



# Welcome to Lancaster<sup>2014</sup>

*Your  
guide to  
year one*

[www.lancaster.ac.uk/welcome](http://www.lancaster.ac.uk/welcome)

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## Term dates

All first year students arrive on Saturday 27 or Sunday 28 for Welcome Week. The term dates for first year students in 2014/15 are as follows:

### Michaelmas term

3rd October – 12th December 2014

### Lent term

9th January – 20th March 2015

### Summer term

17th April – 26th June 2015

# Welcome to Lancaster

## Dear student,

Let me be the first to welcome you to Lancaster University – I'm delighted that you've joined our international community of scholars.

Lancaster prides itself on being a student-centred University which provides a collegial, stimulating and attractive learning environment where you can grow both personally and academically. Our programmes will support you in becoming an independent learner and enable you to acquire knowledge and skills that are held in high regard by employers. During your time at Lancaster you will have the opportunity to learn from academics who are leading researchers in their field, allowing you to explore the very latest thinking in your subject.

*This booklet provides details of our academic support services, including our extensive library and IT facilities, together with information about life both on campus and in the city. Please*

*keep it safe, as you may need to refer to it during your first year.*

*The welcome website ([www.lancaster.ac.uk/welcome](http://www.lancaster.ac.uk/welcome)) provides information about what to do before you arrive, on arrival and during Welcome Week. The site also features a timetable which details key events during your first week on campus.*

In addition to a first class academic experience, we also hope that you will make the most of the social opportunities available to you via your college. Your college will provide you with further details of these when you arrive. Our Students' Union also offers a range of services and opportunities, including over 200 society groups that are available to join.

I hope that you have a very happy and productive time at Lancaster.

With best wishes,



Professor Mark E. Smith  
Vice-Chancellor



# Our colleges

Welcome to Lancaster University and to your college. We are looking forward to meeting you during arrivals weekend.

Lancaster is proud to be one of only a handful of UK universities to have a collegiate system. We have nine colleges in total, eight for undergraduates and one for postgraduates.

Every student at Lancaster is a member of a college. Your college isn't just about which halls of residence you'll be staying in – each college has its own distinctive character, community and support network and all boast small close-knit communities in which students live and work for the duration of their studies at Lancaster, providing a friendly, safe and secure environment for all students. Through elected Junior Common Room Executives, all colleges have a strong focus on both social and sporting activities and organise regular college trips and excursions, as well as taking part in inter-college competitions and sports leagues too.

Moreover, colleges provide professional support services, including 24/7 safety and security, pastoral advice and accommodation support.

Your college membership, a one-off payment of £36, helps to provide facilities for students in the college. Although the specific nature of provision will vary from college to college, the kinds of facilities and services are likely to include financial support for social, sporting and graduation events, scholarships and leisure facilities.

Speak to any Lancaster graduate and it's likely that, before they ask you what you're studying, they'll ask you which college you're part of.

*Amanda Chetwynd*

**Professor Amanda Chetwynd**  
Provost of Student Experience, Colleges and the Library



Bowland College



Cartmel College



The Courty College



Furness College



Fylde College



Grizedale College



Lonsdale College



Fresk College



## To do

*Before you arrive, please make sure that you have paid your college membership*  
[www.lancaster.ac.uk/payments](http://www.lancaster.ac.uk/payments)

## Next steps

*You will receive a welcome email from your College Administrator before you arrive.*



# Becoming an independent undergraduate learner

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 15 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 15 students.

## 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, and 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 Advisor who will help you to settle in. College Advisors 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 questions 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.



Sharon Huttly, Pro-Vice-Chancellor Education

“Developing yourself to become an independent learner is an important part of your studies, helping you to get maximum benefit from your time with us and preparing you for your future professional life. We offer many ways to support you in that development.”

# Academic life at Lancaster

In its 50th year, Lancaster has a world-class reputation as a centre for excellence in both teaching and research. With over 1,500 academic staff, all experts in their field, Lancaster continues to sustain its reputation for excellence both nationally and internationally.

Your teaching will be delivered principally by our acclaimed academic staff. Many courses also involve external subject experts to give you a professional or vocational viewpoint.

## Academic Tutors

While studying at Lancaster, you will have individual one-to-one meetings each term with your academic tutor, who will support and guide your academic development and encourage you to achieve at the highest levels possible.

## College Advisors

Every undergraduate student at Lancaster is also assigned to a College Advisor, who provides support through several meetings held across each year of study.

## Research community

Through our high quality research, Lancaster delivers innovative solutions to global challenges and is responsive to the changing landscape of the higher education sector. 92% of our research was recognised as being 'world leading' and 'internationally significant' in the last Research Assessment Exercise. Here are just a handful of our current research projects – visit [www.lancaster.ac.uk/research](http://www.lancaster.ac.uk/research) to discover more.

## Religion and society

Lancaster's Professor Linda Woodhead MBE has directed the largest ever research initiative on religion in the UK, producing research of the highest quality on the interrelationships between religion and society, and also creating the acclaimed Westminster Faith Debates series. <http://youtu.be/5CJ8liBF4cc>



## Food security

The Lancaster Food Security Research Programme forms part of a global response to a global issue. Professor Bill Davies and his team at Lancaster Environment Centre recognise that sustainable changes in people's access to food require a flexible, interconnected approach underpinned by rigorous research. <http://youtu.be/wtjDKO5XZ9E>



## Cyber security

The new Lancaster University Academic Centre of Excellence in Cyber Security Research, led by Professor Awaiz Rashid, brings together internationally recognised researchers from diverse disciplines to address key issues threatening our security online from national security to online hacking. <http://youtu.be/eCTHjfqbvMg>



## Palliative care

Established in 2003, the International Observatory on End of Life Care, led by Professor Sheila Payne, is now a globally recognised centre of excellence for research in palliative and end of life care. <http://youtu.be/r9h3Tz1JNkI>



Read our latest news and academic blogs at [www.lancaster.ac.uk/news](http://www.lancaster.ac.uk/news)

# 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 (eg 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.lancaster.ac.uk/OnlineCoursesHandbook](http://www.lancaster.ac.uk/OnlineCoursesHandbook)

## Enrolling on Part One modules

From 15th September you can enrol online for your Part One modules. Go to [www.lancaster.ac.uk/ModuleEnrol](http://www.lancaster.ac.uk/ModuleEnrol) 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 Welcome 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 Welcome 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 Welcome 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 Welcome 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.



