

Schools of
Life Sciences and
Chemistry



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Biochemistry & Biological Chemistry (C720 & C721)

Pre-Arrival Handbook 2016-17



WELCOME TO UNIVERSITY!

Welcome to your Biochemistry Degree Course at the Schools of Life Sciences and Chemistry, University of Nottingham

BSc Biochemistry & Biological Chemistry (C720 & C721)

PLEASE READ THIS HANDBOOK CAREFULLY. It contains essential information about pre-registering for your degree, contact details and sources of information, information about Week One activities, choosing modules and about being a University student.

You will be given a more detailed Student Handbook when you arrive – we don't want to overload you with information before you get here! If you have any further queries after reading this handbook please do not hesitate to contact us either through the following website (www.nottingham.ac.uk/student-services) or by visiting one of the Student Service Centres.

Contents

Important Things to Do Before You Arrive	2
Checklist for Week 1	3
Week 1 timetable (C720 /C721).....	4
Finding Your Way Around	5
Medical School Maps.....	6-10
General Information	11
About Being a University Student.....	12

Important Things to Do Before You Arrive

- **Read this handbook carefully.** It contains important information that will help you prepare for university and successfully complete week 1. You should also read the information provided by the university administration carefully.
- **Registration online:** You will be provided, or already have been provided, with information from the university about online registration. Online registration is open from **30th August 2016 at 9.00 am** (you will also have to register with the University, the University Health Service and for your course all in person, see the Week I timetable later in this handbook).
- **Optional modules:** shortly after you arrive you will have to choose optional module(s) for your first year. To help you make an informed choice we have provided information on the school WWW site about the optional modules you can choose and how many you must choose. Please visit this site before you come to university and read the information provided there:

www.nottingham.ac.uk/life-sciences/info-new-biochemists.aspx

- **Textbooks:** we provide a list of recommended text books for your course. **We strongly advise you to buy at least one good biochemistry textbook, one molecular and cell biology textbook, a biomolecular skills textbook and chemistry textbooks.** You may be able to buy some textbooks second hand at the university and Blackwells have a bookshop on the main campus where some books may be purchased in "bundles". The Chemistry bundle can be ordered in advance.
 - **Order a laboratory coat.** The School will provide you with a laboratory coat free of charge. Please go to the WWW site below and indicate the size you require (deadline 11 September 2016 at 5pm).
- <http://tinyurl.com/labcoat2016>
- **Computers:** The university provides computers for student use throughout the campus but you may wish to bring your own. Information about the Student Network Service and requirements for connecting to the SNS can be found here:
- <http://www.nottingham.ac.uk/IS/connect/SNS/index.aspx>
- **Things to bring with you: This handbook,** remember to bring this handbook with you when you come to university!
 - **Disabilities:** The University of Nottingham is committed to promoting access for students who have a disability, dyslexia and/or a long term medical condition. For more information about the services available to students with disabilities see:

<http://www.nottingham.ac.uk/StudentServices/supportforyourstudies/index.aspx>

Please contact the Disability Liaison Officer for the School of Life Sciences (Mrs Gail Gomez) if you would like to discuss any concerns you might have.

Email: gail.gomez@nottingham.ac.uk

Checklist for Week 1

- **Timetable:** Look at the timetable for Week 1 (next page) and know what registration events/talks you must attend.
- **University Registration:** If you have not done so already ensure you have registered with the University online and received a university user name. You must also attend the university registration session in the Sports Centre on Tuesday, 27th September 2016, 1.30pm.
- **Course welcome and registration:** Attend the School welcome events and course specific registration and related events on Monday, 26th September, Tuesday, 27th September, Wednesday, 28th September and Friday 30th September (see timetable for Week 1).
- **Health Centre registration:** Register with the University of Nottingham Health Service, if you wish to do so (recommended) at the University Great Hall/Senate Chamber, Trent Building (Wednesday 28th September 2016, 8.00-12.30).
- **E-mail:** Make sure you can access your University email account. We will only use your university e-mail address.
- **Optional module choice:**
 - During the course registration event on Monday you will receive your Module Entry Form (with your compulsory modules already entered). To help you choose your optional modules when you arrive go to the following WWW site and read the information provided there:

www.nottingham.ac.uk/life-sciences/info-new-biochemists.aspx
 - On Wednesday afternoon there is an opportunity for you to submit your completed module entry form or discuss your choices with us before you complete your form.
- **Tutor:** Meet your tutor on Wednesday 28th September at 16.00pm (see Week 1 timetable).
- **Mentor:** Meet your student mentor, a student on your course from a higher year who can help you settle in, on Tuesday 4th October (see Week 1 timetable).
- **University Digital Resources:** Attend the talk on the Library Services, Moodle (the university's WWW – based system to support teaching and learning) and other digital resources on Tuesday, 29th September 2016 at 10.00am (See Week 1 timetable).
- **Find your way around:** Know where the lecture theatres and practical labs are located (see maps)
- **Module timetable:** Know when and where your first lectures are for your autumn modules (see this booklet for your week 1 timetable). It is important that you attend these first lectures as further information about the module, including timetables and a handbook, are often given then. For week 2 and subsequent weeks your complete timetable can be found at:

<http://imat.nottingham.ac.uk/bms>

Log in with your university username and password.

Biochemistry & Biological Chemistry

Registration events

Monday 26 - Friday 30 September 2016

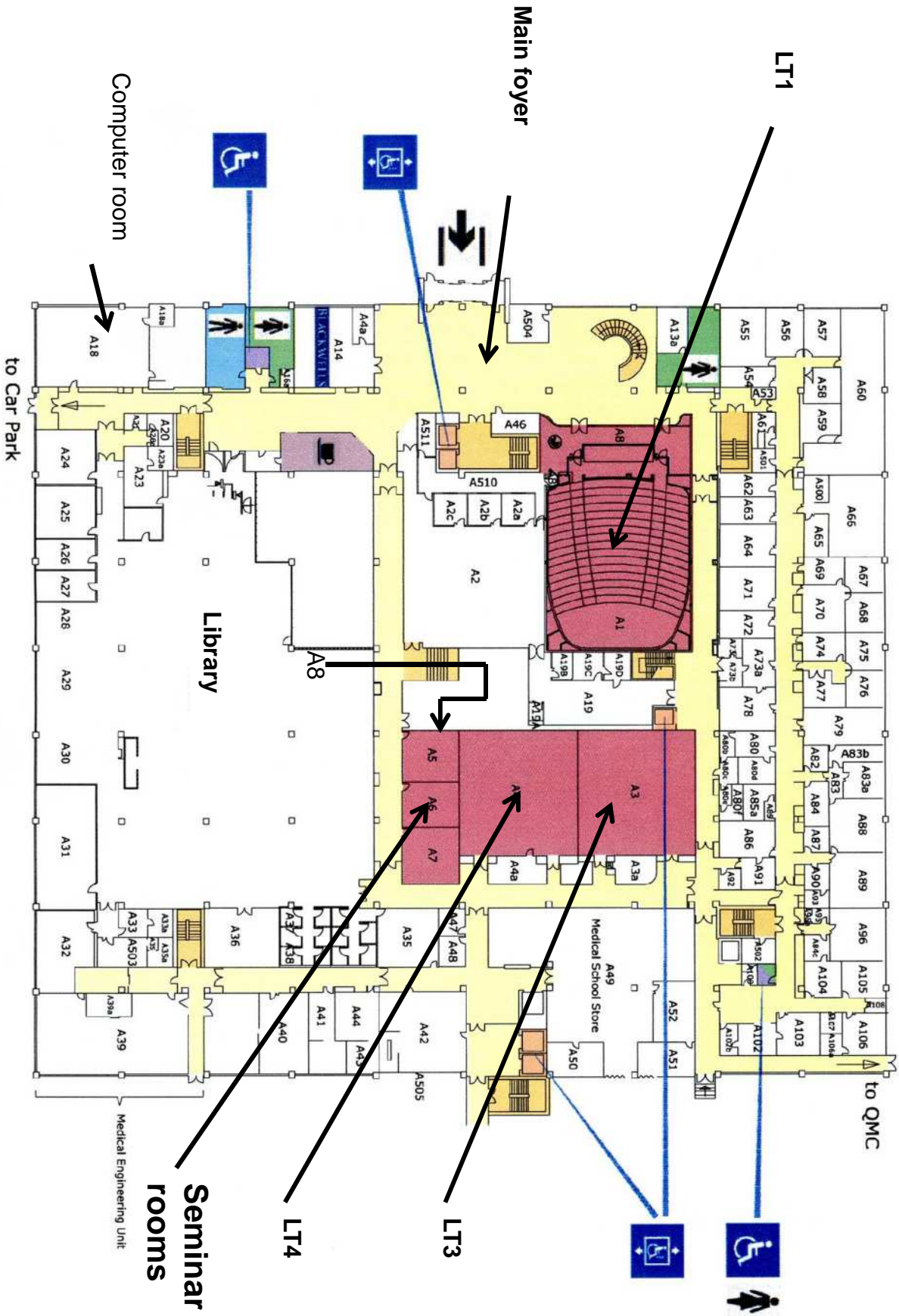
Day	Time	Event	Venue	Notes
