



UNIVERSITY OF
LEICESTER



Centre for International Training & Education:
Study Abroad Unit

Student Handbook

Incoming Study Abroad

Fall 2020 – Spring 2021



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Welcome and Introduction

Welcome to the University of Leicester!

Whether you're joining us on our Study Abroad programme for one semester or for a full academic year, this handbook is designed to help you quickly settle in as part of the Leicester family. We are very happy you chose to come to our campus, right here in the heart of England. We hope you'll get a fresh perspective on your area of study, benefit from our great facilities and take advantage of safe opportunities to socialise.

Whatever you need while you're here, we have a range of services on offer. You are always welcome to get in touch with the friendly staff in the Study Abroad Unit who will assist you in any way they can. The University has a range of services you can access whether you need academic guidance, financial support or health advice.

We understand that being away from home can bring out mixed emotions, so if you're finding things difficult this handbook should help you find the right support for your needs, throughout your studies.

Your time here will change your life! Make the most of it and enjoy your time at the University of Leicester.

Induction

Your first week

During your first week, you will have sessions introducing you to the University of Leicester. These include a Welcome Talk from the Study Abroad Unit and presentations on topics such as adapting to life in the UK. You are also encouraged to attend any sessions organised by schools where you will be studying, if possible. As a Study Abroad student, if you are studying in multiple schools you may find that you are invited to welcome talks offered by each area – since there may be specific differences between schools, you may find it useful to join these sessions too but there may be some crossover or repetition.

You will be officially welcomed to the University by our President and Vice-Chancellor during the matriculation ceremony.

There will be many activities to help you to make friends, navigate campus safely and get involved with university life. Visit www.le.ac.uk/welcome for more information. If you have any questions, our friendly Welcome Team will be around to help.

Special Equipment

Depending what classes you take, you may need to purchase some specialist equipment or clothing to participate in classes, for example if you are taking any laboratory classes. The school concerned will outline any requirements and may offer opportunities to purchase these at a discounted rate at the start of term.

For International Students

The Welcome Programme includes sessions that may be of particular interest to you as an international visitor to the UK. For example, if you are in the UK on a Student Visa or as a Short Term Student Visitor, you may find it helpful to find out more about visa compliance and immigration rules, so you don't accidentally break the rules. If you arrived late or you missed the induction sessions, you can contact the Study Abroad Unit and we will make sure you get all the information you need.

Students with a Student Visa

Your visa status and your permission to study in the UK is confirmed during registration at the University. You should be aware of the rules relating to your visa status, including restrictions around working and the requirement to study full-time during your stay in the UK. So that you do not face difficulties, it is important that you have a full-time credit load of 60 University of Leicester credits for each semester of study.

Visa checkpoints will take place at different times during your programme and we will need to make sure you are regularly attending classes and submitting work on time. By attending class, keeping in touch and telling us about any changes to your circumstances you can avoid any unnecessary difficulties. If you have any questions or concerns about your visa status, you are welcome to contact a Visa Adviser via the Student Services Centre.

Teaching Events

The language used to describe academic activities may differ from what you are used to at your home university. Please see the quick descriptions below for some guidance on what to expect:

- **Course:** a whole degree programme, i.e. BSc Mathematics is a course.
- **Module:** this refers to a specific class, either one semester or one year in length. A module will have a code, such as EN1234, which tells you the subject (i.e. EN=English) and the level (starts with 1, the module is level 1, 2 it is level 2 and so on). It will be worth a set number of credits and can include a range of teaching events, including lectures, seminars, tutorials etc. You will take several modules per semester/year to make up a full-time credit load.
- **Seminar:** a group of students smaller than a lecture, led in discussion by an academic. Your group may explore a particular subject of interest or debate a question. You may be asked to prepare an assessed presentation to initiate discussion.
- **Tutorial:** a small discussion group to answer questions and provide guidance.
- **Lecture:** A large group of students. An academic lecturer will give a presentation, which may be recorded, on a particular topic. Students are expected to take notes during the lecture, and to ask questions during the seminar. Students should note that lectures provide a basis for further independent study, which should consist of several hours per week.
- **Practical:** scientific and lab-based subjects use these sessions for active practical applications.

All teaching events on campus for your modules will adhere to social distancing regulations in force at the time. Some of your classes will take place online.

Living in Leicester

Please contact your friends and family to let them know you have arrived safely and maintain regular contact with them during your stay. Due to Data Protection laws we will be unable to provide confirmation of your whereabouts if your loved ones contact us so it will reassure them to hear from you directly and know you are safe and well.