# 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.

### Get to know your Library and Learning Zone

During your time at university you will be expected to undertake individual and group study alongside the classes you attend. The Library and Learning Zone provide environments to suit your varied study requirements as well as access to the wide range of resources you will need.

### Are you an early bird or a night owl?

There is somewhere to study whatever time you prefer. The Library is open 24/7 during term time and 7 days a week during the vacation. The Learning Zone is open 24/7 throughout the year.

### Your Library is being refurbished

The Library Building is undergoing an exciting and extensive refurbishment with an anticipated completion date of January 2016. The project will regenerate the Library in line with Lancaster University's status as a leading University.

The Library will be open with full services throughout the refurbishment and additional study space will be made available on campus.

#### Find out more

For more details and regular updates, see the dedicated refurbishment website [www.lancaster.ac.uk/library/refurbishment](http://www.lancaster.ac.uk/library/refurbishment) or on twitter [#LULibraryrefurb](https://twitter.com/LULibraryrefurb)

### Choosing a place to study

There is plenty to choose from when looking for a place to study. If you prefer to work alone the Library has quiet study spaces, both at desks and in soft-furnished areas. If you really need to concentrate you might prefer to work in silence in the Reading room. For those that prefer to work with others and for group work, the Learning Zone would be a better option. There are computers to use in the Library as well as laptops you can borrow. If you have your own laptop, tablet, etc. you will have no problem connecting as both buildings have Wi-Fi throughout.

During the period of the Library refurbishment additional study space will be made available in the Conference Centre and elsewhere on campus. Further information is available in the Library and on the website.

### Book a group study 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 9 if you want to simulate a boardroom discussion; video yourself giving a presentation and watch it back on the big screen in pod 7; or use the interactive smart boards in other pods 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 journals and many books are available digitally and can be accessed online either on or off campus. Read e-books on your iPad at home or on the bus, and access a huge range of library content from your mobile phone or laptop.

### How do I find what I need?

With hundreds of thousands of books and other resources available for you to use it can be hard to know where to start. You will find guidance and support in the Library and Learning Zone and online to help you select and use resources.

### Reading lists

Also referred to as Resource Lists, your reading lists are a good place to start. There are reading lists for most of the modules you will study. These are accessed through the online learning environment, Moodle. Reading lists identify course texts as well as essential reading that will support your lectures and other resources recommended by your tutors. They link directly to e-resources and identify the availability and location of books in the Library.

### Subject guides

Subject guides on the Library website will help you explore resources beyond your reading lists. Each guide identifies resources specific to the subject you are studying and provides advice on searching for and using resources in the Library and online.

### OneSearch

You will be expected to undertake your own research as well as using resources recommended to you. OneSearch will help you explore 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.

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.

### Finding books on the shelves

Books are arranged in the Library by subject. To discover exactly where books are located in the building, click on the links in your reading list or use OneSearch.

### Your library account

You can access your library account via the student portal, by logging in to My Account on the OneSearch page, or on your mobile through the iLancaster app. You can check here details of what you have on loan and renew them. We will email you a Weekly Account Statement to remind you of the due dates of your books.

If someone requests a book you have borrowed, we will send a recall email to your university account. Please return the book promptly as we charge fines on overdue recalled books.



### Become an effective Library user

Thinking ahead and organising your reading, essay writing and revision will help you avoid stress at university.

Top tips:

- explore the Library and Learning Zone to discover what they offer
- attend a Library induction during Intro week
- use reading lists and subject guides to identify reading
- make sure you know what is expected of you when referencing what you have read
- learn to use OneSearch to research your topic
- attend drop-in sessions in the Learning Zone to develop your digital skills
- ask for support and guidance – we are here to help

### Services for Library users

We're aware that different Library users need different support so here are a few of the more specific services we have to offer that you might want or need to use.

#### 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](mailto:f.rhodes@lancaster.ac.uk)) who will arrange a personal tour of the Library and Learning Zone, 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. There is a charge for this service.

#### 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.

#### 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. Visit the Leisure Reading Collection on B floor.

### Help is at hand Information assistants

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.

#### 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 research skills, or track down information for your work.

### Learning Zone Student Advisors

Got a query and not sure who to ask? You will find Student Advisors located in the Learning Zone.

Our Advisors 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?

### Keep in touch



The Library and Learning Zone are evolving all the time, providing new resources and services. Don't miss out on what's new, visit the Library website to keep up-to-date or if you prefer, like us on Facebook or follow us on Twitter.

We value your feedback and opinions so feel free to tell us what you like and don't like about the Library and Learning Zone. We will always respond and will use your feedback to tailor the resources, services 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.

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

[www.lancaster.ac.uk/library](http://www.lancaster.ac.uk/library)  
E: [Library@lancaster.ac.uk](mailto:Library@lancaster.ac.uk)  
T: 01524 592516

 [LancasterUniversityLibrary](https://www.facebook.com/LancasterUniversityLibrary)  
 [@lancasterlib](https://twitter.com/lancasterlib)





# 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 at Lancaster are provided by Information Systems Services (ISS), in partnership with your department and college. They include:

- High-speed access to the Internet, including in your room if you are a resident on campus
- Extensive wireless coverage across campus
- Your own email address, filestore, and online services
- PC Labs, with 24 hour access to PCs, software, and printers
- 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 and are a resident on campus, 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 student residences and in hotzones at various locations across campus.