Monday	10.30-13.00	Biochemistry registration, welcome, optional modules information	Lecture Theatre 4 (LT4), A floor, Medical School (see Medical School floor plans)	YOU MUST ATTEND THIS and the university registration (see below)
	13.00-14.00	Life Sciences Welcome Event	Lecture Theatre 1, A floor, Medical School	
	14.00-15.00	Meet Your Peer Mentor	Lecture Theatre 1, A floor, Medical School	
Tuesday	09.30-onwards	Collection of Chemistry book bundles (if ordered)	School of Chemistry foyer	
	10.00-10.30	Introduction to IT Services	Lecture Theatre 3, A floor, Medical School	
	11.00-11.50	Chemistry Safety Talk	Chemistry X1	YOU MUST ATTEND THIS
	13.30-14.30	University Registration	Sports Centre	YOU MUST ATTEND THIS
	15.00-15.30	Language Modules Talk	Pope C15	A short talk on the optional language modules available for new students (optional session)
Wednesday	8.00-12.30	University Health Service registration	Great Hall/Senate Chamber, Trent Building (see campus map)	You can register any time during this slot.
	11.00-16.00	Collection of lecture notes for chemistry modules	Student Support Office, Ground floor, Chemistry Building	
	14.00-15.00	What is Biochemistry?	Lecture Theatre C1052 (C50), C floor, Medical School	
	15.00-16.00	Module entry forms	Lecture Theatre C1052 (C50), C floor, Medical School	Including distribution of lab coats
	16.00-17.00	Meet your tutors	Various rooms, TBA	You will be assigned a tutorial group at the Monday course registration.
Thursday	09.00-10.00	Lecture – Genes, Molecules and Cells (C71GMC)	Coates Road, A150	Compulsory module
	12.00-13.00	Lecture – Human Physiology (B11HPY)	Physics, B1	Optional module

