at all times (both will be provided)
- Sensible shoes must be worn no open toes or sandals
- Mobile phones must be switched off
- No eating or drinking
- No coats and bags (please see the student advice centre for locker rental)

Practice and Clinical Skills Areas

- Listen to all instructions given
- No eating or drinking
- Mobile phones **must** be switched off
- No coats and bags (please see the student advice centre for locker rental)
- The Blue Evacuation Action posters detail what to do in the event of an emergency
- The Green First Aid Posters detail First Aid contact information
- Both can be found located across the university in all buildings

Emergency Contacts

Security: (0116) 257 7642

City Campus Police Officer:
Gail Warden (0116) 257 7990

Leicestershire Constabulary:
(0116) 222 2222



Personal Property: Lost and Found

If you lose any property please contact the security department on Gateway Street, either by telephone (0116) 257 7642 or in person. You can also log onto the DMU website dmu.ac.uk – Type 'lost property' into the search facility and a web form will pop up for you to complete with your lost property details. This will help security if they receive your property.

If you find any property on campus, please take it to the security building on Gateway Street.

If you need any further advice on what to do, please contact the Student Advice Centre (0116) 257 7749.

Feeling Unwell?

If during your time around campus you feel unwell and need help, tell a member of DMU staff or ask a fellow student to do this for you.

We have staff trained in First Aid at Work who will try and help you.

Remember: If you miss any of your classes due to illness or any other reason, the Student Advice Centre has an absence form for you to complete on your return to university.

Exam Time – Please read the procedures you need to follow if you are unwell during this time on the DMU website: dmu.ac.uk/aboutdmu/services/registry/exams

Tip: Register with a doctor at the new De Montfort Surgery, 100 Mill Lane, Leicester. Their reception team can be contacted on (0116) 222 7272 or visit the website demontfortsurgery.co.uk

Welfare support – useful contacts

Alcoholics Anonymous	0845 769 7555
Beat – Eating Disorder Association	0845 634 1414
Crimestoppers	0800 555 111
CRUSE – Bereavement Support	0870 167 1677
DMU Counselling Service	(0116) 257 7602
DMU Student Health Centre	(0116) 255 3388
DMU Student Services	(0116) 257 7595
DMU Study Support and Learning Skills	(0116) 257 7042
Environmental health, Leicester City Council	
Disrepair	(0116) 252 6382
Pest control	(0116) 252 6415
GAMCARE – 24-hour helpline for gambling	0845 600 133
Leicester Lesbian, Gay and Bisexual Centre	(0116) 255 0667
Leicester Money Advice	(0116) 242 1120
Leicestershire AIDS Support Services	(0116) 255 9995
MIND – National Association for Mental Health	0845 766 0163
MOSAIC – Disability Advice	(0116) 262 6900
National Drugs Helpline	0845 776 600
NHS Direct 24-hour helpline	0845 4647
Samaritans	0845 790 9090
SHELTER – housing advice 8am–midnight	0808 800 4444
Student Loans Company	0800 405 010
Victim support	0845 303 0900
National Domestic Violence 24-hour helpline	0808 200 0247

Student Reps

If you like to have your say and be the voice of your fellow students, then why not put yourself forward to be a student rep? You can gain valuable skills and experience to enhance your C.V. and you are eligible to receive accreditation from the university if you provide proof of your work as a rep.

A nomination process will take place in one of your lectures at the beginning of the academic year. Students on your course will elect their representative/s. You will receive full training from the Students' Union as well as support from your Faculty.

Once elected you will be invited to a welcome event where you will meet other elected student reps in your Faculty and the Students' Union staff. This event is also where the election of Faculty reps will take place.

Faculty reps are members elected to represent students' learning and teaching issues at Faculty level.

Details of how you can get involved will be provided during your enrolment week.

Student Learner Council (for Nursing & Midwifery student reps only)

Within the School of Nursing & Midwifery, student reps are elected via your personal tutor groups. There is one rep and one deputy rep that is normally elected within each personal tutor group.

Once elected as a student rep you have the opportunity to be trained by the De Montfort University Students' Union and invited to attend the Student Learner Council.

The Student Learner Council is a forum for all nursing and midwifery student reps along with key members of DMU staff to get together once a semester to discuss issues affecting students within the School.

For further information email: learnercouncil@dmu.ac.uk

Code of Practice

Student behaviour in classrooms, laboratories, studios and offices

De Montfort University is committed to providing a high quality educational experience for its students, grounded in mutual respect and trust.

Students are expected to behave appropriately while in all learning and office environments, whether under supervision or not. Disruption of any kind, or offensive behaviour, or behaviour which adversely affects the learning experience of other students will not be tolerated.

Students who break this code may be asked to leave the premises, and will be taken through the university's disciplinary procedure, this may lead to suspension or exclusion. Students are required to ensure that all audible devices (such as mobile phones, pagers, personal stereos and electronic games) are turned off at all times when their use would be disruptive to the academic or administrative processes of the University.

Provost

Pip Cornelius

T: (0116) 257 7830

E: pcornelius@dmu.ac.uk



Frequently Asked Questions

1. When and where do I get my timetable?

All timetables will be available online on myDMU, Sunday 28th September.

2. When and where do I get my DMU ID card?

Your DMU ID card will be given to you when you enrol on induction week. If your card is not ready, you will be given a temporary DMU ID. The Student Advice Centre will be sent your DMU ID card when it is ready. Please bring your temporary DMU ID with you to the Student Advice Centre when you want to check if it has arrived. You must carry either your DMU ID card or your temporary DMU ID whilst on campus at all times.

3. I have lost my ID card. What do I do?

If you have lost your ID card on campus, it may have been handed in. Security will send it to Student Administrative Support (SAS). Visit SAS at the Student Gateway in Gateway House (see campus map on the back of this handbook).

A replacement card will cost £10. Payment over the telephone by credit or debit card payment can be accepted on (0116) 207 8330 (9am to 5pm) or you can pay by cash in person (Cashier's Office open 9am to 4.30pm).

4. I am struggling to adjust to my new surroundings and make new friends. Where can I get help?

There are many opportunities to help you settle in and meet people. Why not visit DSU in the campus centre, join 'DSU Volunteering' (student volunteers) or contact Student Services for more ideas and information. Please refer to your ASK and DSU Student Handbook for contact details.