### iLancaster

You can access a wide range of University resources on the go in iLancaster, our free mobile app. You can use the app to:

- See your personal course and exam timetables
- Access bus timetables which show when your bus is due
- Manage your Sports Centre bookings
- Access your course files and discussions in Moodle
- See information about your Finance and Library accounts

And more...

If you've already used iLancaster as a Guest, after we give you a username based on your name you'll need to change your Profile to 'Student/Staff user' to get the full app features.

### Useful Information Systems Services links

Information for you as a new student:  
[www.lancaster.ac.uk/iss/essentials](http://www.lancaster.ac.uk/iss/essentials)

IT services and support:  
[www.lancaster.ac.uk/iss](http://www.lancaster.ac.uk/iss)

Information about your University Account:  
[www.lancaster.ac.uk/iss/myaccount](http://www.lancaster.ac.uk/iss/myaccount)

Download our iLancaster mobile app:  
[www.lancaster.ac.uk/iLancaster](http://www.lancaster.ac.uk/iLancaster)

Log in and check your Lancaster email account:  
[www.lancaster.ac.uk/webmail](http://www.lancaster.ac.uk/webmail)

Student Portal – services and resources to support your learning:  
[www.lancaster.ac.uk/portal](http://www.lancaster.ac.uk/portal)

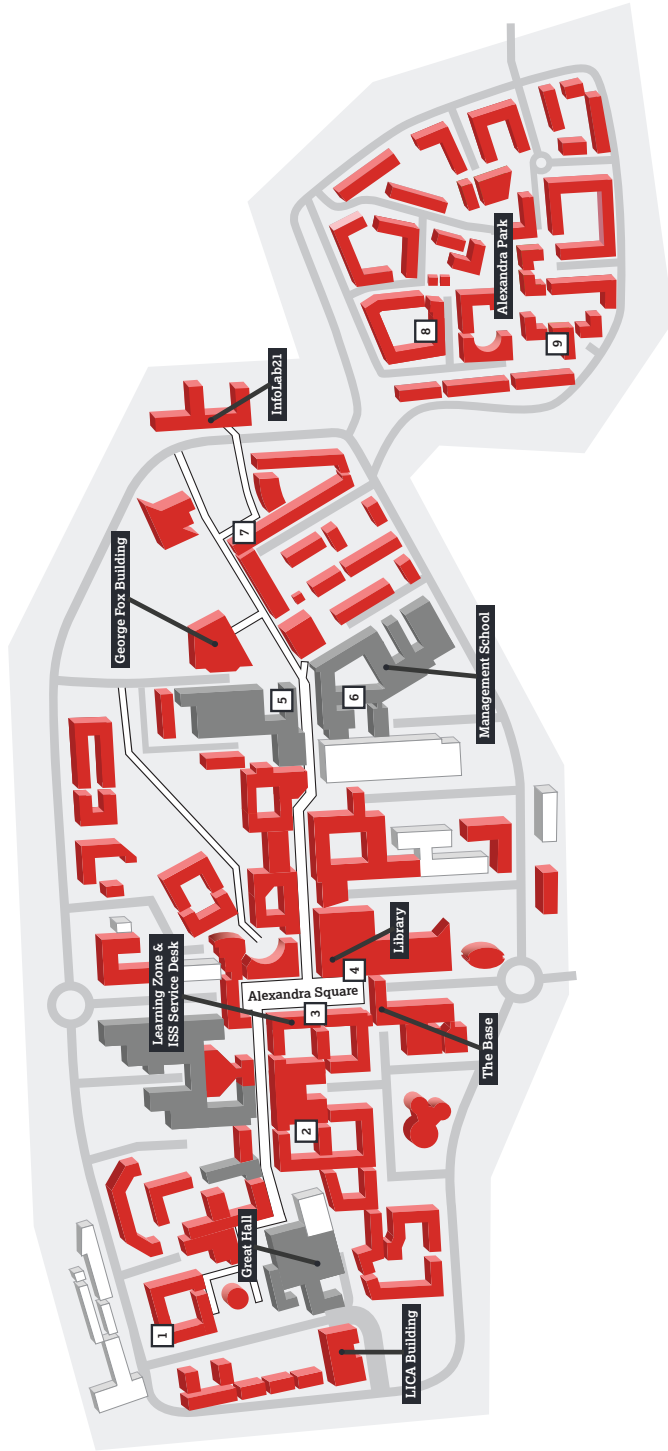
Software available:  
[www.lancaster.ac.uk/iss/software](http://www.lancaster.ac.uk/iss/software)

Current availability of IT services:  
[www.lancaster.ac.uk/iss/issues-and-alerts](http://www.lancaster.ac.uk/iss/issues-and-alerts)

Answers to your IT questions and problems:  
[www.lancaster.ac.uk/answers](http://www.lancaster.ac.uk/answers)







**Campus wireless network coverage**

Full coverage

Partial coverage

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

**IT services you have access to:**

**Email**

As an undergraduate student, you will use Microsoft's Office 365 email. 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.

**In your room on campus**

The Residences Network (ResNet) provides you with high speed wired access to the Internet and campus network. The first time you try to use ResNet you'll have to go through a validation process. You'll only be able to connect one device at a time using ResNet and you can't use products which connect multiple devices, such as wired or wireless hubs or routers.

If you have Wi-Fi enabled devices, you can connect them to the University's 'eduroam' wireless network in the residences on campus.

**Off campus**

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 use ResNet. The VPN can connect your computer to the campus network via the Internet so that, for example, you can access your personal filestore (H: drive).

**Student Portal and Virtual Learning**

Our Student Portal gives you access to your email, course timetable, course notes, library book return dates, tutorial group signups 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 securely from any networked PC on campus, including your own computer on ResNet. Your personal filestore is automatically backed up on a regular basis.