Eduroam wireless internet is available throughout the main campus and all University owned residences have Wi-Fi. Please enquire at the Reception in your Hall of Residence if you are having difficulty connecting.

University Accommodation

If you are staying in University accommodation, you will have access to Residential Advisers who will check in on you regularly. You can also contact the Reception Desk in your Hall of Residence with any concerns about your room, your housemates or your safety and wellbeing.

Electrical Safety

Electrical voltage in the UK is 240 volts and you may require an electrical transformer. Please check your items *before* you plug them in to avoid causing an electrical fire. If you are in any doubt please contact the Reception Desk in your Hall of Residence.

Public transport

Buses

Leicester has a variety of publicly accessible transport options for students. The Oadby Student is approximately a 30-minute walk from the main campus and buses run regularly between the sites during term time. Staff in the Students' Union or in University Accommodation can provide up-to-date details of services including prices, season tickets and how and where to access the service.

Taxis and private hire

Uber is widely available across the city of Leicester. Alternatively, there are many reputable, local taxi companies available. Although the University does not endorse any of these taxi companies specifically, you may find the following contact numbers useful:

- Victoria cabs: 0116 270 6655
- Swift Fox cabs: 0116 262 8222
- ABC taxi: 0116 255 5111
- Hansom: 0116 233 3333
- Queen's Cabs: 0116 270 1700

Private hire taxis should always be pre-booked for your safety.

Alternatively, you can take a Black Hackney Cab from a designated taxi rank in the city. Black Hackney Cabs are specially licenced by the council for this purpose. Hackney Cabs are distinctive vehicles and the driver will always display their full licence showing their name and photo. Designated ranks can be found inside Leicester Rail Station and on Town Hall Square.

Trains

Leicester has a single train station that connects it to the rest of the UK, located in the city centre, on London Road. Travel tickets can be purchased online or directly in the station from the machine or the staffed counter.

Your University Calendar and Teaching Timetable

At the beginning of each semester, all of your forthcoming teaching sessions and exams are added to your University calendar. This calendar can be accessed using your laptop, phone or tablet using the Microsoft Outlook app, or the MyUoL app, which you can download free of charge from the App or Play stores. More information on how to download the app and its features is available on the welcome website: www.le.ac.uk/welcome.

Adding your own appointments to your calendar helps you manage your time for both your studies and social activities - you can add appointments, such as group work sessions, student society events, and study periods. Through this calendar, you may also receive meeting invitations from staff (e.g. personal tutor meetings), and from school calendars for any relevant school events. You can also share your calendar with fellow students or members of staff, to make it easier to arrange meetings. To learn how you can make the most of your University calendar, visit - <http://www.le.ac.uk/it4students>.

Your schools may occasionally need to make timetable alterations and you should refer to the relevant School Handbook to understand how you will be notified. If you are studying in multiple schools, you may find that you have timetable clashes. Wherever possible, try to resolve this with the schools concerned to see if an alternative class is available. Some sessions are repeated and may be available at a different time, if you ask. In some cases, a temporary or short timetable clash may be resolved by accessing online material, however you should check the policy with each school.

About the Centre for International Training and Education (CITE)

The Centre for International Training and Education comprises the English Language Teaching Unit (ELTU), the Study Abroad Unit (SAU), the International Professional Development Unit, and the Sanctuary Seekers Unit. As Study Abroad students, CITE will be your central point of contact for support and advice during your time at Leicester. The English Language Teaching Unit will be your 'home department' (even if you are not taking classes in English language), and you will be assigned a Personal Tutor from the ELTU who will advise you on academic matters (see page 18 for more details).

The Study Abroad Unit is on hand to provide you with support on all other matters.

We normally operate out of offices on the North Campus, but to ensure your health and safety at this time the team will continue to work remotely. Contact the team at: studyabroad@le.ac.uk and they will be happy to provide follow-up support via telephone, email or video call as required.

Study Abroad Communications

The Study Abroad Unit will provide key information via the Study Abroad pages on Blackboard. You are enrolled on the Blackboard Course, 'Visiting Erasmus+ and Study Abroad students' and we will email you from time to time, using your University of Leicester email account as your primary contact. It is likely your home University will continue to reach out using your email account at your institution, so be sure to check both accounts regularly.

The Study Abroad Unit is operating remotely and the team responds to all emails received at studyabroad@le.ac.uk. If you wish to speak to a member of the team, please provide a telephone number and you will receive a call back.