Finding Your Way Around

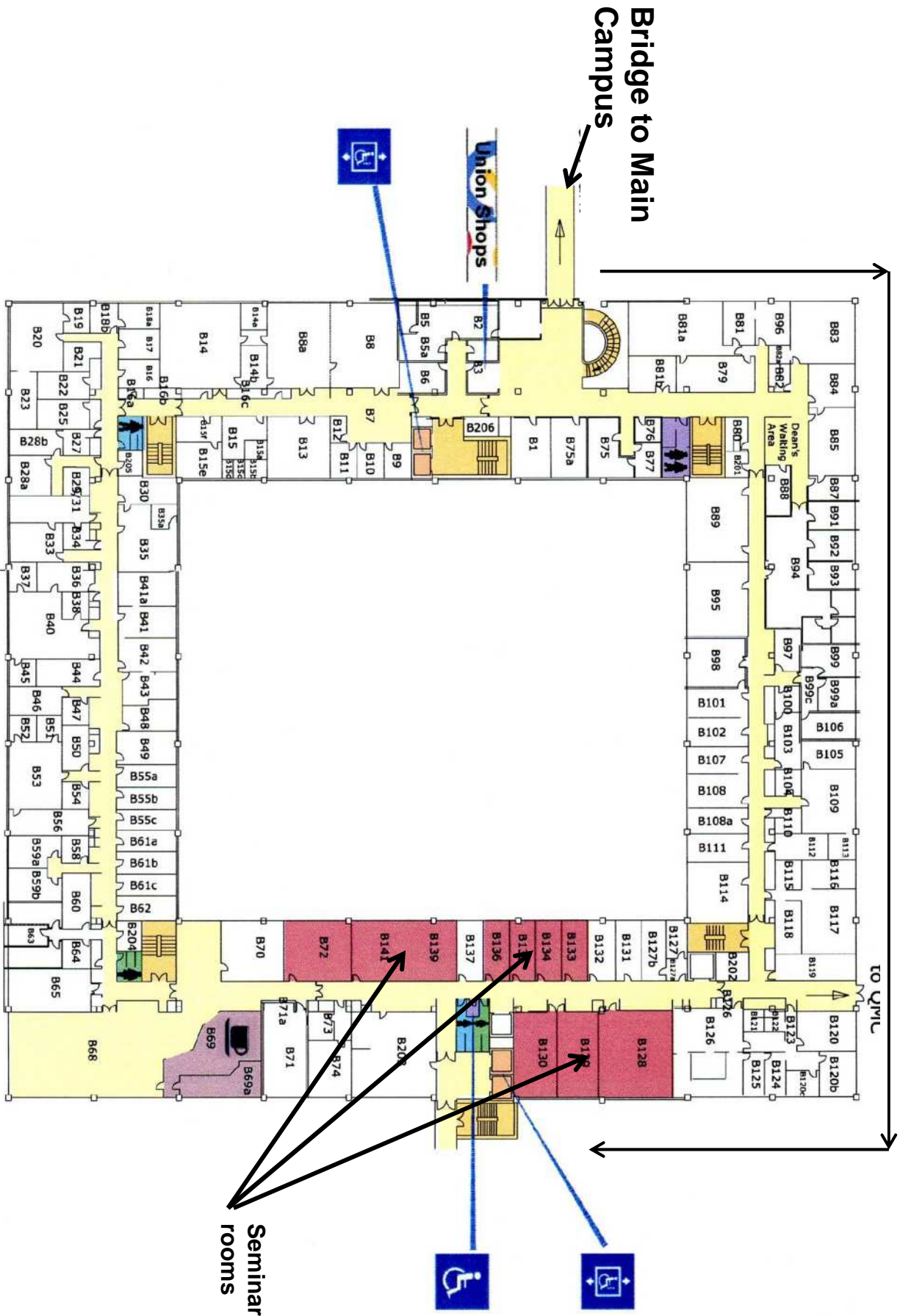


No.	Building	Rooms
23	Life Sciences Building	A floor laboratories, B3 lecture theatre
24	George Green Science Library	
28	School of Chemistry	Lecture theatres X1, X2, A2
43	Centre for Biomolecular Sciences	
43-46	Footbridge to Medical school	
46	Medical School	Lecture theatres LT1, LT4, C1052 (C50) and D96; A & B floor seminar rooms; E1, laboratories C99a-9. Medical library. See Medical School floor plans
51	Coates Road Auditorium	A150 (behind Centre for Biomolecular Sciences and opposite Coates Building, entry requires student card)
54	Engineering & Science Learning Centre (ESLC)	
56	Keighton Auditorium	B60
22	Physics	B13
27	Pope Building	A13 A floor, C14, C18
36	Coates Building	C24, C19

