



**QUEEN'S
UNIVERSITY
BELFAST**

**SCHOOL OF
History, Anthropology,
Philosophy And Politics**



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Note: This guide is designed to provide general information, it is not an official document of the University.

1 HAPP INFORMATION

The School of HAPP currently occupies houses No. 16-18 and No23-26 University Square.

The School Office will be your contact for any administrative issues and any other queries. All written correspondence should be sent to the address below.

School Office: 26 University Square, Belfast, BT7 1NN

School general telephone: 028 9097 5028

E-mail: happ@qub.ac.uk

Home page: <https://www.qub.ac.uk/schools/happ/>

1.1 IMPORTANT KEY ROLES WITHIN THE SCHOOL

The full list of **Academic Staff** can be found on the HAPP School website

<https://www.qub.ac.uk/schools/happ/our-people/>

The **Head of the School** is responsible for the running of all aspects of the School's activities. They should only be consulted on student matters that cannot be resolved by other members of staff.

The **Director of Education** coordinates the learning and teaching provision in HAPP and will be responsible for the maintenance and enhancement of quality standards. They hold the Chair of the Examinations Boards and should be contacted if you are unable to resolve any matter with a Module Coordinator, an Advisor of Studies or the Examinations Officer. The Director of Education is ultimately responsible for your academic welfare.

As a first port of call we strongly advise you to speak to your **Tutor/Supervisor** if you have any concerns relating to your time at Queen's, particularly if you think it will affect your progression and, where appropriate, they may refer you to a University or Students' Union service for specialised assistance. Students are to have six official meetings with their Personal Tutor a year, but if you need to speak to yours outside of these scheduled meetings, feel free to approach them for an appointment.

The **Advisor of Studies/Programme Director/Supervisor** has a key coordinating role, overseeing your academic registration and monitoring the progress of students on the course. The Advisor of Studies/Programme Director/Supervisor is responsible for overseeing the admission process ensuring that you are properly registered for the appropriate modules. If you wish to change your pathway or withdraw from the course, you will have to discuss your options with the Advisor of Studies/Programme Director/Supervisor. It may also be the case that you need to discuss problems which, while not directly relevant to your academic career, might affect your academic progress. Your Advisor of Studies/Programme Director/Supervisor will be happy to guide you in these circumstances. You will have met your Advisor of Studies/Programme Director/Supervisor at the time of your enrolment and it is anticipated that they will set aside a time each week when they are available to see students. Remember, you need to inform us of anything that affects your studies and the Advisor of Studies/Programme Director/Supervisor is there to help.

At undergraduate level you may additionally be allocated a **Personal Academic Tutor** who will take a personal interest in your progress and welfare while on the course. It may be the case that you need to discuss problems which, while not directly relevant to your academic career, might affect your academic progress. You will be assigned to a member of academic staff within the School. It is, therefore, sensible that this contact should be maintained throughout your time as an undergraduate. Your Tutor will be available for confidential consultations on any aspect of your relationship with the University. Your assignment to a Tutor in no way diminishes your right of access to other members of University staff.

A **Student Ambassador** assists both Queen's and HAPP with many different aspects of promoting and supporting the School. This role can be used towards Degree Plus.

A **Peer Mentor** is subject-based and are trained to support incoming first years with transition and, in some cases, provide a level of academic support through facilitation of study groups.

1.2 SCHOOL RESOURCES

Within HAPP there are a number of facilities many of these areas are shared, and should be treated with respect and kept clean and tidy.

All sites have Windows operated PCs and these can be accessed using your student credentials. Printing facilities are available at all sites and there will be a charge for their use. Your student card will be required and must have funds available.

1.3 HOW THE SCHOOL AND UNIVERSITY COMMUNICATES WITH STUDENTS

University staff will make every effort to keep you informed of matters of importance to you. You must not forget that the most effective way of keeping track of what is happening in the School is to always attend lectures and other teaching sessions, where staff will make regular announcements. In addition, staff will use a variety of media to keep you up to date with any ongoing developments in your modules or other learning opportunities. You will be expected, however, to regularly check the various media to ensure that you know exactly what is going on. Information will be made available to students through the following formats:

Email: You will be issued with a University email account and you **MUST** only use this address. Staff will use **ONLY** your University email address. Email is the official form of communication within the University and will be a first line of communication with students. Therefore, it is vital that you check your account on a daily basis and out of normal semester times.