**PC Labs**

Computers with a range of software applications are available in PC Labs across campus (see map opposite), which are open 24/7 and accessed via a swipe of your University Card. You can check the availability of PC Lab computers in the iLancaster mobile app. Your Faculty may provide access to other PC Labs.



**Printing and scanning**

Your access to PCs is supported by networked printers across campus. If you have your own Windows PC, you can connect it to the networked 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 the University's 'eduroam' wireless network from in student residences on campus and from hotzones, including in the Library and the Learning Zone.

**Laptop loan**

A 24/7 laptop loan service is available in the Library and 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 University Card to use this service.

**Software**

There are site licences which allow you to use some major software applications (e.g. Symantec AntiVirus, SPSS, Matlab) for free in PC Labs across campus and on your own computer. If you have your own Windows computer you can sign up to use Application Jukebox (AppJ) to run some of these applications without having to install the software, and you are entitled to install Office365 ProPlus (a full version of Microsoft Office). In the Library and ISS PC Labs there is specific software for students with disabilities.

**IT help and support**

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

- Search our online information base, LancasterAnswers
- Contact the ISS Service Desk in person, by phone or by email
- Take your laptop or other device to The Workshop, which provides cost-effective of sales and support services

Services at The Workshop include repairs, servicing, computer health checks, mobile phone setup, and new and refurbished PC sales. There is also a cost-effective Service Plan scheme for your PC, laptop or Mac.

**IT training**

You can book yourself on to a range of free IT training sessions and workshops to help you with the IT skills you need for university study. The sessions are run each term.

You can register to take the Microsoft Office Specialist (MOS) exam, at a discounted cost, to prove your skills and gain essential qualifications to boost your CV.

**Keeping your account safe**

It's essential that you protect the privacy and security of your University 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 the use of 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 generous 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 future

Preparing for life beyond university is a central part of our student experience. The Careers team work 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 which have helped to develop your employability skills. You'll also need to become familiar with some of the tools you'll need as you start applying for graduate jobs. Your Lancaster Award activities record, the Skills Bank, is a great tool to help you prepare properly.

## How do I sign up?

Registration is through the student portal but we'll tell you more in Welcome Week, or you can visit [www.lancaster.ac.uk/careers/award](http://www.lancaster.ac.uk/careers/award)

## Employment and Recruitment Service

The Employment and Recruitment Service is a professional recruitment agency that offers a free service to students. It has been established to provide you with more opportunities to find part-time and temporary work on campus, and in the local area.

## What we provide

The service, located in the Base, will advertise a variety of roles; from short half day unskilled ad hoc roles to longer more structured jobs on campus and the local area.

Working closely with Careers team, the Employment and Recruitment Service will help you prepare you CV and identify your skills, so that you can get paid work experience on and off campus.

If you provide us with your skills and availability we will signpost opportunities for you.

## Convenient and Flexible

Temporary or casual work is a convenient and flexible way for students to ear income and gain skills. There are thousands of agencies out there but very few that specialise in helping students and graduates realise the full value and benefits of temporary work

We provide students and graduates with a great choice of roles and employment advice.

Register now:  
[www.lancaster.ac.uk/careers](http://www.lancaster.ac.uk/careers)





## Careers

The Base, University House  
[www.lancaster.ac.uk/careers](http://www.lancaster.ac.uk/careers)

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 many 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.lancaster.ac.uk/careers](http://www.lancaster.ac.uk/careers) 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, and how to prepare for assessment centres. We also have a series of brand new 'Focus on...' workshops. These sessions are an opportunity to explore key skills in more depth. All of our workshops are conceived with the aim of helping 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.

### Online resources

Much of our careers information is available via our website or via Moodle. We also offer an eGuidance service, that is perfect for quick queries.

TARGETconnect is our careers management system through which you can access details of vacancies and careers events, and book appointments.

### 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.

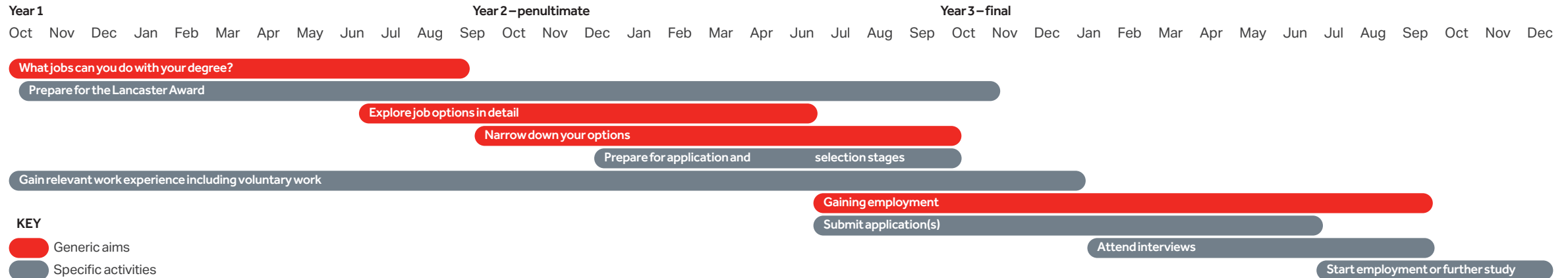
### Supporting our graduates

As an alumni of Lancaster you can use our services at any step in your future career. If you need help, we are here for you.