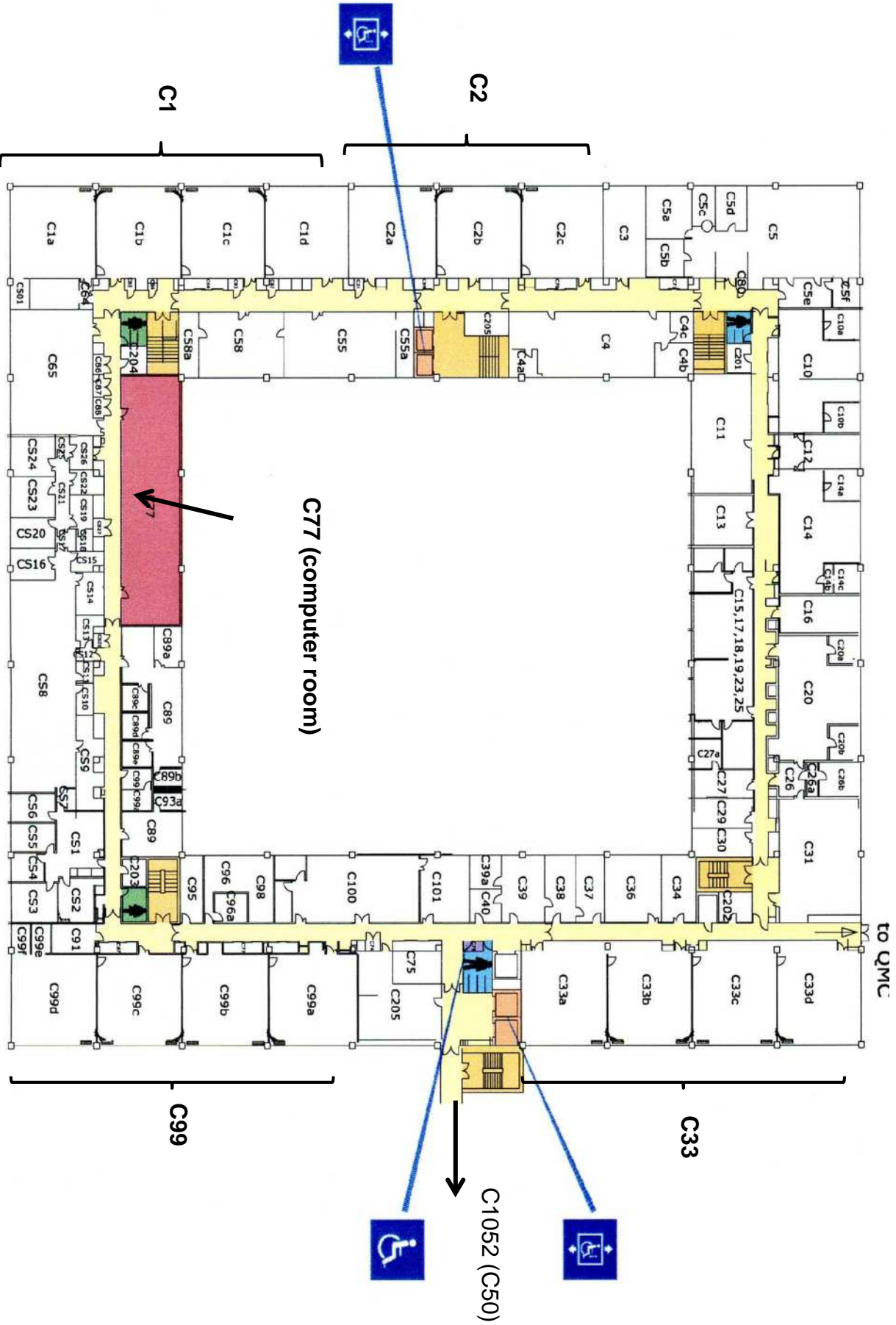
A - floor Medical School



B - floor Medical School

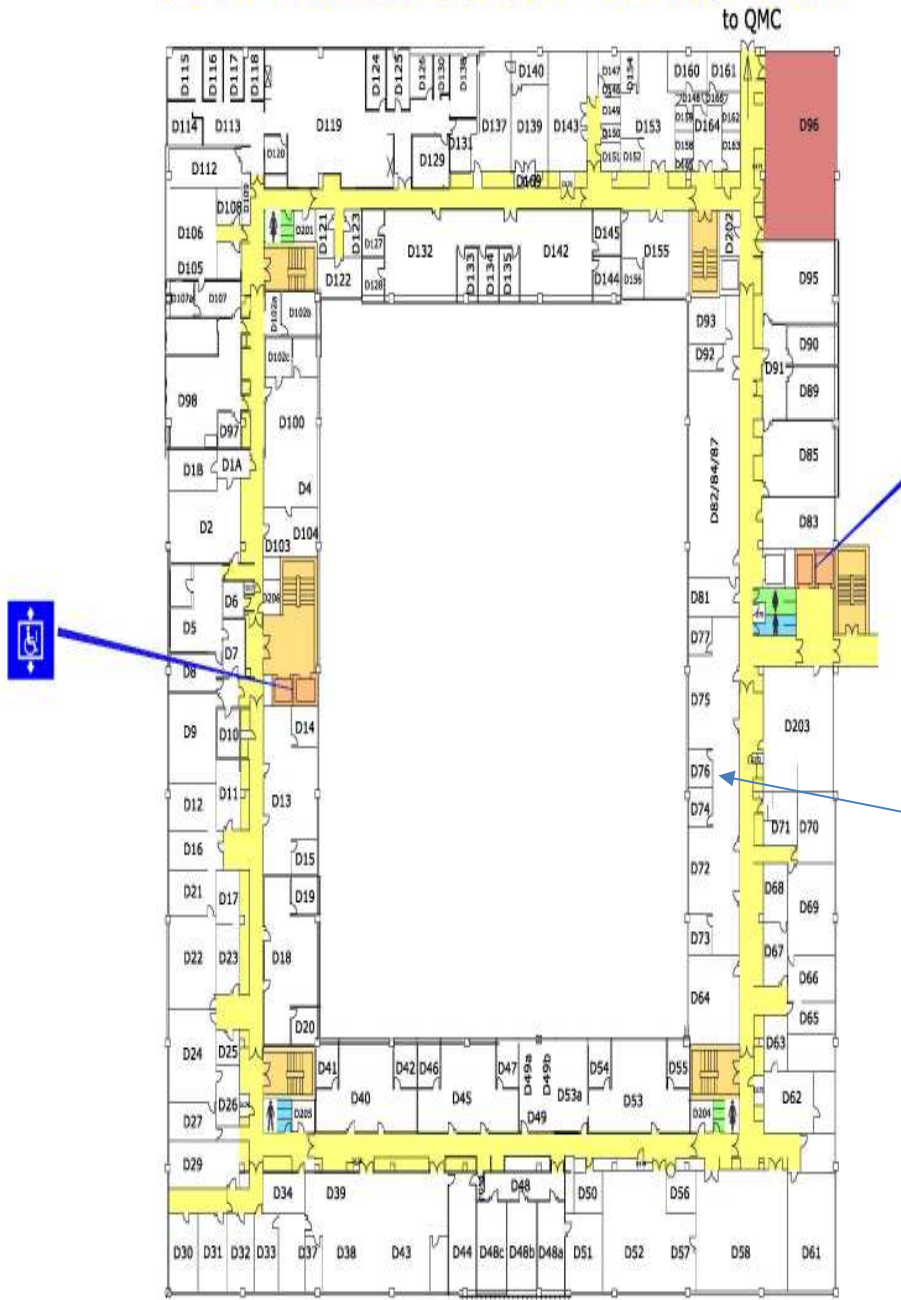


C - floor Medical School





3101 Medical School - D Floor Plan

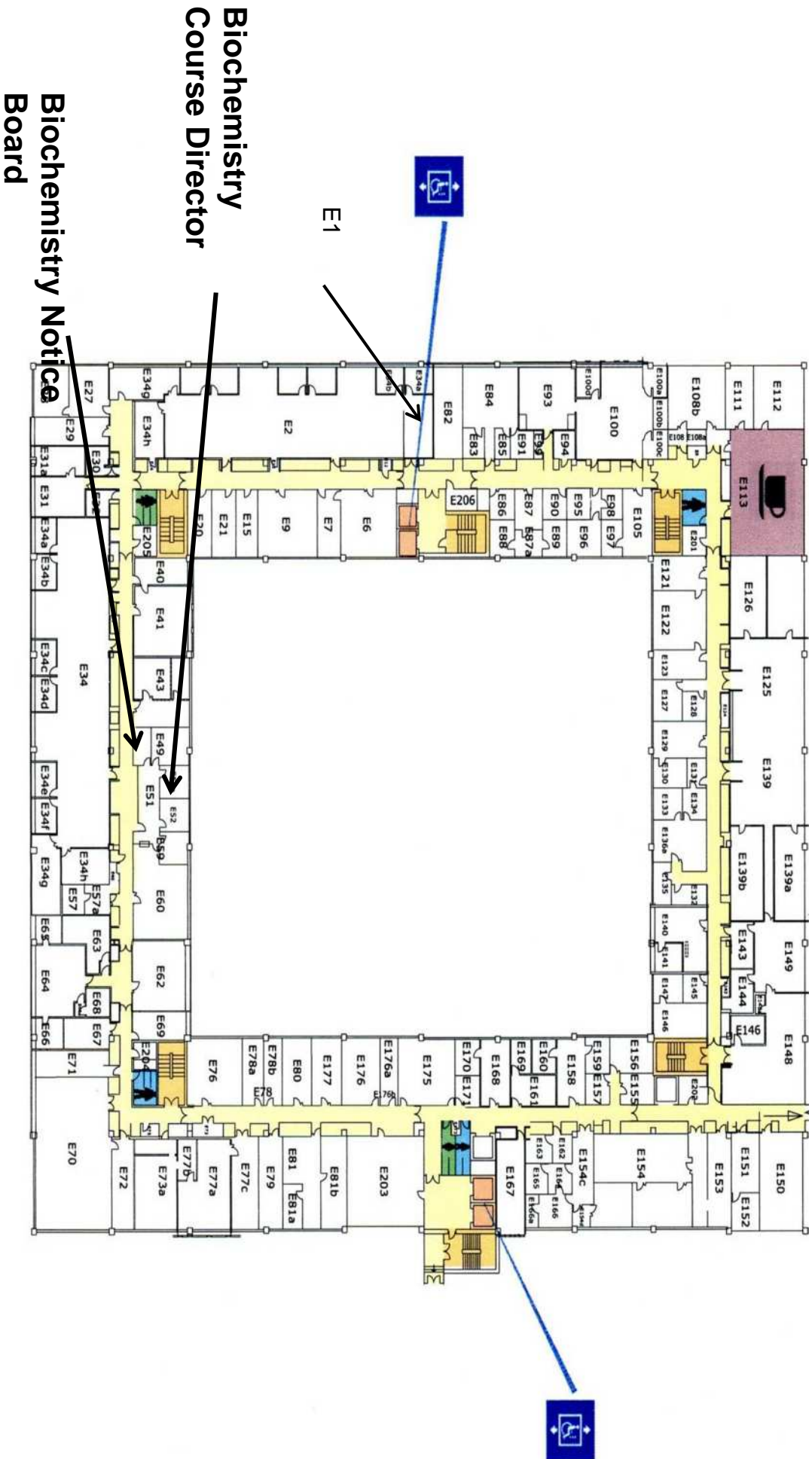


Dr Simon Dawson
 Room D76
 (Biochemistry
 Examinations
 Officer)

Key

- | | | | | | | | |
|--|---------------------------------|--|---------------------|--|------------------------|-----------|-------------------|
| | Designated Badge-Holder Parking | | Entrance | | Toilet (Female / Male) | | Refectory/Cafe |
| | Access Ramp | | Accessible Entrance | | } Accessible Toilet | | Central Timetable |
| | Automatic Doors | | Evacuation Chair | | | Reception | |
| | Accessible Lift | | Emergency Refuge | | Stairs | | Stairs |

E - floor Medical School



General Information

Contact Details	
Postal Address:	University Park East Student Service Centre The University of Nottingham University Park Nottingham NG7 2RD
Student Service Centre	www.nottingham.ac.uk/student-services Tel: 0115 7486500
