Induction for Exchange & Incoming Study Abroad Students

January 2017
Today

Meet your key contacts:

Melissa Schuessler  
Personal Tutor

Becky Kidner  
Study Abroad Officer

Amy Ralston  
Professional Development Hub Administrator

Emma James  
Study Abroad Intern

• Welcome to LUBS (Melissa)
• Studying at Leeds (Melissa)
• What you need to know (Becky)
• Life as a Leeds student (Emma)
• LUBS Buddy Scheme & Upcoming Event (Becky)
Where to find us

26 Lyddon Terrace, *(number 22 on the campus map)*

Amy (G.20)  (Becky G.16)
Welcome to the UK!
Studying at Leeds
Higher Education values in the UK

- Independent learning
- Critical thinking
- Wide reading, from multiple sources
- Academic integrity
- Ability to perform under pressure
The University values

Community  Integrity

Academic Excellence

Inclusiveness  Professionalism
• Internationally diverse
• Many incoming and outgoing exchange students
• Buddy System for exchange students
The University values

Community  Integrity

Academic Excellence

Inclusiveness  Professionalism
Independent Learning

• Few contact hours
• For each module, this is one lecture a week and one seminar (class) a fortnight
• The rest of the time you should be reading (about 5 hours per module per week)
Pedagogy

- A recommended text book will not cover all you need to study
- *You are not taught the text book*
- You must read widely, from multiple sources
Pedagogy

- You are expected to take responsibility for your own learning
  - You will not get frequent tests (pop quiz; mid terms)
  - We will not read drafts of assessed coursework

- In most cases you will be assessed once, at the end of the module

- Each module will explain how it is assessed and how formative feedback is delivered
Online Support

http://library.leeds.ac.uk/skills

Leeds University Business School
VLE

• Your 24 hour learning environment
• Information on all modules
• Lecture notes
• Additional resources
• Submit coursework online (via turnitin)
• Exam results
Module information on the VLE
Links from the VLE

Resources for you
- eAssessment guide
- Turnitin - how to submit
- Go Mobile
- All Student Guides

Skills
- Referencing
- Learning in a Digital Age
- All Student Skills Guides

Tools and Destinations
- The Library
- Careers
- Leeds for life
- The Language Centre
Teaching Delivery

Year is split into 2 SEMESTERS

– Semester 1: End September – End January
  Taught: 11 weeks in each semester
  Holiday
  Revision: 1 week in each semester

– Semester 2: End January – Mid June
  Taught: 11 weeks in each semester
  Holiday
  Revision: 1 week in each semester
  Assessment
Teaching Delivery

- Each module carries a CREDIT weight of (typically) 10 or 20 credits
- UK full-time students study 120 credits in the year (60 in one semester)
Assessment

- Ranges from 100% coursework to 100% examination, or a combination of both.

- Examinations are held at the end the semester (January and May)

- Examinations are typically written, time limited, essays; some multiple choice testing may also be used.
Assessment

You have just 2 opportunities to pass an exam:
1. January or May exam period
2. The following August re-sit period

If you fail to attend one of these opportunities without good reason, you lose it.

Exams can be arranged to be taken overseas in some cases:
http://www.leeds.ac.uk/ssc/exam_personalised.htm
The University values

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Academic Integrity

Academic Integrity Tutorial and Quiz

The University regards plagiarism, cheating and other instances of academic malpractice with the utmost seriousness.

The University’s Academic Integrity Tutorial and Quiz is compulsory for all new students. Please do this as soon as possible!

It is delivered on the VLE and will be listed underneath your list of organisations: http://vlebb.leeds.ac.uk
What happens if a student cheats in an examination?

If you are found to have cheated in an examination, only one of two penalties will be applied, unless the circumstances are wholly exceptional, with permanent exclusion from the University being the norm:

- Permanent exclusion from the University with no award;
- In the event of substantial mitigation, a period of suspension followed by the requirement to repeat to pass standard, on a single occasion only as an external or internal candidate, the examination or some or all of the examinations in the semester or session where the incident of cheating has occurred. The mark awarded for the whole module or series of modules will be the penalty mark of zero and this will be retained after the requirement to repeat has been successfully completed.
Academic Integrity

• **What happens if I am suspected of plagiarism?**
  • If you are suspected of plagiarism, your School will convene a meeting where your case will be heard. If you admit the offence and it is deemed to be minor and a first offence, your penalty will be agreed by the School. If the case is more serious, and/or is not your first offence, your case will be referred to the University's Committee on Applications. The Student Cases Team is informed of all cases of suspected plagiarism.
  • For detailed information on Plagiarism visit: [www.leeds.ac.uk/secretariat/documents/cpffm_procedure.pdf](http://www.leeds.ac.uk/secretariat/documents/cpffm_procedure.pdf)
  • If you are suspected of plagiarism the Student Advice Centre will offer support and guidance.
The University values

- Community
- Integrity
- Academic Excellence
- Inclusiveness
- Professionalism
Professionalism

• To manage your own learning
• To seek support where you need it
• To attend lectures and seminars
• To notify the UG Office about any absences or problems
• To be aware of University and Business School regulations
• To check your e-mails daily
The University values

Community

Academic Excellence

Inclusiveness

Integrity

Professionalism
Community

- Students on your modules
- Students in your halls of residences
- Students you meet in societies and at events
- Other exchange students
- Alumni of the University of Leeds
The benefits of networking:

Your **wellbeing** depends on it and it is a **valuable resource**.