## Career timeline: what stage are you at?



**KEY**

- Generic aims
- Specific activities

### What jobs can you do with your degree?

- Attend department talk (term one)
- Check the information on our website
- Add Careers Information to your Moodle account to access our specialist resources
- Set your preferences in TARGETconnect

### Explore options in detail

- National Enterprise Week events (Michaelmas term)
- Employer presentations (Nov-Apr)
- Access Lancaster 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 (Careers workshops, guides and advice)
- Attend work experience workshop
- Attend creative job seeking workshops
- Register for the Lancaster Award
- Update your preferences in TARGETconnect
- Attend Career Opportunities Fair (early in Michaelmas term)
- Look at opportunities with LUSU Involve

### Narrow down your options

- Attend Careers departmental talk (1 per term)
- Book to see Careers Advisor or use eGuidance
- 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 (Careers 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 Careers department talk (Michaelmas and Lent terms)
- CV or application form checked by Careers Advisor

### Attend interviews

- Ask for a mock interview with a Careers Advisor

### Start employment or further study

- Inform University of job details (DLHE)
- Register with the Alumni network via [www.lancaster.ac.uk/alumni](http://www.lancaster.ac.uk/alumni) to access the ongoing careers support which we offer
- Update your profile and switch to a Graduate Account in TARGETconnect

### 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 Careers 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 Careers 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.



# 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 Careers.

The Base 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/the-base](http://www.lancaster.ac.uk/the-base)

For help with academic matters: [www.lancaster.ac.uk/registry](http://www.lancaster.ac.uk/registry)

Help and advice for International students: [www.lancaster.ac.uk/sbs/international](http://www.lancaster.ac.uk/sbs/international)

Funding advice and guidance: [www.lancaster.ac.uk/sbs/funding](http://www.lancaster.ac.uk/sbs/funding)

The dental clinic: [www.lancaster.ac.uk/dental-clinic](http://www.lancaster.ac.uk/dental-clinic)

Health Centre: [www.lancaster.ac.uk/health-centre](http://www.lancaster.ac.uk/health-centre)

Our counselling and mental health service: [www.lancaster.ac.uk/counselling](http://www.lancaster.ac.uk/counselling)

Help and advice for students with disabilities or medical conditions: [www.lancaster.ac.uk/disabilities](http://www.lancaster.ac.uk/disabilities)



## Student Services

 LancasterSBS

 @Lancaster\_Help



## 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 including: help with government and university funding, administration of financial awards, and other general money matters such as costs and budgeting.

## Disability

We provide advice and support for all students with declared disabilities. The term disability can refer to a wide range of situations including specific learning difficulties such as dyslexia, sensory or physical impairments, medical conditions such as epilepsy or diabetes, mental health difficulties such as depression and anxiety as well as social and communication impairments and long-standing illnesses. Please ask us if you think we may be able to help you with any aspect of living and learning at Lancaster including: implementing appropriate academic study support, arranging assessments for dyslexia, applying for disability-related student finance and advising about social care support.

## Health related services

### Emergencies

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

### Health centre

You are required to register with a local doctor and most students find it convenient to register with our on-campus Health 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.

## College Advisors

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.

## Spiritual wellbeing

Our campus has a multi-faith Chaplaincy Centre, with facilities for the Baha'i, Buddhist, Christian, Hindu and Jewish faiths, and there are also new Islamic Prayer Rooms in Ash House.

## Nightline

Lancaster Nightline is a listening and information service run by students, for students. All calls are confidential and anonymous. **T:01524 594 444**

**E: [nightline@lancaster.ac.uk](mailto:nightline@lancaster.ac.uk)**  
Term-time, 10pm-8am



# 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](https://lancaster.ac.uk/explore) to discover more about the region.





# City life

There are shops, banks and other services on campus, but the city is only a short bus ride away with a whole host of other shops, cafés and leisure attractions.

## Shopping

The city centre has all of the major stores that you'd expect, as well as lots of independent shops and boutiques. Lancaster's bustling Charter Market can be found in the heart of the city's historic city centre every Wednesday and Saturday from 9am to 4pm, offering shoppers an attractive selection of products from jewellery to cupcakes, arts and crafts to clothes and books as well as delicious local produce and international cuisine.

There is a large Booths supermarket on the A6, on the way into Lancaster, and Sainsbury's, Tesco Express and Iceland stores in the city centre. Alternatively, Single Step (78a Penny Street) is a local wholefood co-operative that has been popular with students since 1976, stocking organic and local produce.

## Services

There are branches of all major banks and many building societies in the city centre, as well as a main Post Office.

## Leisure

Lancaster's past comes to life through its castle and several museums, where you can explore the history of the city – from its stories of witches to its rich industrial and cultural history. Up the hill from the city centre lies Williamson Park with its Butterfly House and the Ashton Memorial – the green-domed folly that is visible from many points in and around Lancaster.

## Nightlife

Lancaster's nightlife buzzes with live music at the many pubs, and performances in the city's theatres and cinemas. There is a multi-screen Vue cinema in Lancaster, and a Reel in Morecambe. The Grand Theatre, one of the oldest theatres in England having been in near continuous use since 1782, regularly plays host to major comedy and theatre tours. The Dukes in Lancaster is a well loved theatre, and also shows mainstream and cultural cinema screenings too. The Dukes also produce the annual promenade plays in Williamson Park, which are well worth investigating when summer comes calling.

There are a plethora of bars in the city, from the banks of the canal through the streets of the city and even underneath Castle Hill. Many regularly have late licences, or bands and DJs playing live. The variety of nightclubs in Lancaster are complemented by The Sugarhouse, run by the Students' Union. The Sugarhouse is the largest venue in the city exclusively open to students, and runs three student nights in any standard week with free return buses to campus and exclusive Purple Card discounts.

Find out more about the city at [www.lancaster.ac.uk/city](http://www.lancaster.ac.uk/city)



# Purple Card

With a Purple Card, Lancaster's own student discount card, you can save money on campus, in the city and online.