5. How do I change to another DMU programme?

There is a form you need to complete, which is available from your Student Advice Centre. However, in the first instance, please contact your Programme Leader for advice and the Admissions Tutor for the programme you are considering transferring to. Any change of programme must be completed by the end of the second week of term.

6. How do I change modules?

An application to change modules form is available from the Student Advice Centre. Signatures are required from your current module leader and the Module Leader for the module you would like to do. The change must normally be completed by the end of the second week of the delivery of the module concerned so it is important to act quickly on this.

7. How do I get a letter confirming I am a DMU student?

Please request your letter in person via the Student Gateway in Gateway House (see campus map on the back page of this handbook) OR online using the Student Administrative Support email: sas@dmu.ac.uk

8. Where do I go to sort out a problem with my student loan?

Please visit the Student Gateway in Gateway House (see campus map on the back page of this handbook).

9. I am an International/EU student. What support is there available to me?

DMU has a dedicated International Student Support Officer, Andy Gale, who you can contact for information, advice and support. Contact Andy via the Student Gateway in Gateway House, in person, or email: internationalssupport@dmu.ac.uk

10. I am a disabled student. What support is there available to me in my faculty?

See page 16 of this handbook for details of your Faculty Disability Co-ordinator.

11. How do I submit coursework?

Hardcopy coursework is submitted via the Student Advice Centre, lower ground floor of Edith Murphy House. Please see page 11 for more details and opening hours.

12. How do I collect coursework?

Hardcopy coursework is available from the Coursework Collection Zone in the main reception area of Edith Murphy House. Nursing students will collect results from here too. Please see page 11 for opening hours.

13. I have missed classes, what should I do?

Non-attendance is closely monitored. In the case of your absence a Notification of Absence Form is available from the Student Advice Centre. It is essential that you contact your Programme Administrator if your absence is likely to be for a prolonged period. Please contact your Module Leaders regarding any work missed.

14. I have changed my name and/or address, who needs to know?

Please contact the Student Advice Centre as evidence of your change of name will be required, and/or a change of address form completed so that university records can be changed.

15. I need a DBS (formerly CRB) check done. Who do I see?

Please contact our admissions administrators on (0116) 257 7700.

16. I am struggling to meet a coursework hand in deadline, what do I do?

Forms to apply for a coursework extension (up to 14 days) or deferral of coursework (in excess of 15 days) are available from the Student Advice Centre.

17. Where can I print out work?

Please see the IT section of this handbook on page 19.

18. When do I re-enrol for my second year?

Re-enrolment will take place during the second term of your first year. Keep an eye on Blackboard for the latest information.

19. How do I defer an exam?

A form and regulations guide to apply for deferral of exams is available from the Student Advice Centre. There will be a publicised deadline for return of applications to the Student Gateway.

20. How will I be notified of my end of year results?

Results will be on myDMU, on a date to be advised, and they will also be posted out to you.



Where do I need to go to for help?

I NEED

An official letter from the University

To renew my student ID card

To scan my notification from the Student Loans Company

To sort out a problem with my student loan?

To apply for a bursary

Support for Counselling, Mental Health and Well being

Help with Enterprise and Business Start-ups

International Student Support



Student Gateway
Gateway House

To enrol on my course
(Faculty Office)

To inform the University of my new contact details

A copy of my transcript or results notification
(Order from the Faculty office)

Directions around the campus

To make module choices
(Faculty Office – Re-enrolment takes place before the Easter holiday)

To seek approval to defer coursework

To speak to a Faculty Office Programme Administrator

To complete a form to report sickness absence



Student Advice Centre
Edith Murphy House 00.06
0116 2577749

General advice and guidance on the Faculty and Campus

To hand in my coursework

To apply for a coursework extension or deferral

To check staff teaching timetables

To make an appointment with the Faculty Disability Co-ordinator

To collect my locker key

Contact details for my lecturers

Handouts from my lecturers



Student Advice Centre
Edith Murphy House 00.06
0116 2577749

To request placement documentation (handbooks, timetables, travel forms, etc)

Placement procurement and allocations
(mandatory and voluntary)

Placement support, advice and information

To discuss placement issues and concerns

Placement travel claims information and forms

To collect:
 Hospital/Placement ID badges
 Hospital Parking Permits

Placement sheet submission
 Print out of practice attendance/absence

Nursing and Midwifery Uniforms



Work-Based Learning Unit
Edith Murphy House
0116 2577716

STAFF IN THE FACULTY WILL BE HAPPY TO SIGNPOST ENQUIRERS TO ALL OTHER FACILITIES AND CENTRAL UNIVERSITY SUPPORT AS APPROPRIATE.

Work-Based Learning

◆ Placements ◆ Allocations ◆ Work-Based Learning

◆ Mandatory Volunteering ◆ Employability

Placements are an integral part of most of our courses and consequently we have a dedicated full-time, faculty-based Work-Based Learning Unit; which enable us to provide course-specific placement opportunities. Our Placement Administrators work in conjunction with academics, students, professional and accrediting governing bodies and have excellent relationships with employers in the private, public, voluntary, charitable and industrial sectors.

There is no better way for students to acquire relevant skills than through Work-Based Learning within a real work environment. Placements are designed for students to develop subject-related and professional competencies, acquiring knowledge, experience, plus a range of transferable skills and an insight into work culture. They provide an ideal opportunity to gain work experience and apply theories and technical knowledge that you have learnt on your course into real life practical situations within a supportive learning environment with experienced professionals. Placements take a variety of formats dependant on the subject of study.

We are committed to preparing our students for the world of work and, in turn, providing the workforce economy with educated, practical, relevant and employable graduates.

Placement Courses:

Mandatory Placements

Audiology BSc (Hons)
Healthcare Science BSc (Hons)
Midwifery BSc (Hons)
Nursing BSc (Hons), DipHE
Social Work BA (Hons)
Speech and Language Therapy BSc (Hons)
Youth and Community Development BA (Hons)
Work with Communities and Young People, FdA

Voluntary Placements

Voluntary one year sandwich placements are open to all students in their second year of studying:

Biomedical Science BSc (Hons)
Forensic Science BSc (Hons)
Pharmaceutical and Cosmetic Science BSc (Hons)
Medical Sciences BMedSci (Hons)

Voluntary Placements with Flexible Durations

Intercultural Business Communication MSc (one module)

Education Studies BA (Hons)

What we do:

One stop shop for Health and Life Science student placements and Work-Based Learning;

- Procurement
- Administration
- Support
- Advice
- Travel

Nursing and Midwifery additional information:

- Collection of student placement Hospital badges
- Placement sheet submission
- Printout of practice attendance/absence
- Travel claims
- Uniforms
- Hospital parking permits

Where are we?