Staff will not reply to any email from a student that is sent via a non-QUB email account.

Please ensure you include your student number in all correspondence

Queens Online: Queen's Online (QOL) will be where you can access your learning resources for your modules.

Discussion forums are also available for you to discuss topics with your peers.

2 GENERAL INFORMATION

2.1 SEMESTER DATES

University semester dates can be found at:

<http://www.qub.ac.uk/directorates/AcademicAffairs/SemesterDates/>

2.2 ACCOMMODATION

Queen's guarantees accommodation for Level 1 students and will be allocated. The Elms Village includes: self-contained flats, a kitchen and social area; the Village also includes the Treehouse Bar and Restaurant which includes a shop for snacks, or anything you have forgotten, launderette and lounge and games area. Elms Village, also, has plenty of outside space.

<https://www.qub.ac.uk/accommodation/student-accommodation/elms-bt9/>

2.3 QUB FACILITIES

During your time at Queen's you will have access to our multi million pound sports facilities, the Physical Education Centre (PEC). The PEC boasts a state of the art fitness area with over 140 pieces of CV and resistance equipment, a functional training and weights area, four studios, 25m swimming and diving pool, two multi-purpose sports halls, martial arts area, 2 climbing walls, 8 squash courts, 2 handball courts and outdoor 3G grass pitches.

You will also have access to the university WiFi and use of university computers.

For more information on QUB facilities please follow: <https://www.qub.ac.uk/about/Campus-and-facilities/>

2.4 HEALTH & SAFETY

Your health and safety are of the highest priority and you will be briefed at the start of the programme for all requirements as part of Queen's University Belfast. Working in the wider University and Schools means that you need to assess the risks of any activity in which you are involved and manage those risks. Please familiarise yourself with these procedures within HAPP.

2.5 CODE OF CONDUCT

You will be expected to follow the University's Code of Conduct as part of the programme.

Conduct In Respect Of Others

Every student is entitled to work in an environment that is supportive of his or her dignity and wellbeing. It is the responsibility of the University to ensure such a work environment exists. It is every student's responsibility to avoid behaviour that undermines the individual's dignity or adversely affects wellbeing and safety and furthermore to take appropriate action if they are aware of such behaviour. Part of each student's duty of care to colleagues, students and visitors is conscientious application of health and safety regulations and vigilance against discrimination and harassment. Misconduct on these grounds may lead to disciplinary action and criminal/legal proceedings.

Conduct in respect of others which may be seen as misconduct:

- Use of foul or inappropriate language.
- Inappropriate behaviour towards staff, students or public.

- Neglect of rules for safety, hygiene or security.

Conduct in respect of others which may be seen as major or gross misconduct:

- Violence or other exceptionally offensive behaviour.
- Sexual misconduct at work including sexual misconduct occurring off-campus but in a work related context.
- Bullying/Harassment.
 - Discrimination, victimisation or harassment against staff, student or public as defined by the University's Equal Opportunities Policy.
 - Pursuing malicious or vexatious complaints against others.
 - Deliberately ignoring safety/hygiene/security rules and regulations and thereby endangering one's own or another's physical wellbeing or safety.
 - Dangerous horseplay

Conduct In Respect Of Work Performance

Students will be expected to abide by the policies and procedures developed by the University and any rules or regulations specific to their area of work.

Conduct in respect of work performance which may be seen as misconduct:

- Disobeying instructions.
- Insubordination or refusal to accept proper authority.
- Neglect of duty and/or inadequate performance. When a student, without sufficient cause:
 - fails (after due instruction) to undertake the duties/responsibilities connected with his/her position in a satisfactory and competent manner when he/she is deemed capable of doing so.
 - causes any loss, damage or injury to occur to any person or property, by carelessness or neglect.
 - fails to report any matter which it is his/her duty to report e.g. Health and Safety issues.
 - fails to make any entry, which it is his/her duty to make, in any book or document.
 - fails properly to account for, or to make a prompt and true return of, any money or property that comes into his/her possession in the course of his/her duties.

Conduct in respect of work performance which may be seen as major or gross misconduct:

- Being under the influence of alcohol or drugs such that judgement is impaired.
- Falsification of records relating to students, staff, or other persons.
- Action resulting in breach of contract and compromising of services.
- Failure to discharge the obligation which the law or his/her contract places upon him/her.