## purple®

You can use your Purple Card all over the city to get money off, freebies and exclusive deals. With over 100 offers across Lancaster, the Purple Card gives you some seriously attractive discounts and freebies. These offers cover all bases, from restaurants to haircuts! It's also accepted at the Sugarhouse, the Students' Union owned nightclub and the number one nightspot in Lancaster. With cheap drinks, discounted entry and your name on the guest-list on your birthday, it's a sure win!

The Purple Card is also accepted by major retailers across the UK as a student discount card.

At £12.95 it's a real steal – it'll probably save you more than £12.95 in your first week. It lasts a whole year and pays for itself several times over. Also, if you buy it at the start of your degree, then it only costs £10 a year.

Check out all the offers and buy your card at [purple.lusu.co.uk](http://purple.lusu.co.uk)



# Life on campus

## Meet, eat, drink

There are dozens of places to eat and drink across the campus, with cafés, restaurants, takeaways and college bars – and even an ice cream parlour!

## College bars

Lancaster is unique in that it boasts eight undergraduate college bars all situated along the main stretch of campus (see [www.lancaster.ac.uk/bars](http://www.lancaster.ac.uk/bars)). This means that you don't have to travel far from your accommodation to socialise, grab something great to eat or go for a drink with friends. Each bar has its own individual offering – whether it's a cocktail you're after, a hearty pie, a pizza, a Costa coffee, live music or a quiz, there's something for everyone's tastes. Many of the bars are also used by clubs and societies as a meeting or practice space, so chances are you'll find yourselves in them quite regularly. There are always plenty of events on across campus; visit the website for more information or follow Lancaster Campus Life on Facebook or Twitter:

 LancasterCampusLife

 @LUCampusLife

## Places to eat

There are numerous University-owned eateries across campus including The Hub Café in the Management School, Café 21 at the top of the Infolab (vegan & vegetarian eats), The Lounge at County South (fresh & locally sourced food) and The Deli just off Alexandra Square, for breakfasts, healthy lunches and evening dining.

There are also a whole host of other places to eat on campus, including Chinese and Indian restaurants, independent eateries, and Subway and Greggs outlets.

There are two electric barbecue stations on campus, that are available for students to use free of charge. These are located by Lake Carter and near Alexandra Park.

## Laundry facilities

There are seven commercial launderettes on campus, with plenty of washing machines and dryers, which are open all day and most of the night.

## Mail

Each college has its own method of sorting mail. Please check in your college handbook when you arrive, or ask your Porter how mail is sorted for collection.

## Other facilities

The campus also has two banks, a post office, supermarkets and general stores, a hairdresser, a travel agent and a charity shop.



*If you haven't booked Catered Accommodation, there are still plenty of ways for you to receive discounts in our outlets by purchasing a prepaid Refuel Card. For more information, visit [www.lancaster.ac.uk/eat](http://www.lancaster.ac.uk/eat)*





# Sport on campus

Sport at Lancaster plays a large role within the campus community. Our campus offers a great location to enjoy a wealth of sport and recreation activities to augment your academic studies.

## Sports centre

Opened in 2011, our Sports Centre has an eight-lane, 25m swimming pool with the latest touch pad timing equipment, as well as a fitness suite featuring a split-level 100-station gym with an extensive range of cardiovascular and resistance machines and free weights, all supervised by a dedicated personal training team.

The 8.5m climbing wall, featuring 17 belay lines and a bouldering cave, was designed with input from renowned mountaineer Sir Chris Bonington. The sports hall has been designed to accommodate a variety of different sports in one space; from traditional indoor sports such as football and basketball to trampolining. There are also over 50 classes a week in The studio including martial arts, spinning, dance, pilates and yoga.

Other facilities include a sauna and steam room, four glass squash courts, a physio/sports injuries clinic, outdoor changing rooms, extensive grass pitches for rugby and football, eight tennis courts, five netball courts, three artificial pitches, two multi-use games areas, and a Woodland Walk and Trim Trail.

Student membership is available from only £125 for 12 months. You can also get 5% discount by booking your membership online when you use your Purple Card during Welcome Week and Week 1. Find out more at [www.lancaster.ac.uk/sportscentre](http://www.lancaster.ac.uk/sportscentre) or call into the Sports Centre.

## Sporting competitions

If you're a competitive type, Lancaster provides the unique chance to compete for your chosen college in our Carter Shield event where healthy rivalry abounds.

Alternatively, if you'd prefer to represent the University then you could try out for the Inter Varsity (BUCS) fixtures against other UK universities in activities such as rowing, rugby and football. Or you could be involved with our annual 'War of the Roses' event when we challenge the University of York (see page 37). Find out more at [www.lancaster.ac.uk/sport](http://www.lancaster.ac.uk/sport)

 [Lancaster University Sports Centre](https://www.facebook.com/LancasterUniversitySportsCentre)  
 [@Lancaster\\_Sport](https://twitter.com/Lancaster_Sport)





# Culture on campus

## Live at LICA Your professional arts organisation on campus

Live at LICA is the combined organisation for three venues: The Nuffield Theatre, Lancaster Concerts and the Peter Scott Gallery, all located within the Great Hall Complex at the north end of campus. We present an exciting programme of live music, theatre, dance and exhibitions throughout the academic year.



LICA LANCASTER INSTITUTE FOR  
THE CONTEMPORARY ARTS

## Theatre and dance

The Nuffield Theatre hosts contemporary dance, theatre and live art from some of the best-known and respected professional companies from the UK and abroad. The Guardian newspaper rates us as 'the place [in England] to see the most innovative new work'. Book your ticket and brag that you 'saw it here first!'

## Live music

We programme a huge variety of classical, jazz and world music each year. We regularly host fantastic orchestras and ensembles such as Manchester Camerata, National Youth Jazz Orchestra and Opera North.

## Exhibitions

Within the Peter Scott Gallery we host a variety of touring visual art exhibitions and house the University's international art collection, which along with Chinese and Japanese antiquities, includes prints from important 20th Century artists such as Miro and Picasso.