Course Directors	Dr Fergus Doherty (Life Sciences) Tel: 0115 8230076 fergus.doherty@nottingham.ac.uk Dr Simon Dawson (exams & progression) Tel: 0115 8230121 simon.dawson@nottingham.ac.uk Prof Panos Soultanas (Chemistry) Tel: 0115 9513525 panos.soultanas@nottingham.ac.uk

University Dates 2016-17

Terms	Autumn	Monday 26 September 2016 – Friday 16 December 2016
	Spring	Monday 16 January 2017 – Friday 7 April 2017
	Summer	Monday 8 May 2017 – Friday 23 June 2017
Semesters	Autumn	Monday 26 September 2016 – Friday 27 January 2017
	Spring	Monday 30 January 2017 – Friday 23 June 2017
Exam Dates (provisional)	Autumn	Monday 16 January 2017 to Saturday 28 January 2017 – including Saturday 21 January 2017
	Spring	Monday 22 May 2017 to Saturday 10 June 2017 – including Saturday 27 May and 3 June 2017
	Resits	21 August 2017 to Wednesday 30 August 2017 – excluding Saturday 26 August 2017

Please note: The University requires you to remain in residence throughout the full period of each term, including the first and last days of term.

Useful Links

University of Nottingham homepage
<http://www.nottingham.ac.uk>

School of Life Sciences homepage:
<http://www.nottingham.ac.uk/life-sciences>

School of Chemistry homepage:
<http://www.nottingham.ac.uk/chemistry/>

Module Catalogue:
<http://modulecatalogue.nottingham.ac.uk/nottingham/>

Accommodation:
<http://www.nottingham.ac.uk/accommodation/accommodation.aspx>

Student Services:
<http://www.nottingham.ac.uk/student-services/>

Moodle:
<https://moodle.nottingham.ac.uk>

About Being a University Student

Surviving the first week

You will find it strange being away from home, especially if it is a new experience for you. Try to ensure you know where you have to go and when in advance so that you don't miss anything. There will be organised introductory sessions during the first week that will help you for the rest of your time at Nottingham. Don't miss them because you didn't read your timetable. Plan where you have to go in advance and ensure you know the way. It will take a while to find your way around so allow enough time.