Staff List and Key Contacts

Study Abroad Unit

All enquiries should be sent to studyabroad@le.ac.uk and the team will respond accordingly. However, if you need to contact a specific member of the team directly, they can be reached as follows:

Associate Director, Study Abroad Unit	Clare Banfa	cm201@le.ac.uk
Senior Study Abroad Officers	Dr Fiona Ashmore	fa278@le.ac.uk
	Peter Hough	peter.hough@leicester.ac.uk
Senior Personal Tutor	Dan Jones	dj50@le.ac.uk
Study Abroad Advisers	Irene Adeva-Ferrándiz	iaf5@le.ac.uk
	Nalina Pattni	nm49@le.ac.uk

Study Abroad Coordinators (based in Schools)

Our Study Abroad Coordinators can support you with any questions you have about classes within their school. They are the schools' main contacts for the Study Abroad Unit so they are useful people to know. If you need to get in touch, you can find the details of the relevant coordinator for each academic subject along with the School Handbooks on the *Visiting Erasmus+ and Study Abroad Students* pages on Blackboard or on our website at: <https://le.ac.uk/cite/study-abroad-unit/contact-us/departmental-coordinators>

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. We also hold details relating to your studies at your home university and contact details for advisory staff who supported your application. It is important to keep your details up-to-date as this will help you to receive information about your studies and exams. This will also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging in to MyStudentRecord (<http://mystudentrecord.le.ac.uk>) using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communications from the Study Abroad Unit or other staff and services within the University.

Facilities in Participating Schools

Facilities vary according to the needs of each school and are outlined in the relevant School Handbooks. These will outline any specific study spaces and computing facilities designated for use within the school, aside from those open to students across the University. Disabled students may access support and resources via the AccessAbility Centre, located in the David Wilson Library.

If your studies involve laboratory work, please ensure you understand any local requirements and restrictions before entering these areas.

Learning Support

Studying at the University of Leicester may be similar, or very different, compared to your home university. If you need any support or advice on how best to approach your studies during your programme, the University's caring and approachable staff are here to help you. The University works in close partnership with students to develop the curriculum.

There are a range of learning resources and services to support your learning, including:

- How to make the most of the Library
- Develop your IT skills
- How to manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information

You can access all of this at <https://le.ac.uk/study/undergraduates/teaching-learning/learning-support>

University Library

The Library is your source for high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space;
- PCs and wireless networking for your own device

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations at www.le.ac.uk/library.

Follow us on Twitter [@UoLDWL](https://twitter.com/UoLDWL) and Facebook www.facebook.com/davidwilsonlibrary

You can access details of subject-specific information for your areas of study by selecting your schools at: <https://www2.le.ac.uk/library/find/subjects>

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2016 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- **Student email:** access your email and calendar anywhere; on your laptop or mobile device
- **Printing:** print from any device to a University printer
- **Microsoft Office:** available at no cost whilst you study at the University
- **IT Help:** visit the Help Zone in the Library, phone 0116 252 2253, <https://ithelp.le.ac.uk> for IT Self Service or email ithelp@le.ac.uk
- **Online training and resources:** to help you use Microsoft Office and other study tools
- **Wi-Fi:** free access to Eduroam Wi-Fi on campus, in student accommodation or at other universities
- **PCs on campus:** there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
- **OneDrive:** the online storage location for all your files
- **Blackboard Virtual Learning Environment:** support and information for all your courses
- **Leicester Digital Library:** access to journals, databases and electronic books online.

Student Learning Development

Studying abroad is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how they can help you develop your academic skills and abilities, visit their website: www.le.ac.uk/succeedinyourstudies.

Languages at Leicester

Whether English is your first language or not, there are many benefits to learning another language outside your Study Abroad programme. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory and increase your attention span.

Languages at Leicester offer 19 different language classes including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive 'fast track' courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: www.le.ac.uk/languages-at-leicester/. Please note that these are non-credit-bearing, extra-curricular classes that will not be included on your Study Abroad transcript. A separate certificate can be provided for any course successfully completed.

Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal

Students' Union

As a University of Leicester student you automatically become a member of the Students' Union (SU). The SU is inclusive and student-led, providing access to services that aim to provide a positive student experience.

The SU's services cover:

- **Support** – Advice and development to ensure you are supported throughout your student journey.
- **Voice** – Making sure your University is reflective of your needs and helping you to make change.
- **Opportunities** – Joining a student group, volunteering and working (provided you are not subject to visa restrictions) are some of the opportunities on offer to enhance your experience, whilst developing friendships and skills along the way.

The benefits of your SU membership are outlined below.

Support

Advice Service

The Advice Service provides free, confidential guidance covering academic, housing and general signposting advice for all students. It can support students who need to submit a request for mitigation, an appeal or a complaint and can help with a range of course and exam queries. Guidance is also available if you are living in private rented accommodation on issues such as finding housing, moving, repair issues, housemate concerns and deposit returns. Visit the SU website for information on the full range of support, useful resources and process guides.