Health and Life Sciences Work-Based Learning Unit, Edith Murphy House, room 1.23

Contact details:

T: (0116) 257 7716

E: hls-wblu@dmu.ac.uk

W: dmu.ac.uk/faculties/hls/placements

Opening Hours

Monday – Friday 8.30am till 4.00pm

(closed every Tuesday from 9.30am till 10.30am – team meeting)

What's Next – Postgraduate Opportunities

Health and Life Sciences offer a range of innovative and professional, high quality courses at postgraduate level which include:

Advanced Biomedical Science MSc	Intercultural Business Communication MSc
Advanced Health and Professional Practice MSc	Master's in Research (Applied Health Studies/Social Work/Criminology and Criminal Justice) MRes
Applied Health Studies MA	Midwifery Practice MSc
Clinical Pharmacy MSc	Palliative Care MSc
Criminology and Criminal Justice MA	Pharmaceutical Biotechnology MSc
Doctorate in Criminology and Criminal Justice DCCJ	Pharmaceutical Quality by Design MSc
Doctorate in Health Sciences DHSci	Psychological Well-being MSc
Education Practice MA	Youth Work/Health and Community Development MA
Environmental Protection BSc	
Environmental Quality Management MSc	
Health Psychology MSc	

We recognise the importance of flexible teaching methods, with many of our postgraduate courses being delivered full-time, part-time and by distance learning which always proves to be popular amongst those in employment. Many of our postgraduate degree courses are accredited by professional bodies, ensuring we offer quality and highly relevant courses, allowing you to enhance your continuing professional development portfolio.

The study of a postgraduate Diploma or Master's degree may also lead to further research towards a PhD, and research training pathways, specifically to develop research skills for subsequent PhD study, are also available. We pride ourselves on being student focused and on the level of academic support and pastoral care that ultimately help you to feel at home and achieve your potential at advanced level study.

For further information please contact

T: (0116) 257 7700

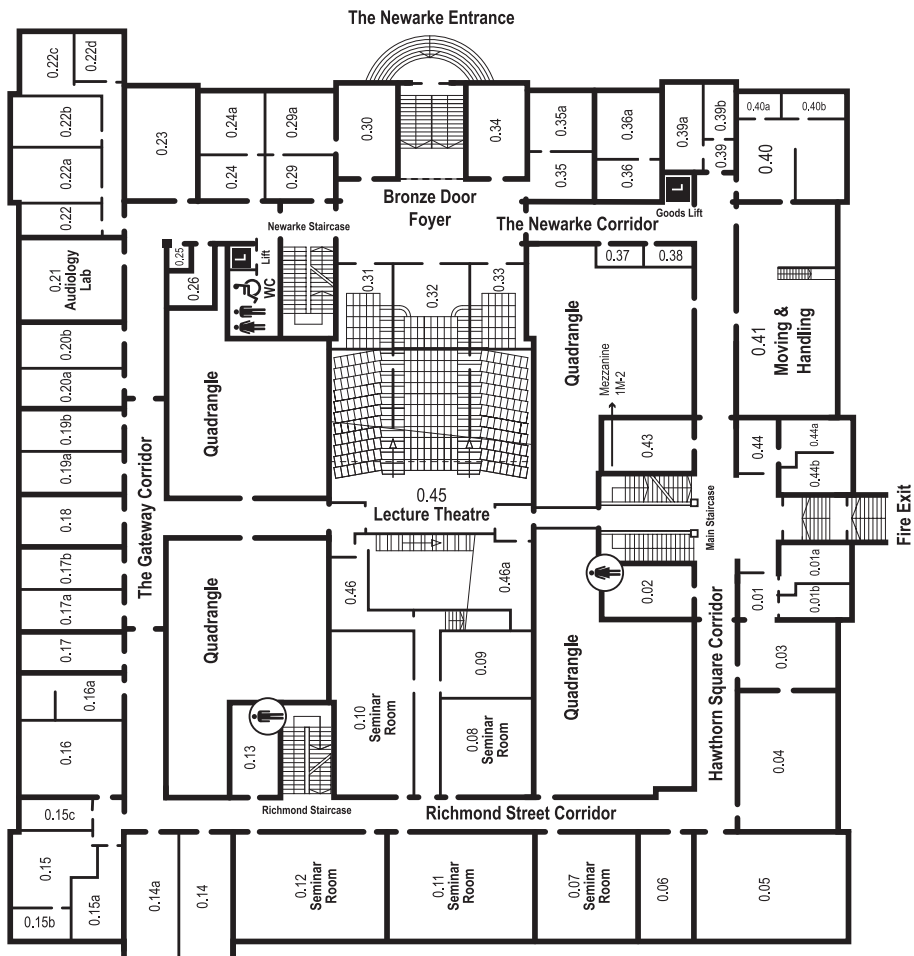
E: hls@dmu.ac.uk

W: dmu.ac.uk/hls

Hawthorn Building

Level 0 (Upper Ground Floor)

