WELCOME

Educational Partnerships is delighted to welcome you to De Montfort University’s (DMU) student community.

This diary has been designed to help you plan and manage your workload and to signpost you to DMU services, resources and opportunities. Use it throughout the year to help make the most of your time as a DMU student.

All this information and more is available at dmu.ac.uk/ep

About DMU

There are lots of reasons to be proud to be a DMU student:

- In 2014 we were named the most improved university in the UK after climbing 32 places in The Times and The Sunday Times Good University Guide
- In 2015 we were cited as one of the top 25 universities for graduate employability in the annual Destination of Leavers from Higher Education survey
- We have great links with industry: more than 170 of our courses are professionally accredited
- DMU is the home of #DMUglobal, a ground-breaking initiative offering students international experiences on campus and around the world
- Four faculties offer 400 diverse undergraduate and postgraduate subjects, with full-time, part-time and distance learning options offering flexibility
- Our 22,000 students are supported by 2,600 staff

DE MONTFORT UNIVERSITY STUDENTS’ UNION (DSU)

DSU is student-run and student-led. We’re here to involve, represent and inspire you, to help you make the most of your time with us here at De Montfort University.

When you enrol at DMU, you automatically become a member of the Students’ Union.

As well as trips and nights out, DSU offers an advice and support service to help you with a range of issues, including money, health and well-being, housing and visas.

Our core values are community, democracy, fun, growth and quality, which sums us up quite nicely! To find out more, visit demontfortstudents.com

Make your voice heard

Many of DSU’s policies are directed by the Education Council and the Activities Council, who come together to discuss the most burning issues facing the student population. If you would like to help set the Students’ Union policies, you can find the dates for Education and Activities Council at demontfortstudents.com

Remember it’s YOUR union, and your voice counts. So use it, and talk to us!

Your membership of DSU

To make the most of your DSU membership, it makes good sense to register online. Not only can you then purchase a number of goodies, including Freshfest wristbands in August/September, you can also do things like join a society and vote in the elections. All you have to do is go to demontfortstudents.com, ‘log in’ and register your details. It’s quick, easy and painless!
Library and Learning Services

library.dmu.ac.uk
justask@dmu.ac.uk

The Kimberlin Library is the main university library, offering access to PCs, printing and photocopying, study space and stock. It is open 24/7 during term time and you can renew loans online.

Electronic resources

Library catalogue
- Details of books available in print, and access to selected e-books, at capitadiscovery.co.uk/dmu

Library search
- Search all electronic material (e-books and e-journals) subscribed to by the library at library.dmu.ac.uk

Online databases
- Abstracts of journal articles and other material, with links to full-text access where available, at libguides.library.dmu.ac.uk

Subject librarians and guides
- Online subject guides, including details of the relevant subject librarian who can be contacted with any DMU library enquiries, at libguides.library.dmu.ac.uk

Referencing support
- Online referencing guide and access to RefWorks (referencing software package) at libguides.library.dmu.ac.uk/referencing

Single sign-on
Your single sign-on account allows you to access electronic resources using the links above, Blackboard for course information, and online services via my.dmu.ac.uk. Your login username is your P-number (found on your ID card), and your password is set to your date of birth in the format DD/MM/YYYY.

Library services for disabled users
A range of library services are available for disabled users at libguides.library.dmu.ac.uk/disability

Using other academic libraries
Access, and in some cases borrow, books from participating higher education libraries at access.sconul.ac.uk.

Learning and Study Support
The Centre for Learning and Study Support (CLaSS) offers:
- One-to-one tutorials at dmu.uk.libcal.com/booking/class_tutorial
- E-tutorials, allowing you to send a section of your work for specific help at classetutorials@dmu.ac.uk
- Assignment drop-ins
- Study skills and writing workshops at dmu.uk.libcal.com

Contact:
T: (0116) 257 7042
E: class@dmu.ac.uk

- Higher Education Assignment Toolkit (HEAT): advice on how to prepare for and write an assignment libguides.library.dmu.ac.uk/class/HEAT
- Focus on Series: guides to help you with a broad range of academic work from writing to group work

T: (0116) 257 7042
E: class@dmu.ac.uk
W: libguides.library.dmu.ac.uk/class

Maths support
The Maths Learning Centre offers:
- Drop-in sessions
- Support classes and workshops on all aspects of maths and statistics

T: (0116) 250 6432
W: libguides.library.dmu.ac.uk/mlc
HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR)

What is the HEAR?
When you graduate, as well as being issued with a degree certificate, you will receive a Higher Education Achievement Report (HEAR). It is an online document that details your module results and any extra achievements such as internships, volunteering or student representative roles.

What is it for?
The HEAR is an excellent way to showcase your employability, as it captures not only your individual modules, but also any non-academic activities you’ve participated in at DMU.