The Advice Service also signposts to other services within the SU, the University, the local community as well as online and student-led groups. These come together under 'Leicester Talks', covering areas such as physical and mental health, sexual health, money and legal matters, bullying and abuse.

Visit: www.leicesterunion.com/leicestertalks for more information.

For further information about the service visit: www.leicesterunion.com/advice. There is an online form to fill in to access support, however you can drop-in, email advice@le.ac.uk or phone 0116 223 1132 if you need advice urgently.

Training and Development Workshops

Benefit from a range of free training workshops that aim to empower you to get the most out of your university experience, particularly in areas such as employability and wellbeing. You can also gain accredited training through online courses on subjects such as safeguarding, equality and diversity.

Visit: <https://www.leicesterunion.com/opportunities/workshops/> or email: su-training@le.ac.uk for further information.

Voice

Executive Officers

Executive Officers represent your views to the University and the wider community. They are always keen to hear from you and seek through their work to develop and enhance your experience.

Visit: www.leicesterunion.com/meetyourofficers for further details of the current team and their projects.

Academic Representation – Course, School and College Representatives

Academic Representation is a partnership between Course Representatives, the SU and the schools of the University. It ensures students play an essential role in guaranteeing and driving the quality of your academic

experience. Course Representatives in each school can relay issues, concerns and questions about your course at play a role in the process of reviewing and improving it.

Visit: www.leicesterunion.com/represent/course-reps or email: coursereps@le.ac.uk for further information.

Union Council/Your Ideas

Union Council is where you are able to debate and discuss issues that affect students. Any student can submit their ideas online at: www.leicesterunion.com/ideas. Elected student representatives who sit on Council then discuss and vote on proposals and policies to create change that will enhance student experience and set the SU stance on key issues.

Visit: www.leicesterunion.com/represent/unioncouncil or email: unioncouncil@le.ac.uk for further information.

Opportunities

Activities

The SU is home to over 220 student groups so there is something for everyone. These groups are a great way to meet people from across the University and learn new skills.

Visit: www.leicesterunion.com/activities or email: unionactivities@le.ac.uk for more information.

Volunteering

Through our volunteer partner scheme, Raising and Giving programme and student-led volunteering, a range of opportunities are available. Find a cause you are passionate about, gain experience for your career and meet new people along the way.

Note that if you are in the UK on a Student Visa or a Short Term Student Visitor, you are able to volunteer whilst in the UK, but anything that constitutes 'voluntary work' could be prohibited or restricted under the terms of your visa. If you are unsure, please contact visas@le.ac.uk.

Visit: www.leicesterunion.com/volunteering or email: unionactivities@le.ac.uk for further information.

Sport

There are many ways you can get involved with a wide range of sports societies to join. Team Leicester competes nationally or you can practice your sport internally. We have sports facilities on main campus and in Oadby Student Village with competitive pricing options aimed at students. Keeping healthy through sports can greatly benefit your wellbeing academically and socially, whilst increasing your skills and employability.

Visit: www.leicesterunion.com/sport or email: sport@le.ac.uk for further information.

Get in touch

For general enquiries speak with our friendly Reception team 9:00 – 17:00 Monday to Friday term-time (11:00 – 15:00 outside of term), email: hellosu@le.ac.uk or phone: 0116 223 1181.

Other University Facilities

English Language Teaching Unit (ELTU)

The English Language Teaching Unit, like the Study Abroad Unit, sits within the Centre for International Training and Education, so is part of your 'home department'. We work closely and share some administrative functions so don't be confused if English is your first language and you see this service listed on your record.

If English is not your first language, you may have some scheduled classes with the ELTU as part of your Study Abroad programme. If you would benefit from any English Language support then visit <https://le.ac.uk/cite>

University Chaplaincy and Prayer rooms

The University's chaplaincy is a place of welcome for students and staff of all faiths and none. It is an initiative of 'Churches Together in Leicestershire' and offers resources, events and a space for quiet contemplation. Visit www.le.ac.uk/chaplaincy for more information.

The University has a dedicated prayer room with shoe storage and ablution facilities available for the use of the Islamic Society, located in the Charles Wilson Building.

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being a student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University's Regulations.

The main components of Senate Regulations are summarised in the **Quick Guide to Regulations** (www.le.ac.uk/sas/regulations).