People who have good networks are:
- More likely to have a better study experience
- More likely to feel they belong
- Less likely to feel stressed
- Less likely to drop out

‘The first year experience of higher education in the UK’
Yorke, M and Longden, B (2008)
The Higher Education Authority www.heacademy.ac.uk
Introduce yourself:

- Say hello to two people sitting near you that you don’t know
- Find out two ways in which you are similar and two ways in which you are different
- If you do that really quickly then ‘develop’ a conversation – find out more about your new friends
What You Need to Know
Student Support

Support available
• We have a designated Student Support team in LUBS who can be contacted on: Lubsstudentsupport@leeds.ac.uk

Your responsibilities
• To seek support where you need it
• To attend all lectures and classes / seminars
• To use the absence notification form on the Portal if you are going to miss any classes
• To tell Becky or the Student Support team about any problems you experience that may affect your studies.
• Do not suffer in silence!
Attendance Monitoring

Attendance at Leeds is compulsory. From September 2016 we monitor attendance using the UniLeeds app.

http://it.leeds.ac.uk/info/140/mobile_apps/116/unileeds_app

The app also has other features:

- Personal timetable
- Library record & catalogue
- Campus maps
- Computer cluster availability
- help@leeds
- Leeds University Union
- Latest University news and events
The Portal

Link to the portal www.leedsportal.leeds.ac.uk

What we’re going to look at:

- University emails
- How to view your timetable and understand it!
- Absence notification
- VLE (Academic Integrity Quiz)

For further information and help with using your portal: http://library.leeds.ac.uk/portal
The Exchange Student Handbook
Has been emailed to you all, and also available via the LUBS Study Abroad website:  [http://lubswww.leeds.ac.uk/study-abroad/exchange-student/](http://lubswww.leeds.ac.uk/study-abroad/exchange-student/)

**Key Points:**
- Choosing modules & module changes
- [Taught Student Guide](#) & [Code of practice](#)
- 'The Leeds Partnership'
Life as a Leeds student
My Study Abroad Experience

Emma James
Final Year Business Management Student

Queensland University of Technology, Australia

Leeds University Business School
Settling in…

• Things to do in Leeds
  www.visitleeds.co.uk

• Points of interest

• Events at the Union
  - Fresher’s Fair Semester 2
    (Tuesday 24th January, 10am-4pm)

• LUBS society

• Leeds Ball – June 3rd
Global Cafe

What?
• A way of meeting new people both UK and international students.

When
• Every Monday 5:30pm- 7:30pm

Where
• In the Union
• The lounge area opposite essentials

www.globalcommunity.leeds.ac.uk/cafe/
GIAG Sessions

Why not Give It A Go @ LUU!

- 24th January: Ultimate Frisbee, 4.30pm
- 25th January: Archery, 7pm
- 29th January: Ilkley Moor Hike, 9.30am
- 30th January: Kayaking, 9pm

https://www.luu.org.uk/ents/
https://www.luu.org.uk/groups/
Top tips for making the most of it!

1. Branch out – clubs/societies/courses
2. Make a list
3. Travel as much as you can – both in the UK and Europe
4. Make new friends! Both in the UK and other internations
5. ENJOY- photos, journals, blogs, scrap books
LUBS Buddy Scheme

New scheme for LUBS Study Abroad students.
• Help you to settle in and meet new friends
• Meeting other exchange students and current LUBS students
• Help get to know LUBS / Leeds
• Have someone you can go to ask questions of
• Leeds buddies have all been placed on study abroad year
• Mutually beneficial!
Networking & Quiz Event: NEXT WEEK!

Thursday 26th January 2017
6pm – 7.30pm
Maurice Keyworth Building SR (G.31)
And finally...

HAVE YOU SIGNED THE REGISTER?
YELLOW FORMS!

Drop-in times 23rd January – 3rd February:
Myself and/or Amy try to be available during these hours:

Morning: 10:00am – 12:00pm,
Afternoon: 2:00pm – 4:00pm

Alternatively, please email us on: studyabroad@lubs.leeds.ac.uk
(Make sure to include your University ID number in all emails!)

Leeds University Business School