## Who can attend Live at LICA events?

Everybody! Regardless of your subject of study; whether you are a student, parent, member of staff or a local resident – our events are open to all.

## Will it be expensive to attend?

Not at all - student tickets are kept deliberately low from £8.50 per event. Alternatively, if you sign up to our 'Student Supporters' scheme you can enjoy every Live at LICA event for FREE and enjoy a host of benefits - including a free daily cuppa!

*To gain free entry to all Live at LICA 14/15 events become a 'Student Supporter.' Now just £26 when you sign up online before 8 October 2014 at [www.liveatlica.org/students](http://www.liveatlica.org/students)*

## Getting involved in the arts

If you are interested in developing your skills and experience in front of house, backstage or technical support, in order to gain valuable work experience, then please come and find Live at LICA in the Great Hall Complex (our gallery and café-bar are open daily) or email [ambassadors@liveatlica.org](mailto:ambassadors@liveatlica.org)

## Campus cinema

The Students' Union runs a cinema at the heart of the campus and on four or more nights in the week you can catch a selection of current and classic titles, twice nightly. Tickets cost £3, or £2 with a Purple Card – much cheaper than if you went into the city.

## Radio

If you are staying in then you might want to tune into the University's own radio station, Bailrigg FM. The frequency is 87.7FM, or you can listen online via [www.bailriggfm.co.uk](http://www.bailriggfm.co.uk)



Protein Dance: LOL (Lots of Love) 2012. Photo: Nuno Santos.

# Lancaster University Students' Union

LUSU is your Students' Union, which means that we are here to do what you want us to. As a Lancaster University student, you are automatically a member of the Union, so you have a real say in the things that we do.

## Representing you

LUSU is an independent organisation here to represent the student body. Together as students we choose fellow students to represent our views, expectations and needs within the University and wider community. These students are known as officers and it is their job to see that these needs are met, and hopefully exceeded.

Our officer team consists of six full time officers: President and five Vice Presidents and a team of part time Junior Common Room (JCR) and Cross Campus Officers, elected by students to represent them. These Officers are supported by a team of full time staff to provide you with activities and opportunities to get involved with during your time at Lancaster.

Soon after you start your course you'll have the chance to stand for and to choose your Departmental Rep, these Reps are the link between departments and their students liaising with departments on matters concerning academic study.

If you are chosen as your Department's Rep you'll attend a small number of meetings and find out from your course mates about their experiences, shouting about your departments' successes and highlighting any problems. This is a great chance to have a real impact on the academic experience and we'd love you to get involved.

## Supporting you through your study

### Education and support

LUSU education and support offers students free, confidential academic and welfare advice from our team of professional Advisers. If you're worried about issues related to your studies, such as plagiarism, exam stress or academic appeals or you're having problems with your housemates or landlords, our Advisers can explain the options open to you and help you to decide what to do next. We also offer advice on debt management, sexual health and wellbeing, legal and employment issues.

Support and advice is available either face-to-face or via email and Skype, weekdays between 9am and 5pm, and we also have lots of information available on [lusu.co.uk/advice](http://lusu.co.uk/advice)

## LUSU living

Many Lancaster students move off campus in their second year, and at LUSU we provide a managed accommodation service to help you do this. With a wide range of properties on offer, from family homes to those suitable for larger groups, we provide an all inclusive rent package so you don't have to worry about unexpected bills. If you want to find out more or just get general information about living off campus visit [lusu.co.uk/living](http://lusu.co.uk/living) or call into our campus or city centre offices.

## Our activities

### Our sports clubs

If you want to play sport then there are lots of different ways that you can get involved, with over 35 different clubs training and playing throughout the week you'll be sure to find a sport for you.

The pinnacle of the sporting year is the Roses tournament where Lancaster's finest do battle with York University – this year is the 50th Anniversary of the Roses tournament, and the tournament takes place at Lancaster, so the stakes are even higher. Even if you aren't playing there are lots of ways to be involved, supporting our teams or as part of our student media, reporting live on all the action.

## Our activity groups

Activities don't stop at sports – we have over 200 society groups available to join, so you are bound to find people with similar interests to yourself. We have societies covering interests such as baking, free running, skydiving and ballroom dancing. They also cover causes such as Oxfam and LGBTQ\* and we have lots of cultural societies representing many different countries and religions as well as active political groups.

If we don't have a society for your interest, we can even help you to set up your own group. Visit [lusu.co.uk/activities](http://lusu.co.uk/activities) for more information.

## Getting involved

Within LUSU we have a fantastic range of volunteering opportunities that will make you stand out from the crowd whilst doing some good in the local community.

Our projects give you the chance to work with local schools, charities, environmental organisations and the elderly. Through Green Lancaster you could be part of a wide range of environmental campaigns and projects including promoting sustainable transport, helping reduce energy consumption, or even growing your own food in our organic garden.

Our projects are also global; we have opportunities to volunteer in overseas and each year, students travel to India and Malaysia to learn about community, business and government as well as gaining cultural understanding.

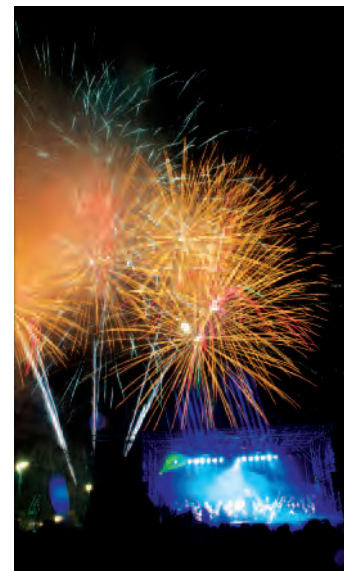
We don't stop at volunteering either; every year we help hundreds of students learn useful skills in setting up and running their own business. If you have a business idea, we may even be able to help you with funding and support to get it off the ground.