The **Quick Guide to Student Responsibilities** (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance and engagement
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

Student Responsibilities and Conduct

The University expects its students to behave responsibly and with consideration to others at all times. This includes behaving appropriately in your social life, as well as when using online services and social media, as students can be identified as representatives of the University. The University's expectations about student behaviour are described in:

- the Regulations governing Student Discipline
- the Code of Practice governing Freedom of Speech

These can be found on the Senate Regulations webpage www.le.ac.uk/senate-regulations

The Regulations governing student discipline set out the University's expectations of students in relation to both their academic integrity and personal conduct. You can find more details in this handbook on academic integrity in the section Referencing and Academic Integrity.

Attendance and Engagement Requirements

Attendance and engagement with your Study Abroad programme is an essential requirement for success in your studies. The University's expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). Full-time students must reside in Leicester, or within easy

commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring System. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your school then you will be contacted in accordance with the stages laid out in the University's Policy on Attendance at Timetabled Teaching Events (see www.le.ac.uk/senate-regulations - related policies section). This can result in your case being referred to an Attendance Panel and your course of study being suspended or terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University's sponsor obligations.

Neglect of Academic Obligations

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered neglect of academic obligations. School procedures for dealing with neglect are set out within the University's regulations (see <http://www.le.ac.uk/senate-regulation4> 'Neglect of academic obligations'). In the most serious of cases of neglect the University has the right to terminate a student's course.

Examination Regulations

If your Study Abroad programme involves any exams you must ensure that you are familiar with the **University's Examination Regulations** (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the **Students' Guide to Exams** (www.le.ac.uk/sas/assessments/examsguide)

Examinations typically take place in January for Semester 1 and May-June for Semester 2. Wherever possible we recommend that you undertake the standard assessments associated with each module you undertake. In some cases, an alternative assessment method may be offered by the school concerned (for example to accommodate students who have academic obligations at their home institution preventing them staying in the UK for the examinations in January). Please be aware that Biological Sciences, Engineering, Geology and Mathematics cannot offer alternative assessments and students must be present for the duration of the examination period. This list is not exhaustive and you should ensure you understand the assessment methods from the outset.

Withdrawal from Studies

If you are considering withdrawing from your studies we would strongly advise that you speak with your Personal Tutor, staff in the the Study Abroad Unit, your advisers at your home University and any appropriate support services. There are likely to be practical repercussions which could include disruption to any student funding or scholarships you may be receiving, any fees you have paid to your home University (or to us) and your accommodation contract.

It is important you understand these *before* you make your decision.

A withdrawal from studies will mean permanently leaving your programme of study. If you are withdrawing because you want to take a different course you should speak to the Study Abroad team to find out what options you have. If you still reach the conclusion that you wish to withdraw you must complete and submit the request form: www.le.ac.uk/sas/studentrecord/withdrawal/request-forms/withdrawal-request-form.

More detailed guidance can be found on the withdrawal webpages: www.le.ac.uk/sas/studentrecord/withdrawal/permanent.

Course details

As a Study Abroad student, you may be taking classes in more than one school.

In accordance with the Senate Regulations of the University, you should be aware of the following principles and ensure you make yourself aware of any additional guidelines, as outlined in the schools' handbooks.

In addition to reviewing the Study Abroad handbook it is also your responsibility to consult the handbook for each school you will study in. You will be able to access these on Blackboard.

Your period of registration for the Study Abroad programme will normally be for a single semester or a full academic year. As a registered student, you will have access to the same services and facilities as all other students.

This includes:

- consideration of any mitigating circumstances relating to your performance, provided you follow the procedures outlined in Senate Regulations (see Section 7, paragraphs 7.97 to 7.113); and
- implications and arrangements surrounding late submission of coursework (see Senate Regulation 7, paragraphs 7.91 to 7.96).

As you are undertaking short-term studies with us (during your ongoing registration period at your home University) your module results will not need to be considered for progression within the University of Leicester, nor the award of a degree. For this reason your grades will be confirmed by a Board of Examiners but will not necessarily need to await approval by a Progression or Awarding Panel before a transcript may be issued.

You are, at all times, subject to Senate Regulations surrounding student conduct and discipline (Senate regulation 11).

Expectations of Independent Study

You might notice fewer contact hours on your timetable than you would expect at your home university. However we would advise against attempting to fill your timetable with additional modules and/or a high number of extracurricular activities. The UK academic system places an emphasis on private study, so during what you may perceive to be 'spare' time you will be expected to study independently. Your tutors will provide reading lists and you can access Learning Support as outlined in this handbook to develop your independent study skills.