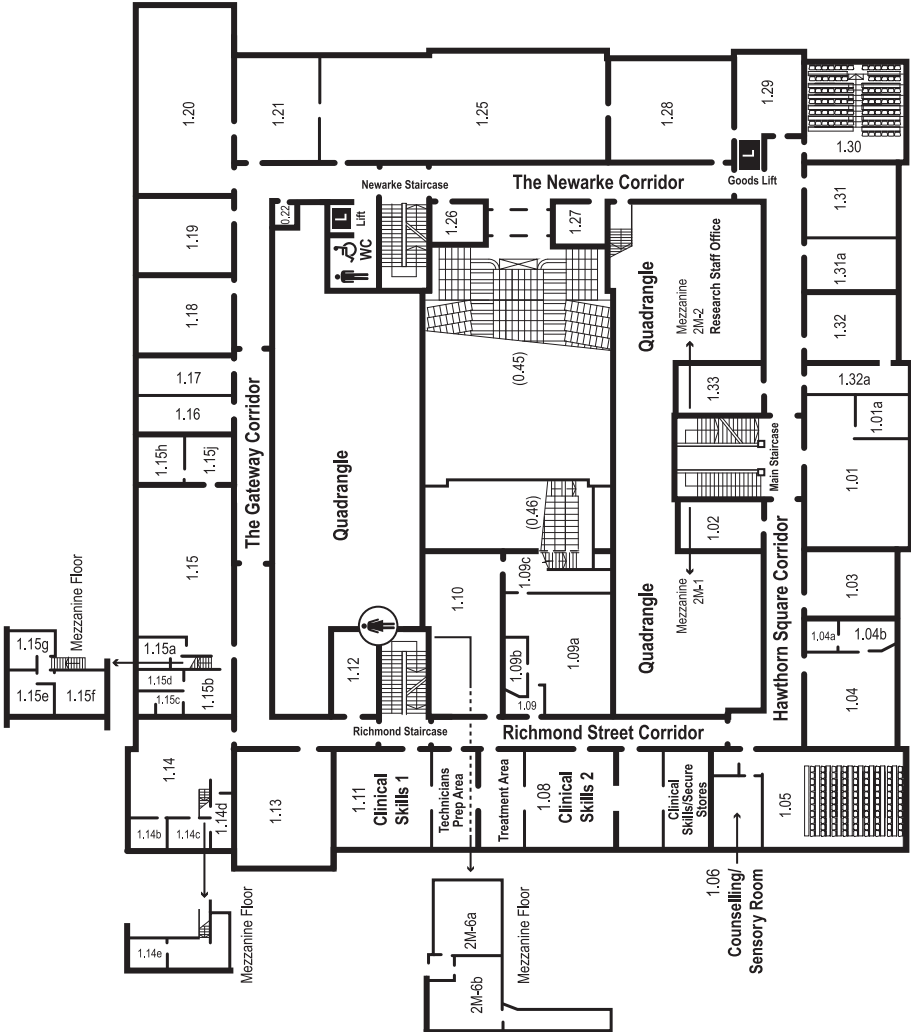
Note: All room numbers have prefix '0' on this floor.



Hawthorn Building

Level 1

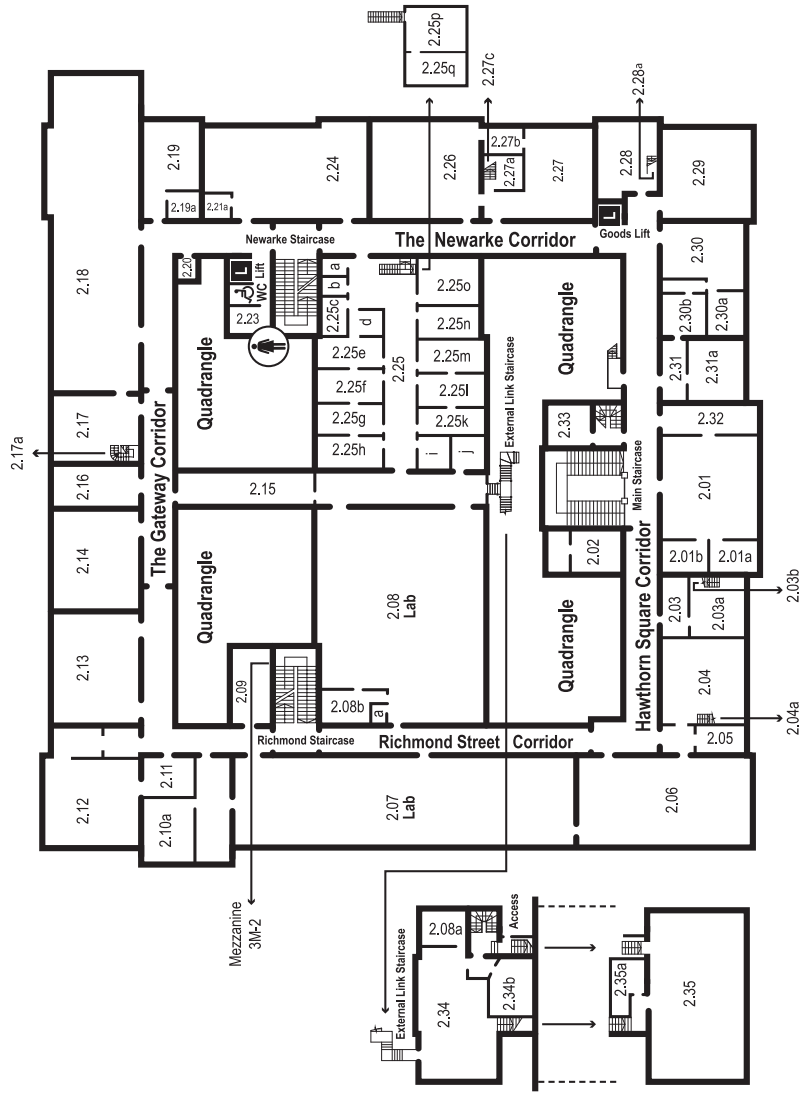
Note: All room numbers have prefix '1' on this floor.



