

**Please note:** This is a copy of the e-mail. There will be minor spacing/layout issues that have arisen from the content being copied into Word. These aren't in the final newsletter – this is intended as a guide for your information.

Academic support for your course

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myUWE

Support

Infopoints



## Supporting your studies

Starting a new course is a big step, whether you've come straight from college, taken a gap year or been working for a number of years. But don't worry - we've got a range of services and tools to help improve your learning and ensure you fulfil your potential.

By now you should all have your teaching timetables - if you haven't already seen it you'll find it on [myUWE](#) under the Courses tab.

If you have any questions about your course or support services, just contact our [Information Points](#). Ring them on 0117 32 85678, [email](#) or tweet [@UWEBristol](#).

And remember, all the information you'll need to [get ready for the new academic year](#) is available online.

### Quick links

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## What are programme and module leaders?

Your Programme Leader is the academic member of staff who is responsible for the structure and organisation of your course. They're the person to talk to if you have questions about your course.

Module Leaders are responsible for the structure and organisation of individual modules. If you're having trouble with a specific module, they're the people to talk to.

## Get to know myUWE and Blackboard

myUWE is your student portal. You'll use it to access things like Blackboard, teaching and exam timetables, your university email account and your library account.

Blackboard is our virtual learning environment. It's where you'll find everything to do with your course, such as module handbooks, lecture notes and other useful resources. You'll probably always access it through myUWE.

Log in to myUWE

## Using the Library

The Library is home to much more than just books. Through the Library web pages you'll find specialist advice and resources for your subject, e-journals, past exam papers, study skills tutorials and lots more.

Our Librarians are here to help with anything from finding a book to referencing your work. If you're not on campus, our [Ask a Librarian](#) online service is available 24/7.

See what the Library has to offer

# Study skills

We've got loads of online resources and tutorials to help you master study skills, including advice on common problems like referencing, time management and how to avoid plagiarism.

We also run study skills workshops and one-to-one sessions throughout the year if you'd like more personal support.

Study skills

## Student Reps

Student Reps are here to represent your voice. You can talk to them about problems with your course and they'll work with academic and support staff to improve things.

Reps are usually elected at the start of term, and anyone can put themselves forward. If you're keen to get stuck in, more information about [how to become a Rep](#) is available online.

From mid-October you'll be able to find out who your Student Reps are via myUWE - go to the Courses tab, then Student Reps. If there's a \* next to their name, it means you share a module with them.

Find out more about Student Reps

## Peer Assisted Learning (PAL)

PAL is a scheme where second year students (known as PAL Leaders) are trained to deliver support sessions for new students.

Academic PAL Leaders will lead discussions based on your lectures to help you master concepts covered in your modules and improve your study skills.

We also have PAL Leaders who can support you in non-academic areas, such as international student support, employability skills, emotional resilience and more.

[Find out more about PAL](#)

## Study spaces

Need to book a room for a group project you're working on? Need somewhere quiet to study when the library is full? Need to borrow a laptop?

We have spaces and facilities across all campuses that you can book or just turn up and use.

[Find a study space](#)

## Office 365

You have access to [Office 365](#) through your university email account, which you can get to via [myUWE](#).

Office 365 allows you to access your email, contacts, calendar and Office documents remotely via your web browser. You'll also get 1TB of safe and secure online storage via OneDrive for Business - no more lost memory sticks!

You can also download Microsoft Office for free on up to five of your personal devices through Office 365. Just go to your email through myUWE and click 'Office 365' in the top left corner.

[Log in to myUWE](#)

## IT support available 24/7

If you have any problems with any of the university's IT systems just ring our IT Helpdesk on 0117 32 83612. It's available 24/7 (including weekends and evenings) and it doesn't matter if you're on campus or not.

If you'd like to speak to somebody in person, visit one of our [IT Support Centres](#). They're staffed during the week.

Contact our IT Helpdesk

## Academic regulations and procedures

Our academic regulations and procedures are in place to make sure all students are treated fairly during their academic journey. As a student enrolled on a programme at UWE Bristol you agree to abide by these academic regulations and procedures.

If you have any questions about anything in them just contact an [Information Point](#).

Read the academic regulations and procedures

### Quick links

- » [myUWE](#)
- » [Academic advice](#)
- » [Study support](#)
- » [Term dates](#)

### Contact us

Information Points

Email: [infopoint@uwe.ac.uk](mailto:infopoint@uwe.ac.uk)

Tel: +44 (0)117 32 85678

[More contact options](#)

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As a [student](#), you will receive emails from the Student Communications Team.  
We promise not to overwhelm you and we'll only send you things that are relevant.  
You'll get a regular newsletter and some targeted communications.  
If you unsubscribe you'll miss important emails. [Contact us](#) if you have any questions.

## Dynamic content:

### Faculty of Business and Law:

## Study skills

We run study skills workshops and one-to-one appointments for students from the Faculty of Business and Law at our [Academic Success Centre](#). They'll help you with things like time management, referencing and critical thinking.

You also have access to [Lynda.com](#), where you'll find thousands of online training videos to help you with your software, design and business skills, plus all of the online tutorials on our study skills web pages.

Study skills

### Faculty of Environment and Technology:

## Study skills

If you need help with a particular mathematical, statistical or programming problem, come to one of our [espressoMaths](#) or [espressoProgramming](#) drop-in sessions.

You also have access to [Lynda.com](#), where you'll find thousands of online training videos to help you with your software, design and business skills, plus all of the online tutorials on our study skills web pages.

Study skills

### City Campus:

## Study skills

The EPI Centre at City Campus runs regular workshops to help you with your creative skills, including sessions on Illustrator, InDesign and Photoshop.

You also have access to [Lynda.com](https://www.lynda.com), where you'll find thousands of online training videos to help you with your software, design and business skills, plus all of the online tutorials on our study skills web pages.

Study skills

**Undergraduate students only:**

## Academic Personal Tutors

You'll be assigned an Academic Personal Tutor who will help you with your professional and academic needs throughout your studies. They'll also refer you to other support you might need.

Academic Personal Tutors

**Healthcare courses (Adult nursing, Midwifery, Child Nursing, Healthcare Science, Social Work, Mental Health Nursing, Paramedics, Physiotherapy, Radiography (Diagnostic Imaging and Radiotherapy), Occupational Therapy, Learning Disabilities Nursing, Sport Rehabilitation).**

## Occupational immunisation sessions

Because you'll be working in healthcare, it's important that you're fully immunised. At the start of your course, you may have a timetabled session to see Occupational Health. It's important that you attend all these sessions or your clinical placements will be affected.

You'll be seen individually to check your vaccination status and, if required, provided with necessary vaccinations to protect yourself and others and promote safe working.

Please bring any vaccination records you already have with you to this session. These records are held by your GP, a previous occupational health department or in your childhood vaccines book. If you don't have yours, please contact your GP. Also, bring photo ID – your UWE Bristol ID card will work.

What vaccinations you will be getting