Programme and Module Specifications

To permit a flexible, multi-disciplinary structure there are no common/mandatory/core modules that underpin a Study Abroad programme because each student combines different modules to create their own schedule. However, each module has its own specification that formally records that module's aims, teaching and learning methods, assessment components and their percentage weighting.

You can view the formally approved specifications for modules available to Study Abroad students via www2.le.ac.uk/offices/sas2/courses/documentation/2020-2021/ug/ug-modules-erasmus-and-study-abroad

Coursework Submission

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. If you are studying in multiple schools, please ensure you are aware of local submission deadlines and procedures. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

It is good practice to retain copies of all submitted coursework and to keep a record of how and when you submitted it. However please ensure that you also adhere to the school's specific submission deadlines and instructions. If you do not follow the school's instructions, it is likely that your submission will not be accepted, which may lead to failure of an assessment or module.

Changing Your Modules

You should have requested a range of modules in July 2020, before travelling to the UK. If on arrival you find that any of your selected modules are cancelled or you have a timetable clash, you will have two weeks at the beginning of the semester to request changes. Please email studyabroad@le.ac.uk letting us know which module you wish to drop, and which you wish to add, and we will look into the matter for you. Please note that if you decide to drop a module but do not inform us, the module may remain on your record in error. If this happens, a fail grade may appear on your transcript, and we are unable to remove these at the end of the programme.

Changes we make to Your Course or Modules

At the University of Leicester we are always trying to improve our teaching in response to the demands of employers, advances in subject knowledge and the responses of our students. As a result, it may be necessary on occasion to make some alterations to particular aspects of a course or module. Further information on the types of changes we might make can be found in our terms and conditions under item 5. *Variation* here:

<https://le.ac.uk/study/how-to-apply/ts-and-cs>

When changes occur, the University will ensure that you are consulted and provided with sufficient notice to respond. Should you have any questions about changes to your course or modules, please speak with the Year Abroad Coordinator in the school concerned, in the first instance.

Marking and Assessment Practices

Methods of assessment are outlined in each module specification. If you are studying in multiple schools, you may notice different patterns and practices. These will be clearly outlined in the relevant school handbook.

Whichever school you are studying in, student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes anonymous marking impractical.

Feedback and the Return of Work from Staff

Coursework

All schools comply with the University's policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for full details).

General principles:

- Feedback and provisional grading on coursework will be returned within 21 calendar days of the published submission date. This turn-round period is extended accordingly if it includes any bank holidays or other days when the University is officially closed;
- In exceptional circumstances where this standard feedback turn-round is not possible for a particular piece of coursework, you will be notified in advance of the expected return date and the reasons for the longer turn-round time. In this instance, where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement;
- Alternate arrangements may apply for feedback on very large scale pieces of work, such as dissertations.

Examinations

All schools comply with the University's policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for full details).

General principles:

- Following the approval of the provisional results by examination boards, schools will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Schools will arrange for feedback on examination performance to be provided.

Receiving an Accurate Transcript of Records

You will receive a transcript of records produced by the University of Leicester once you have completed your studies with us, and after the appropriate Board of Examiners has assessed your marks. There is no need to request a transcript as they are automatically produced for all programme participants and sent to your home University.

The transcript will list all modules undertaken. If you need to retake any assessments, or if you request an appeal in line with University regulations, this may delay your transcript being issued. All modules will be listed on the transcript, including fail grades or modules where no assessment has been completed. For this reason if you register for a module but then decide to drop it at the start of term, you must ensure that you notify the school concerned so that is removed from your record – this cannot be done retrospectively at the end of term.

You can use the MyUoL app at any time to check which modules you are registered to take.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University's commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on 'Referencing styles'). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else's work without proper acknowledgement.

Please refer to the handbook for each school for guidance on the required format of assessed essays, dissertations, presentations and project and practical work and correct referencing.

Many schools use Turnitin plagiarism detection software (further details available at: www.turnitin.com/en_us/usage-policy).

Whether or not your school uses this software or requires you to provide a declaration of academic honesty, please ensure you familiarise yourself with the rules on plagiarism, self-plagiarism and collusion below.

The Library and Student Learning Development carry a number of resources on the principles and practices of academic integrity, referencing and avoiding plagiarism.

Further information regarding assessment ([Regulation 7](#)) and disciplinary procedures ([Regulation 11](#)) can be found in the Senate regulations.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also:

www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that schools are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: School penalties for plagiarism and/or collusion’).

Studying with integrity and avoiding committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies .

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are studying in multiple schools, you may find that they use different referencing styles and it is important that you use the correct ones. To find out which referencing style each school uses, and for information and help on each referencing style, please visit <http://www.le.ac.uk/library/help/referencing>.