Hawthorn Building

Level 2

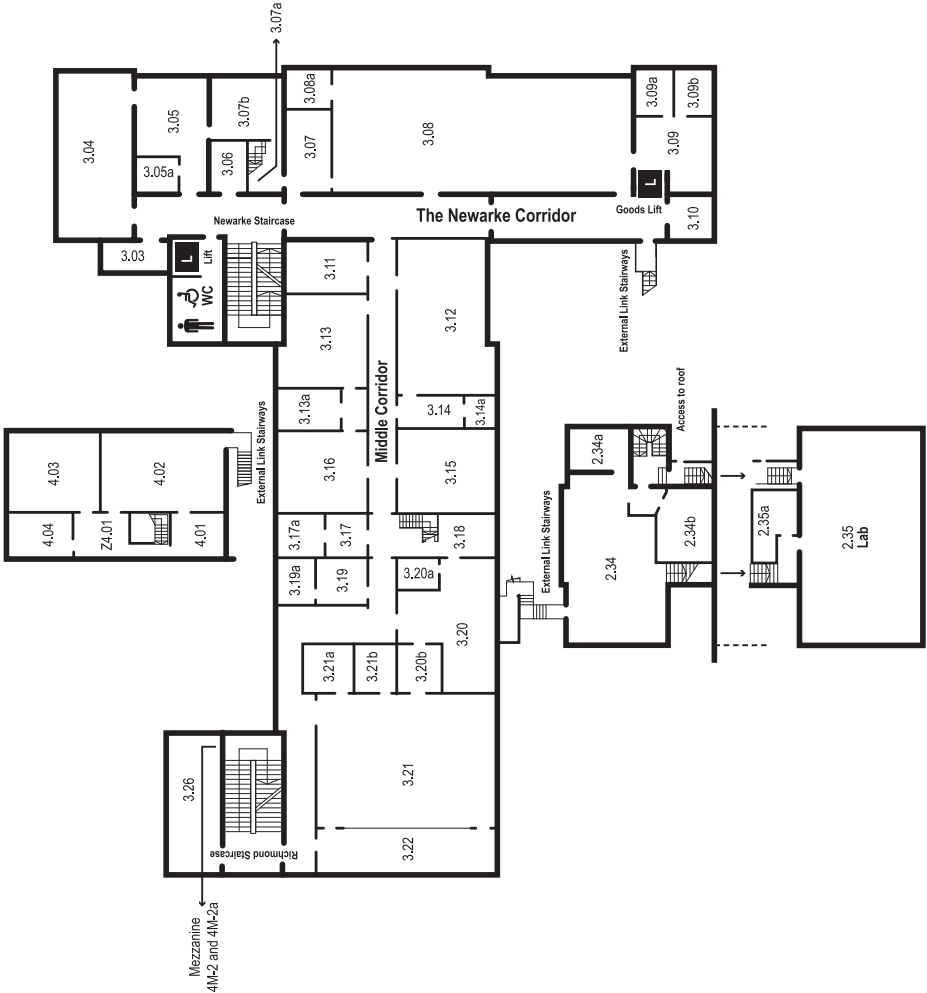
Note: All room numbers have prefix '2' on this floor.



Hawthorn Building

Level 3

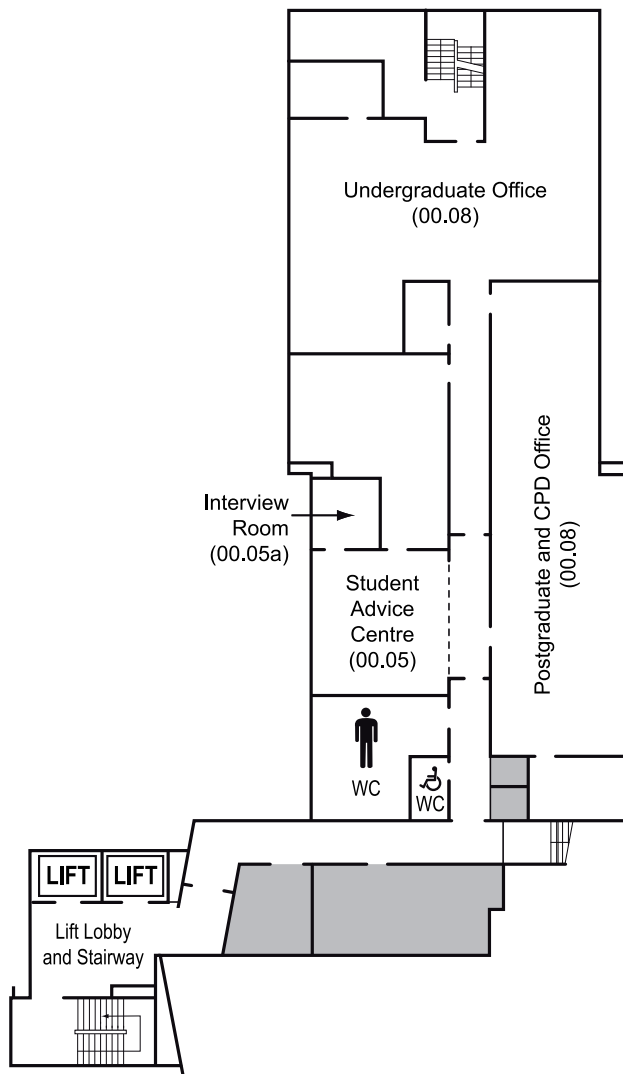
Note: All room numbers have prefix '3' on this floor.



Edith Murphy House

Level 00 (lower ground floor)

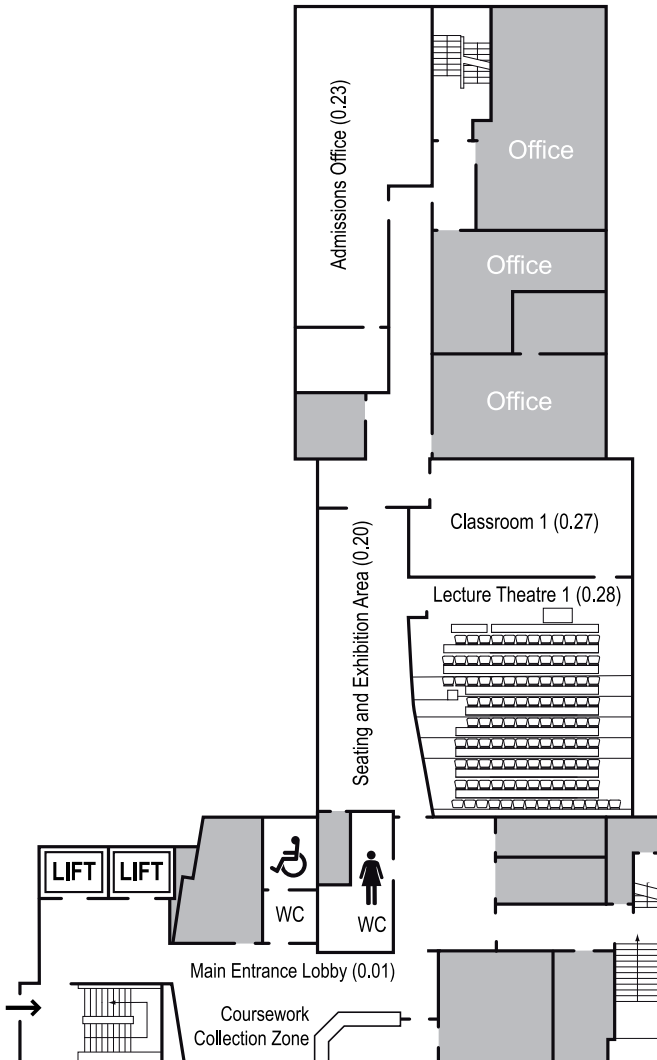
Note: All room numbers have prefix '00' on this floor.