2.6 STUDENT CHARTER AND GENERAL REGULATIONS

The University's Student Charter sets out how the University will work in partnership with you to support your learning and help you to realise your ambitions, as well as the standards of behaviour and personal responsibility that we expect from our students. The Student Charter can be found at: <http://www.qub.ac.uk/directorates/AcademicAffairs/GeneralRegulations/StudentCharter/>

By enrolling at Queen's University Belfast, you undertake to abide by all of our regulations, policies and procedures so it is important that you familiarise yourself with them.

The University's General Regulations contain important information about the rules governing progression, assessment and degree classification on all programmes. They assure the University's academic standards and ensure all students are treated consistently and equitably. They are also part of the formal contract between you and the University. The University's General Regulations can be found at:

<http://www.qub.ac.uk/directorates/AcademicAffairs/GeneralRegulations/>

If you have any problems understanding any of these regulations, policies and procedures, or if you have any questions, it is important that you discuss them with your Personal Tutor or the Students' Union Advice Centre.

3. STUDENT WELLBEING AND HEALTH

3.1 WELLBEING

It is important that as students you are aware of significant transitions that may have an impact on your mental health and emotional wellbeing. Occasionally you may miss lectures due to ill health however; if you are finding it difficult to attend classes and social events please talk to your Personal Academic tutor/ Advisor of Studies/Programme Director/Supervisor. They will be able to offer you support and give you details of relevant University services.

3.2 STUDENTS AT RISK

The University and the School have procedures in place to monitor students and identify who may be potentially 'At Risk'. Our staff may take attendance at lectures, seminars and regularly review if individuals are missing significant occurrences of time. Staff will identify if students' need additional support to maximise their academic achievements and offer support as required.

3.3 STUDY SUPPORT

The Learning Development Service is available to help you with academic skills. You can have a one-to-one appointment and/or attend a range of workshops on topics including essay writing, referencing, time management, presentation skills and preparation for exams.

You can find out more on their website <http://www.qub.ac.uk/directorates/sgc/learning/>

3.4 WHAT TO DO IF THINGS AREN'T GOING WELL

At Queen's we understand that students may encounter times when things are not going well for one reason or another and this can have an impact on their studies. Support and advice for students on the following issues can be found at:

<http://www.qub.ac.uk/directorates/sgc/wellbeing/InformationforStudents/StudentConcerns/>

- Absence from Study
- Changing your Course
- Temporary Withdrawal
- Withdrawal from the University
- Exceptional circumstances (see Point 5.2)
- Student Support Meetings
- Academic Appeals
- Student Complaints Procedure
- Procedures for Dealing with Academic Offences

4 TEACHING AND LEARNING METHODS

Teaching and learning methods will be conducted by various different approaches throughout your time within the University.

Modules

Are separately assessed units of learning which are undertaken and assessed, *normally* within a single semester. A module represents one-sixth of the effort in a stage (normally 20 CATS points). Module teaching may include one or several elements; -

- Lectures
- Seminars
- Tutorials
- Placements
- Fieldwork

All modules require you to pass examinations, assessed elements or a combination of both. The module weighting (CAT points) refers to the proportion of the module mark to be used in the final classification. A normal academic undergraduate enrolment is 120 CATs each year.

You must submit all coursework in accordance with a timetable issued for each module. Failure to submit work on time (without due cause, such as illness) will result in a penalty being applied. The pass mark in all undergraduate modules is 40%.

Contact hours

Are split between *contact teaching hours* (taught) and *non-contact teaching* (self-study) hours. Contact hours are timetabled and will be shown on your Qsis (<https://qsis.qub.ac.uk/>) and QOL account. Non-contact hours are the hours that you are expected to undertake to support the taught elements.

ATTENDANCE

You are required to be in attendance at the University during the 15 weeks of each semester except where permission to be absent has been sought from and granted by your Advisor of Studies/Course Director/Supervisor, or in cases of illness or emergency or unforeseen circumstances. Medical certificates signed by a medical practitioner are required to support any absences on medical grounds must be provided for all cases of absence from examinations, class tests and field courses.

Exceptional Circumstances Forms are available online
<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/StudentGuidance/ExceptionalCircumstances-AStudentGuide/>

Things may not always go to plan during your time at University; something may happen that has an impact on you personally or on your academic progress. If any such factors have a significant effect on you and your studies (especially around the time of assessment deadlines or exams), you should always let someone in your School know at the earliest opportunity.