## Your social life

Each college has its own unique social space and bar, which will become central to your life on campus. No matter the time of year, there will always be something going on to keep you entertained, so there really is no excuse to be bored.

During the winter we hold our Christmas Market; a mix of seasonal market stalls, fairground rides and live entertainment provided by Lancaster students. At our Campus Festival, held just before Easter, we bring two stages, food tents, non-stop entertainment and fireworks to County Square to end the Spring term.

Finally, we are responsible for organising the Summer Ball; a huge event that has seen the likes of Example, Maximo Park and Tinchy Stryder perform, ending the academic year in style.





# Information for parents

## Our Family Programme

To the parents and families of new students – welcome to Lancaster University! During your family member's time with us, we hope that you will become involved in campus life – after all, in many ways this is your University too for the next few years! Our Family Programme is free to join and offers:

- Up-to-date University news
- Invitations to campus events
- Connections with other families
- Guides to visiting Lancaster
- Useful University information

To join, simply visit  
[www.lancaster.ac.uk/family](http://www.lancaster.ac.uk/family)

## Coming to visit

We have 64 three-star visitor rooms available on campus, from only £28 per person, per night. Recently refurbished and competitively priced, Lancaster's guest accommodation includes complimentary car parking and a full English breakfast. To book, visit [www.lancaster.ac.uk/sleep](http://www.lancaster.ac.uk/sleep)

## Culture on campus

Enrol your student in our Live at LICA student membership scheme and they'll be able to enjoy cultural performances by world-class international artists on campus, without having to find the extra cash for tickets!

The scheme costs £35 for the year, and includes tickets to any six events – that's less than £6 per ticket. A great Christmas gift! Visit [www.liveatlica.org/students](http://www.liveatlica.org/students)

## Refuel Dining Card

Our Refuel Dining Card offers breakfast and evening meals for students, and can be purchased for 5 or 7 days. For more information and to sign up, visit [www.lancaster.ac.uk/dining-card](http://www.lancaster.ac.uk/dining-card)

## Parents reception – arrivals weekend

*11am-3pm, Saturday 27 and Sunday 28 September 2014*

*Includes presentations at 12pm; 1pm and 2pm*

*George Fox Building*

*Come along to the parents reception during arrivals weekend for complimentary coffee and biscuits with fellow parents and our family programme team! At the reception you will be able to pick up other useful information about on-campus catering, cultural activities, student services, TV licensing and local tourism information.*



# Travel advice

## Getting Here

### By car

From the M6, leave the motorway at Junction 33 (Lancaster South) and take the A6 north towards Lancaster. Pass through the village of Galgate, then either turn off the A6 onto Alexandra Park for Lonsdale, Pendle & Cartmel, or carry on to the University Main Entrance for all other colleges. If you're using SatNav you should use the relevant post code for your college.

### By train

The 3A bus service runs between the railway station and the University at 30-minute intervals from Monday to Saturday, and hourly on Sundays with the X4. The ticket cost is around £1.70. If you choose to take a taxi from the train station, the taxi fare should cost you no more than £8.50 from 7am-midnight.

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

[www.stagecoachbus.co.uk](http://www.stagecoachbus.co.uk)

### By coach

National Express and Megabus services travel daily from the University underpass to and from destinations across the UK. Prior booking is essential. A coach service is organised for international students between Manchester Airport and the University on arrivals weekend. See your pre-arrival guide for details."

[www.nationalexpress.co.uk](http://www.nationalexpress.co.uk)

[www.megabus.com](http://www.megabus.com)

## Getting Around

### Buses

There are regular bus services from campus to the city centre and beyond. Buses (services 2, 2A, 3, 4) run every five minutes on weekdays and the X1 bus service runs every 20 minutes between the Railway Station and the campus.

All buses drop off and collect passengers in the Underpass, situated underneath Alexandra Square. Additionally, services 3 and 4 serve the southern perimeter road around Alexandra Park and the X1 serves the northern perimeter road. There is also a bus stop directly outside the Sports Centre on the main drive.

Timetables are available on the iLancaster app or from the Students' Union reception. There are also display screens in Alexandra Square showing departure times.

Uni-rider season tickets are good value if you travel most days. You can buy these online, or get a Purple Card discount if you buy from the LUSU Welcome Desk or at Registration. You'll need to bring your University Card with you.

## Cycling and walking

There are numerous cycle racks around campus, and most colleges also have secure cycle stores. It takes 15-30 minutes to cycle to the city centre: the two cycle routes start at the north end of the campus and avoid the main A6 route. You can also walk the cycle path to the city, which takes around an hour.

For more information, see

[www.lancaster.ac.uk/cycling](http://www.lancaster.ac.uk/cycling)

## Car parking

You can only park on campus if you have a permit and are eligible to obtain one. Student permits are for Alexandra Park only, except for those with special mobility needs. We endeavour to prioritise permits so that those in most need are able to access them. For more information, see

[www.lancaster.ac.uk/car-parking](http://www.lancaster.ac.uk/car-parking)

## SatNav postcodes...

Pop these in your SatNav and find your way straight here...

**Bowland:** LA1 4YT

**Cartmel:** LA2 0LT

**County:** LA1 4YD

**Furness:** LA1 4YG

**Fylde:** LA1 4YF

**Graduate:** LA2 0PF

**Grizedale:** LA1 4YU

**Lonsdale:** LA2 0LJ

**Pendle:** LA1 4YZ

# 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 (ie 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.

**eGuidance:** Our web-based enquiry management system for all your careers-related questions.

**Faculty:** Academic departments are grouped into faculties, eg 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.

**TARGET connect:** Our careers management system for students, giving you access to information and a range of careers services.

**Tutor:** The academic responsible for your academic progress.

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

**University Card:** The card that is issued to new students during Welcome Week, that gives access to the library and other facilities across campus.

**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.