Edith Murphy House

Level 0 (ground floor)

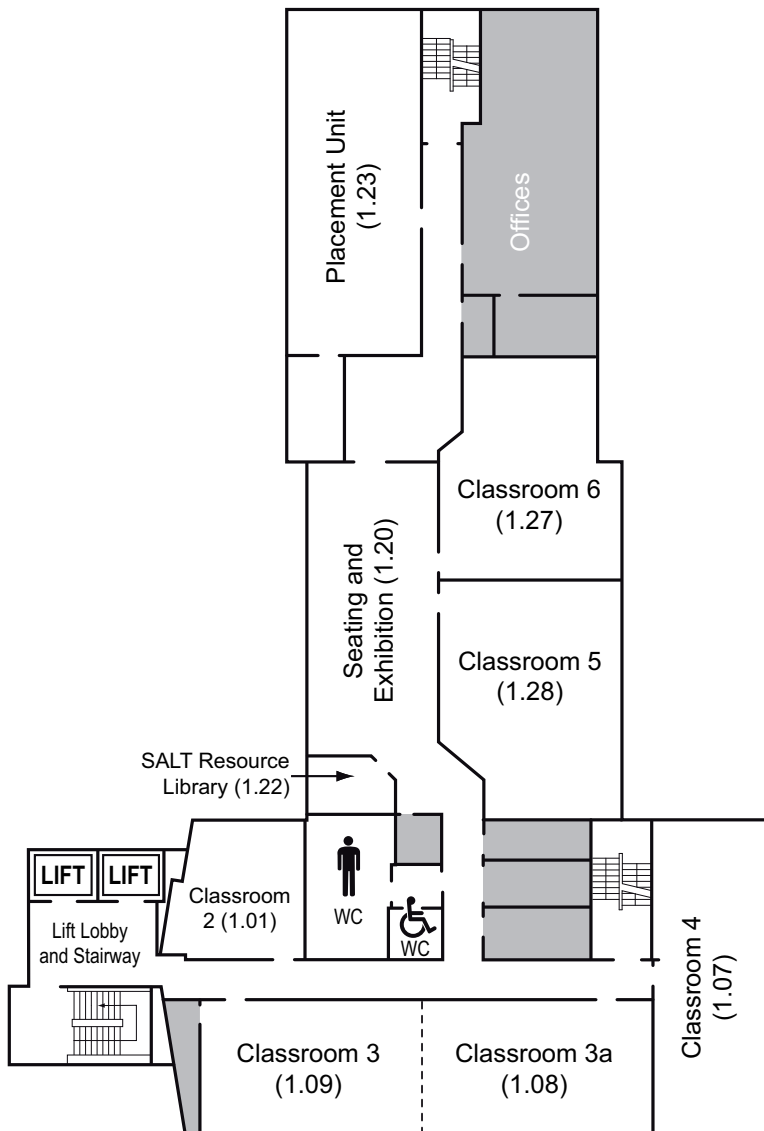
Note: All room numbers have prefix '0' on this floor.



Edith Murphy House

Level 1

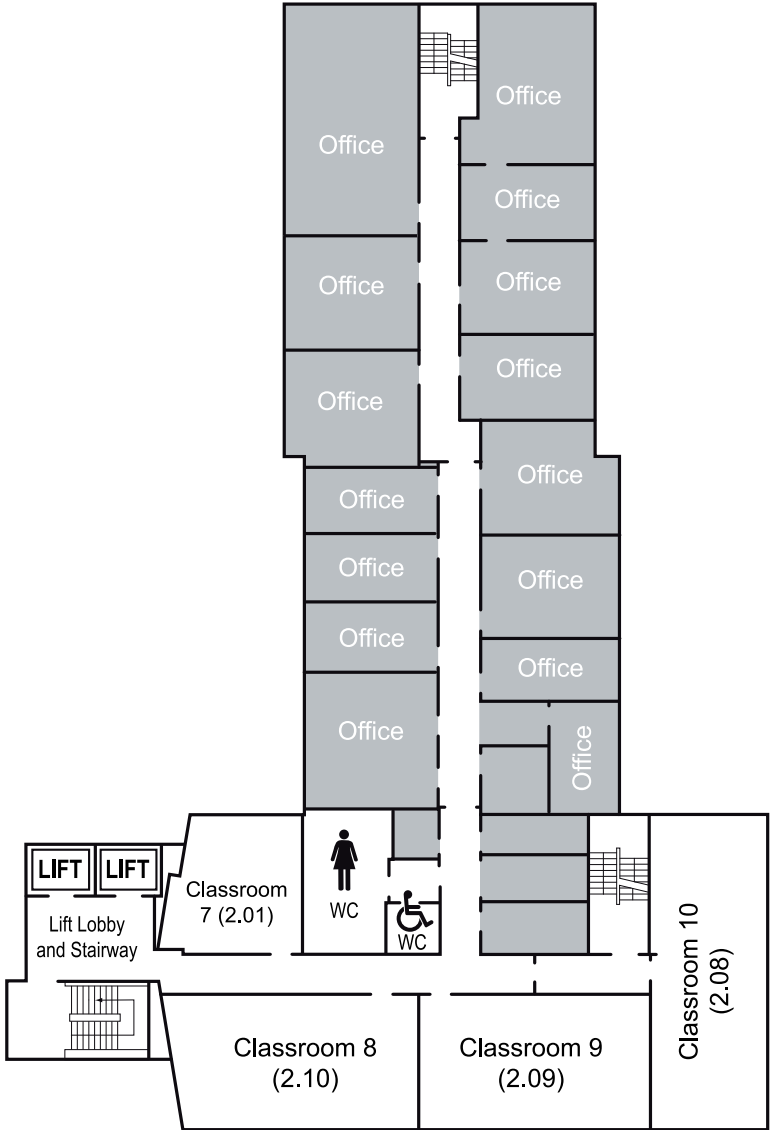
Note: All room numbers have prefix '1' on this floor.