Which activities are recognised?
A list of recognised activities is available from the DMU website. If you feel an activity should be added to the HEAR (for example something that you are doing or have done through your college), please contact your HE Office, who will investigate if it fits the criteria.

For any general questions about the HEAR, contact hear@dmu.ac.uk

GET INVOLVED!

Non-academic activities at DMU
DMU offers a range of great services and opportunities to help you get more out of your time at university and to enhance your employability.

Square Mile
Launched in 2011, Square Mile uses DMU’s academic expertise and a network of student volunteers to offer potentially life-changing services in the Leicester community. It has won multiple national and international awards. Working on the innovative projects that DMU Square Mile offers is a unique opportunity to put into practice the knowledge you gain on your degree course, and strengthen your CV while honing the skills employers look for. dmu.ac.uk/squaremile

Frontrunners
Frontrunners gives you the opportunity to use what you learn in the lecture theatre in the workplace, through paid internships. The majority are based within DMU and vary from marketing roles and working in the Vice-Chancellor’s office to project work and lab-based opportunities. They last for either three or six months. The hours vary for each placement but can be up to 8 hours per week during term time and 12 hours per week during holiday periods. dmu.ac.uk/frontrunners

#DMUglobal
#DMUglobal is an international experience programme open to all DMU students. Through #DMUglobal, the university offers a wide range of opportunities including on-campus and UK activities, overseas study, internships, faculty-led field trips and volunteering, as well as Erasmus+ and international exchanges. dmuglobal.com

Societies
There are more than 120 societies at DMU, ranging from Music and Dance to Harry Potter. Not only do societies offer a unique platform to make friends, learn new things and have fun, being part of a society means you could win awards, attend conferences and ceremonies, and gain qualifications. All this experience makes a great addition to your CV. You can even start your own society! demontfortstudents.com/societies

Student Gateway
The Student Gateway offers careers advice and guidance, and the website provides a comprehensive list of graduate jobs, part-time jobs, internships and work experience placements. mygateway.dmu.ac.uk

GET INVOLVED!
**STUDENT VOICE**

Your opinions and feedback are critical to the evaluation and improvement of your course and your student experience.

How to give feedback
While you are studying there are a number of ways you can have your say. Remember to include the good and the bad! Some of the most common methods of gathering feedback are:

- **Visits from DMU**
  Each year the DMU faculty will visit the college to ask students their views on the course they are studying. This is a further opportunity to feed back comments on your experience.

- **Programme/module feedback**
  After you complete a module or level, you will normally receive a questionnaire about what went well, and what could have gone better. Your comments and responses will be used to improve the module or programme for future students.

- **National Student Survey (NSS)**
  The NSS is an in-depth survey that runs across all publicly funded higher education institutions (HEIs) in England, Wales, Northern Ireland, and participating HEIs in Scotland. You will be asked to complete the survey towards the end of your final year. Feedback is used to compile year-on-year comparative data that is published on [unistats.com](http://unistats.com), where prospective students can use the results to help make informed choices about where and what to study.

**DMU ACADEMIC CALENDAR**

These are the university's standard term dates; term dates at your institution may differ.

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<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Notes</th>
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<td>Monday 28 September – Friday 2 October 2015</td>
<td>Freshers’ week</td>
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<td>Monday 5 October – Friday 18 December 2015</td>
<td>11 weeks of teaching</td>
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<td>Monday 9 November – Friday 13 November 2015</td>
<td>Enhancement week</td>
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<td>Monday 21 December 2015 – Friday 8 January 2016</td>
<td>3 weeks of vacation for students</td>
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<td><strong>Spring term</strong></td>
<td>Monday 11 January – Friday 18 March 2016</td>
<td>10 weeks of teaching</td>
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<td>Monday 11 April – Friday 29 April 2016</td>
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<td>Monday 2 May – Friday 17 June 2016</td>
<td>Revision/exams/markings/employability sessions</td>
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<td>Friday 17 June 2016</td>
<td>End of academic year</td>
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**OTHER USEFUL INFORMATION AND LINKS**

**Getting to DMU**

- **By car**: If you are travelling by car and using Sat Nav, please use postcode LE2 7DP, which will direct you to the centre of the campus.
- **By train**: DMU is approximately 1 mile from the railway station. Visit [dmu.ac.uk/publictransport](http://dmu.ac.uk/publictransport) for links to public transport routes, timetables and journey planners.

**Student ID card**

Your ID card shows your DMU student P’ number. You should carry your card at all times when visiting the DMU campus. You will need your ID card to access the library building and library services such as computers, printing, photocopying and quiet study areas. You should not let anyone else use your card, Library PIN or IT login.

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