Requirements may also differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

Notification of Ill Health and Other Mitigating Circumstances

The University considers a mitigating circumstance to be a recognisably serious or significant event, affecting a student's health or personal life, which is beyond the student's control. The events are sufficiently serious enough in nature to result in the student being unable to attend, complete, or submit an assessment on time.

If you submit or attend an assessment on time, you cannot then request mitigating circumstances on the basis that your standard of performance in the assessment may have been affected unless you submit evidence that your judgement was affected in reaching the decision on whether to attend or submit.

You must keep your school informed at all times of any personal circumstances that may impact upon your ability to undertake assessments. Tell your school about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible. The deadline for submission of a mitigating circumstances claim will be no later than seven calendar days after the assessment deadline to which it relates.

If any of your modules make use of 'small scale' assessments, such as regular labs or class assessments please refer to the School Handbook for further guidance; in the event of short-term minor illness, details on the self-certification arrangements can be found in Section 7 of the [Mitigating Circumstances Policy](#).

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and policy, including the University's definition of a mitigating circumstance.

Personal Support for Students

Personal Tutors

The Study Abroad Unit operates a Personal Tutor system in accordance with the **Code of Practice on Personal Support for Students**: www.le.ac.uk/sas/quality/personaltutor

You will be assigned a Personal Tutor at the start of term. To accommodate students studying across multiple schools and levels of study, your tutor will be an academic staff member based in the Centre for International Training and Education, which is also home to the Study Abroad Unit.

From discussion of academic progress to friendly advice on personal matters, Personal Tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include study progress, module choices, exam results, career opportunities or more personal problems such as accommodation queries or financial difficulties.

Your personal tutor will have a named contact within the Study Abroad Unit to ensure we can provide a joined-up approach in case of any support needs you have already told us about during your application. This also allows us to keep your home university informed if there is anything you need us to raise with them.

If you do not know who your personal tutor is, please contact the Senior Personal Tutor, Dan Jones, as outlined in the Key Contacts list on page 7 of this handbook.

Equal Opportunities

The University benefits from Equal Opportunities Officers based in each school and academic area. These individuals can advise you on how to raise any concerns related to equal opportunities (ethnicity, gender, disability, etc.). You are welcome to contact the relevant officer in any of the schools where you study and you

will find their contact details in the School Handbook (available on Blackboard) or on the school's online contact list.

University Student Support Arrangements

The Study Abroad Unit is committed to helping you settle in and hopes you will access any support services that will improve your experience. Through central support services below, as well as via the Study Abroad Unit and your Personal Tutor, we will help you meet your needs relating to student life, health and wellbeing and learning and career development.

Remember that while you are studying here you should continue to maintain regular contact with friends and family. You can also continue to access your usual support network remotely via the services offered at your home university. Where you are happy for us to do so, we will work in partnership with them to support you and meet your needs.

Student Services Centre

The Student Services Centre brings together a range of key services to help you make the most of your time at university.

You are welcome to visit the Centre Monday-Friday to access careers advice, health and well-being services, information about part-time work, fee and accommodation payments, new/replacement ID cards, visa and immigration support. If there is any additional support you require, they can make referrals or point you in the right direction.

Charles Wilson Building | T: +44 (0)116 252 2448 | E: studentservices@le.ac.uk

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health that have a substantial day-to-day impact on their studies. Staff offer one-to-one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Your Personal Tutor can also liaise with our AccessAbility Tutors, Sue Wallin or Jenny Warren, to coordinate appropriate support.

AccessAbility Centre, David Wilson Library

T: +44 (0)116 252 5002 | F: +44 (0)116 252 5513 | E: accessable@le.ac.uk | W: www.le.ac.uk/accessability

Student Welfare Service

The Student Welfare Service offers wide ranging practical support, advice, and information for all students.

Information, advice and guidance is available on finance issues, budgeting, benefits, personal issues, visa renewal and immigration.

The Student Welfare Service also provides information to students about scholarships, grants, hardship awards and emergency loans, all of which require applications and assessments.

T: +44 (0)116 223 1185 | F: +44 (0)116 223 1196 | E: welfare@le.ac.uk | W: www.le.ac.uk/welfare

Counselling and Wellbeing Service

This Service offers a range of expertise and support for the psychological aspects of health and wellbeing, comprising two support functions:

Student Counselling

Short term, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting their ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

T: +44 (0)116 223 1780 | E: wellbeing@le.ac.uk | W: www.le.ac.uk/counselling

Student Mental Wellbeing

Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

T: +44 (0)116 223 1780 | E: wellbeing@le.ac.uk | W: www2.le.ac.uk/offices/mental-wellbeing

Student Healthy Living Service

The Student Healthy Living Service provides direction to health care and health-related activity that will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University. The University works closely with the Victoria Park Health Centre where staff have expertise in student health.