Edith Murphy House

Level 2

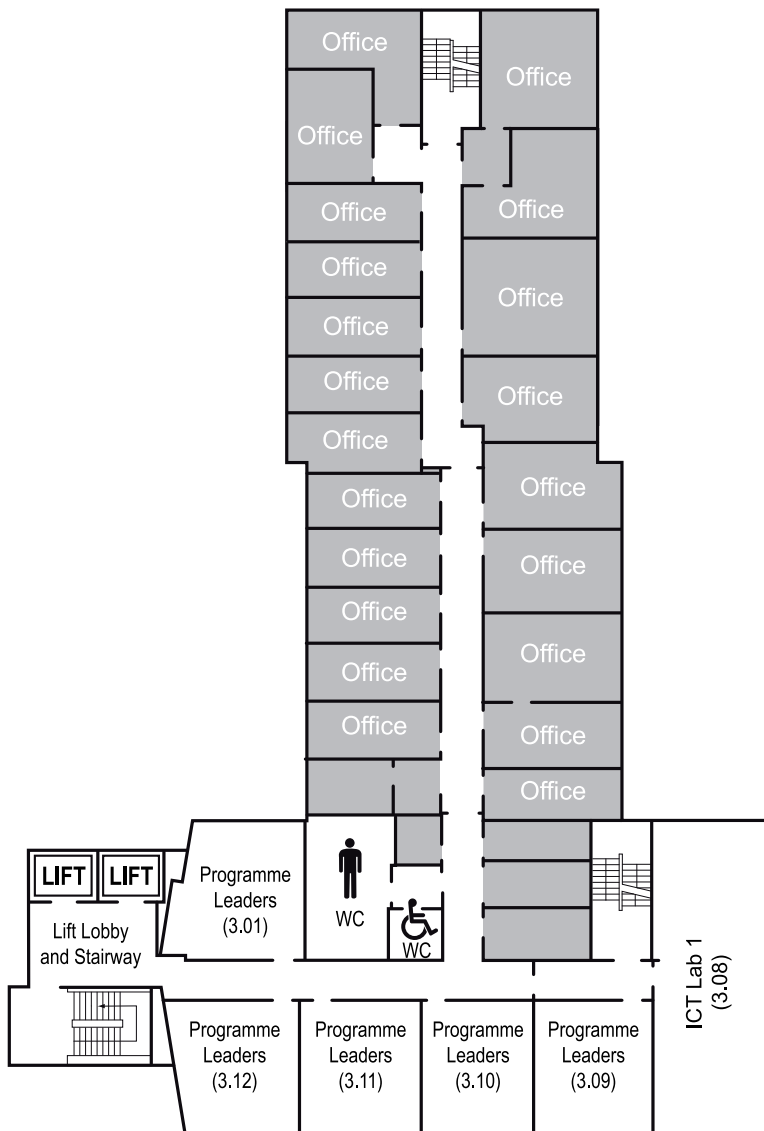
Note: All room numbers have prefix '2' on this floor.



Edith Murphy House

Level 3

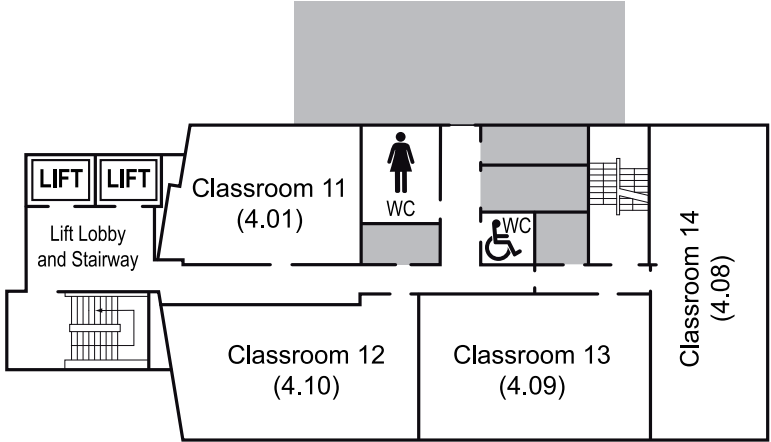
Note: All room numbers have prefix '3' on this floor.



Edith Murphy House

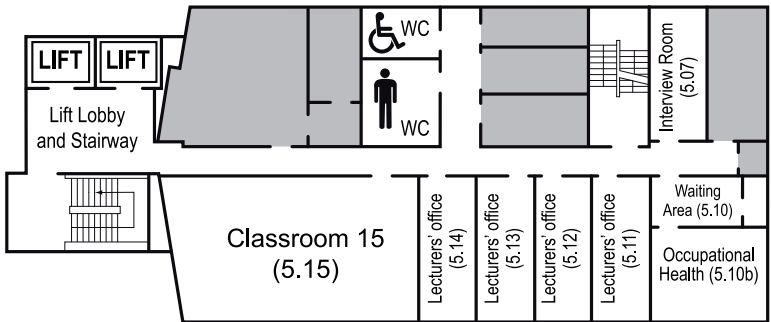
Level 4

Note: All room numbers have prefix '4' on this floor.



Level 5

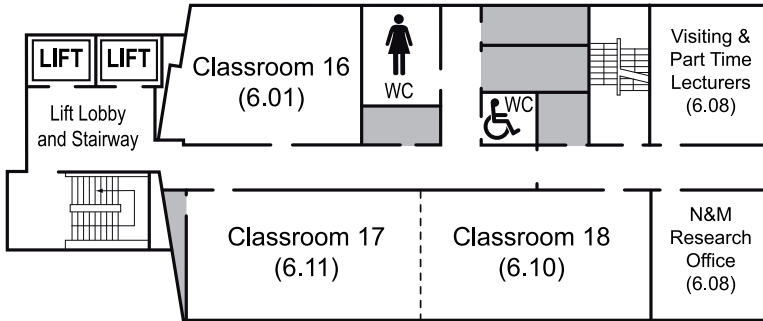
Note: All room numbers have prefix '5' on this floor.