You will meet the teaching staff at various events in the first half of the first week and you will meet your Personal Tutor. He/she can help you with any questions you have. You will be bombarded with lots of paperwork! Try not to ignore it because it is very important. Try to organise the information you receive so you know what you have and read it.

Try to meet one or two friends at least early on. Swap phone numbers and socialise. If they are on the same course it helps to go to the different events together and you can look out for each other.

Remember that teaching starts on Thursday 30 September 2016. Don't miss the first lectures as these may well contain important information/handouts you will need for the rest of the session.

Attending lectures

Studying at University can be quite a change from being at School. You may have been in a small class at School, but you may well find yourself in a lecture room with 180 to 350 other students depending on which modules you take.

Think of the logistics of 200 students getting out of a lecture room as another 200 want to get in! It pays to get to lectures a few minutes early. Arriving late not only disrupts the lecturer but you may miss some important announcements at the start of the class.

Don't sit near the back! Sitting near the front ensures you can see and hear what is going on and keeps you away from the noisy groups at the back who don't want to listen!

TAKE A PEN AND PAPER! You will probably get handouts and there may well be notes on Moodle, but there is nothing more useful than taking some notes during the lecture and writing them up afterwards while the information is still fresh in your mind. This guarantees you will have thought about the information in the lecture at least once before you have to revise for an examination. If you haven't taken notes in class before, there is information about study skills on the University website to guide you and your tutor will help you. It takes time, but learning to study independently and managing your studies is an essential part of being at University.

Attending tutorials:

Tutorials are provided for several reasons:

- You have the opportunity to ask questions about your course or other related matters;
- You will be given work to do to help your learning and understanding of the course;
- You will develop transferable skills including essay writing, giving short talks, solving problems - all of which are essential if you wish to follow a career in science.

It is important to develop a good relationship with your Tutor. He/she will be a person you will want to ask to write references for you when you apply for jobs. If you don't attend they won't know who you are!

Coursework

When you are given assignments (lab reports, essays) to complete you will be given a deadline to hand in your work. **You must meet these deadlines.** There is a University wide standard late submission penalty of a deduction of 5% per day for any work that is handed in late. If you have a genuine reason why you may not be able to meet the deadline let the convenor of the module or your tutor know in advance and you may be able to be given an extension to the coursework deadline.

Academic staff

The lecturers in your School have many jobs to do. They are not just there to teach. Most of the time they will be involved in scientific research projects or School and University administration activities. They have to publish research papers and attract research funding from granting bodies. This is becoming extremely difficult and takes a lot of time. Of course, teaching is a very important part of their job, but it is your responsibility to learn rather than 'be taught'. This is different to being at School and you must adopt a professional attitude to your studies.

Staff are there to help you, but you need to appreciate their other important jobs and be prepared to make appointments if you wish to see them outside scheduled lectures, laboratory sessions or tutorials. **Be professional when talking to staff or emailing them.** Check how your tutor wants to be called for example. It may not be appropriate to email the Course Director and start your message with "Hi Fergus".

In lectures show respect for the lecturer and the other students in the class by keeping quiet unless asking a question and ensuring your mobile phone is switched off.

Come with a positive attitude to your studies!

If you don't have a positive attitude to your studies you won't get a lot a lot of work done and you will have to do a lot of work to catch up! Having a good attitude motivates you to take good notes in lectures, to hand in well prepared assignments in practical classes and tutorials and, ultimately, to do as well as you can in the examinations. Enjoy your studies - it should be an enjoyable and productive time at University and you have worked hard to get here.

Having said that there is lots of potential to get stressed! Try not to let the amount of information overwhelm you - keep it organised. You will have a great deal of freedom as to how you learn and study. It is important to manage yourself and your time so that make the most of your University career.

WORK HARD AND PLAY HARD - it may not seem like it at the start but your time here will fly by very quickly.

WE SINCERELY HOPE YOU WILL ENJOY YOUR TIME AT NOTTINGHAM. IN MANY WAYS THE MORE YOU PUT INTO YOUR COURSE AND EXTRACURRICULAR ACTIVITIES THE MORE YOU WILL TAKE OUT. HAVE A GOOD TIME HERE.