+44 (0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

Health Care and Registering with a Doctor

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a General Practitioner (GP) doctor in Leicester.

The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University's students for many years. It is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a 'specialised team' or have a known medical condition, including mental health conditions, it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss your circumstances with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication that may be licensed differently and may need changing for something available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: <http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students>

Careers and Skills Development

Career Development Service

Our award-winning Career Development Service can help you develop the skills and knowledge to manage your own career development and succeed on whichever path you choose.

This central service will give you the opportunity to book one-to-one appointments with a Career Consultant for tailored support with deciding what career is right for you, career planning, gaining experience, job hunting, CVs, applications and mock interviews.

T: 0116 252 2448 | E: studentservices@le.ac.uk | W: www.le.ac.uk/careers

[@uolcads](#) | fb.com/leicstudentlife

Feedback from Students

Student Voice: Giving us your feedback

The Students' Union will ask your opinion about your experience at Leicester from time to time, to help the University make improvements in the future.

Students' Union

If you have questions about something that happens in the Union, or an idea to improve things you can easily submit suggestions online at <https://www.leicesterunion.com/voice/studentideas>

You can also provide feedback at any time via the MyUoL app, available to download from the App or Play stores. The 'Questions and Feedback' tile lets you easily ask questions and rate University life.

Personal tutor

Your personal tutor supports your learning and listens to your academic or personal concerns. Seek help when you need it, so any feedback can be addressed appropriately.

Study Abroad Unit

We hope that your Study Abroad programme will be enjoyable, rewarding and challenging. If you have any comments or concerns about your programme, speak to staff in the Study Abroad Unit directly to resolve the issue as quickly and effectively as possible.

Occasionally we seek testimonials and photograph submissions from Study Abroad students for use in our promotional materials. We will always seek your consent before any of your contributions are used in this way. If you have reports, comments or photos you would be happy to share please send them to: studyabroad@le.ac.uk.

Within schools

You will be invited to provide feedback about your course throughout your studies, often at the end of each module. We understand that this could mean lots of questionnaires to complete but your feedback will improve the programme for the next group of Study Abroad students, so it is incredibly valuable to us.

Each school has a Student Staff Committee, which discusses the best ways for learning and teaching to take place and is a place to provide feedback. If you have any concerns or suggestions ask your school for details of the student Course Representatives; their role is to gather and pass on comments and concerns raised by the student body.

Student Feedback Questionnaires

The Study Abroad Unit will invite you to provide feedback anonymously at the end of your programme. We will use this feedback to review and continually improve our service and the programme we offer to students in future.

Safety and Security

To ensure that staff and students can be identified, you must wear your student ID badge at all times while on University premises. Access to some buildings or parts of buildings is restricted and you should never allow any unauthorised person to gain access with you, nor hold doors open for unknown individuals.

You should download the SafeZone app, free of charge, from the App or Play stores so that you can easily get support in an emergency on campus. Further information can be found at: <https://le.ac.uk/study/life-in-leicester/student-support/safezone>

If you have any classes in restricted areas or laboratories, please adhere to all safety guidance issued in the building concerned, by teaching staff and as outlined in the relevant school handbook.

Personal Belongings

Your personal belongings are not covered by the University's insurance. You are therefore advised to check whether your own policies provide adequate protection. If not, you should take out private insurance for your belongings.

A lost property service operates from the Security Lodge, situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University Entrance 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. We recommend you use a key operated D-Lock rather than a simple chain and padlock. A secure cycle store is located underneath the entrance to the Library.

For advice on preventing cycle theft and details of the University's Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students, you will enjoy and be satisfied with your overall experience.

In most instances the Study Abroad Unit will work with you and your school(s) to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has formal procedures that are available to students.

An academic appeal allows you in certain circumstances to ask for a review of a decision relating to your academic progress. You can only submit an appeal after you have received official confirmation of the decision of a Board of Examiners, or other relevant academic body.

If you have a complaint about teaching or supervision or other circumstances that relate to the delivery of your course then these should be raised as a complaint with the Study Abroad Unit in the first instance. You should do this at the earliest opportunity and, if you are not satisfied with the resolution, you may escalate the complaint through a formal process.

Details of the formal complaints procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University's **Regulations governing student appeals** (www.le.ac.uk/senate-regulation10) and **Regulations governing student complaints** (www.le.ac.uk/senate-regulation12).