Edith Murphy House

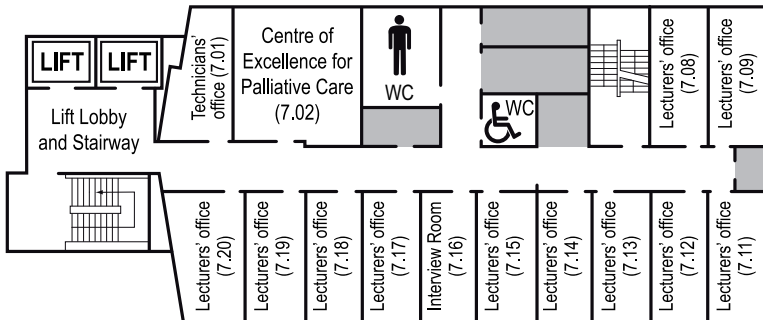
Level 6

Note: All room numbers have prefix '6' on this floor.



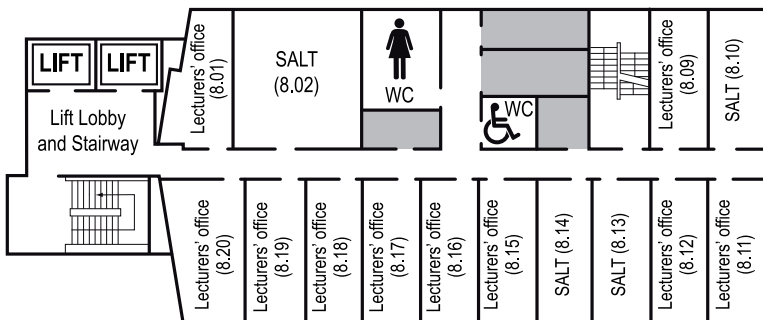
Level 7

Note: All room numbers have prefix '7' on this floor.



Level 8

Note: All room numbers have prefix '8' on this floor.



Contacts

Name:

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Telephone:

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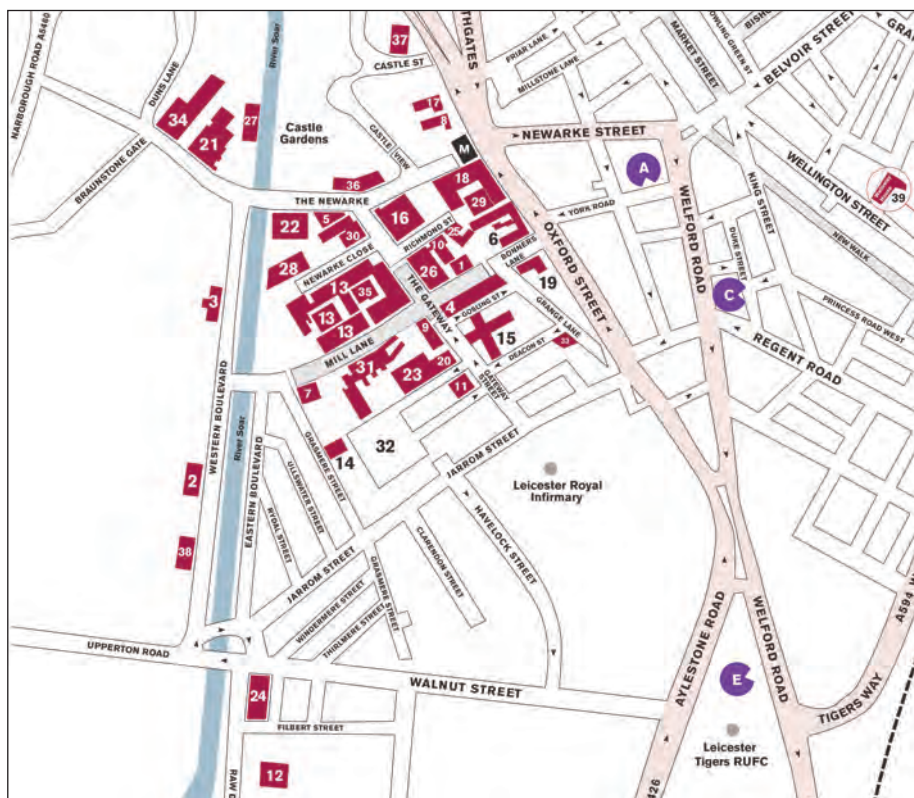
Name:

Address:

Telephone:

Email:

City Campus Map



KEY

- | | | |
|--|---|---|
| 1 Art Factory
(Art, Design and Humanities) | 16 Hawthorn Building
(Health and Life Sciences) | 29 PACE Building (Performance
Arts Centre for Excellence,
Art, Design and Humanities) |
| 2 Bede Hall (hall of residence) | 17 Heritage House | 30 Portland Building |
| 3 Bede Island | 18 Hugh Aston Building
(Business and Law) | 31 Queens Building (Technology) |
| 4 Campus Centre incorporating
De Montfort Students' Union | 19 Innovation Centre | 32 Staff and visitor car park
(advance booking only) |
| 5 Chantry Building | 20 Confucius Institute | 33 The Grange
(private hall of residence) |
| 6 Clephan Building
(Art, Design and Humanities) | 21 John Sandford Building | 34 The Queen Elizabeth II
Diamond Jubilee Leisure Centre |
| 7 De Montfort Surgery | 22 John Whitehead Building
(Academic Registry, Graduate
School Office and Cashier) | 35 Transdisciplinary Common Room |
| 8 Edith Murphy House
(Health and Life Sciences) | 23 Kimberlin Library | 36 Trinity House |
| 9 Eric Wood Building | 24 Liberty Park
(private hall of residence) | 37 Victoria Hall
(private hall of residence) |
| 10 Estate Development Building | 25 Main Building (Leicestershire
Chamber of Commerce and the
Centre for English Language
Learning) | 38 Waterway Gardens
(hall of residence) |
| 11 Estates Services Building
including Security Office | 26 Mill Studios
(Art, Design and Humanities),
and The Greenhouse | 39 Wellesley House |
| 12 Filbert Village
(private hall of residence) | 27 New Wharf (hall of residence) | M The Magazine Gateway |
| 13 Fletcher Building
(Art, Design and Humanities) | 28 Newarke Point
(private hall of residence) | |

All De Montfort University printed publications are available in alternative media where appropriate. This includes via email (.pdf), CD-ROM and DVD-ROM.

You may request a large font size, audio or Braille version of any publication and where possible, this will be supplied for you.

For further information on how we can help, please contact the Student Advice Centre, City Campus (Edith Murphy House) on (0116) 257 7749 or email hls.advice.centre@dmu.ac.uk