5. ASSESSMENT AND FEEDBACK

5.1 OVERVIEW OF ASSESSMENT STRATEGY

All information relating to assessment can be found at:

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforUndergraduateProgrammes/>

and

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforPostgraduateTaughtProgrammes/>

5.2 COURSEWORK

Referencing

The University uses various referencing systems for citations in your assignments. Your module coordinator will identify the system of preference when your assignments are issued.

Submission procedures

You will be expected to submit your assignment(s) by a stipulated deadline. All requirements will be stated in the module outline and advised by the module coordinator.

Late submission of assessed work

The University policy for late submissions can be found under regulation no. 1.3.11

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforUndergraduateProgrammes/>

TurnItIn

The University recommends the use of a plagiarism detection service, using a programme called TurnItIn. Plagiarism is defined as '*the presentation of the work of others as the writer's own*' (including the student's own work) and is an academic offence.

5.3 EXAMINATIONS

The University currently has two examination sessions over the academic year. Full details can be found here

<http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/SemesterDates/>

Students who have to undergo a resit examination are required to sit the examination in the designated resit period only. It is mandatory that they must be available to complete the examinations in this period and pay for the appropriate fee in advance of the examination.

5.4 ACADEMIC MISCONDUCT

In order to safeguard our academic standards and the integrity of our awards the University has procedures in place for dealing with suspected academic misconduct. The procedure details types of academic misconduct, such as cheating in an examination, plagiarism, collusion and fabrication, how suspected offences are investigated and the penalties that can be imposed. The procedure also details students' rights of appeal in cases relating to academic misconduct.

A Student Guide on the Academic Offences Procedure can be found at:

<http://www.qub.ac.uk/directorates/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicOffences/Student-Guide/>

5.5 MARKING AND MODERATION PROCEDURES

The University uses the Conceptual Equivalent Scale for all assessed work except in circumstances where answers are clearly either right or wrong, for example multiple choice and numerical assessments. The pass mark for undergraduate examinations is 40%.

5.6 DELIVERY METHODS AND TIMING OF FEEDBACK

Staff will normally provide detailed individual feedback on assessed work with three weeks of its submission and aim to have some general feedback for the class within a few days.

The quality of your learning throughout your degree depends not just on your performance on individual assignments and exams, but also how you reflect on how well you approached the range of tasks related to the different assessed elements of the course.

Feedback can be given in a variety of forms, it may be delivered:

- verbally, or in written form,
- based on class work or individual performance and
- can be based on non-assessed work (i.e. formative feedback) or
- on assessed work (i.e. summative feedback).

It is your responsibility to make the most of the opportunities for feedback.

6. EMPLOYMENT DURING THE ACADEMIC YEAR

We recognise that some students may have to work part-time whilst completing their degree.

There are a number of good reasons for doing this, as part-time work can help you to:

- develop valuable employability skills that will impress future employers;
- gain experience and a greater understanding of the workplace;
- access and develop networking opportunities;
- support yourself financially during your studies.

However, the University strongly recommends that students on full-time programmes devote **NO MORE THAN 15 HOURS PER WEEK TO PAID EMPLOYMENT**. There is strong evidence to show that significant levels of part-time work can compromise your academic progress and affect degree outcomes.

Please note that **International Students** may have prohibitions or restrictions on working in the UK. It is very important that you confirm you have a legal right to work and if you do have the right to work, that you don't exceed the permitted hours. Further information can be found at: <http://www.qub.ac.uk/sites/iss/VisasandImmigration/WorkingintheUK>

We do urge you to be sensible about how you manage your study, work and social time to get the best result you can from your degree. If you do have financial pressures that mean you have to work more hours than is advisable, please come and talk to us. Both the Student Income and Finance Department in the Student Guidance Centre and the Students' Union can give you advice on funds that are available to help students in your position. The Learning Development Service (<http://www.qub.ac.uk/directorates/sgc/learning>) can also offer advice on time management.

Register with the Student Jobshop to access a range of opportunities and fairly paid part-time jobs at <http://www.qub.ac.uk/directorates/sgc/careers/>

7 LIFE IN BELFAST

We know that University can create additional challenges for you. In this section we have provided you with some further information for services and local amenities that you may find useful.

7.1 HEALTH AND WELFARE

If you are experiencing difficulties of any nature and need to talk to anyone, your first port of call should be to contact the University's Welfare Team.

In an emergency and if you need them outside normal working hours (9am-5pm, Monday to Friday) you can use any of these numbers below; -

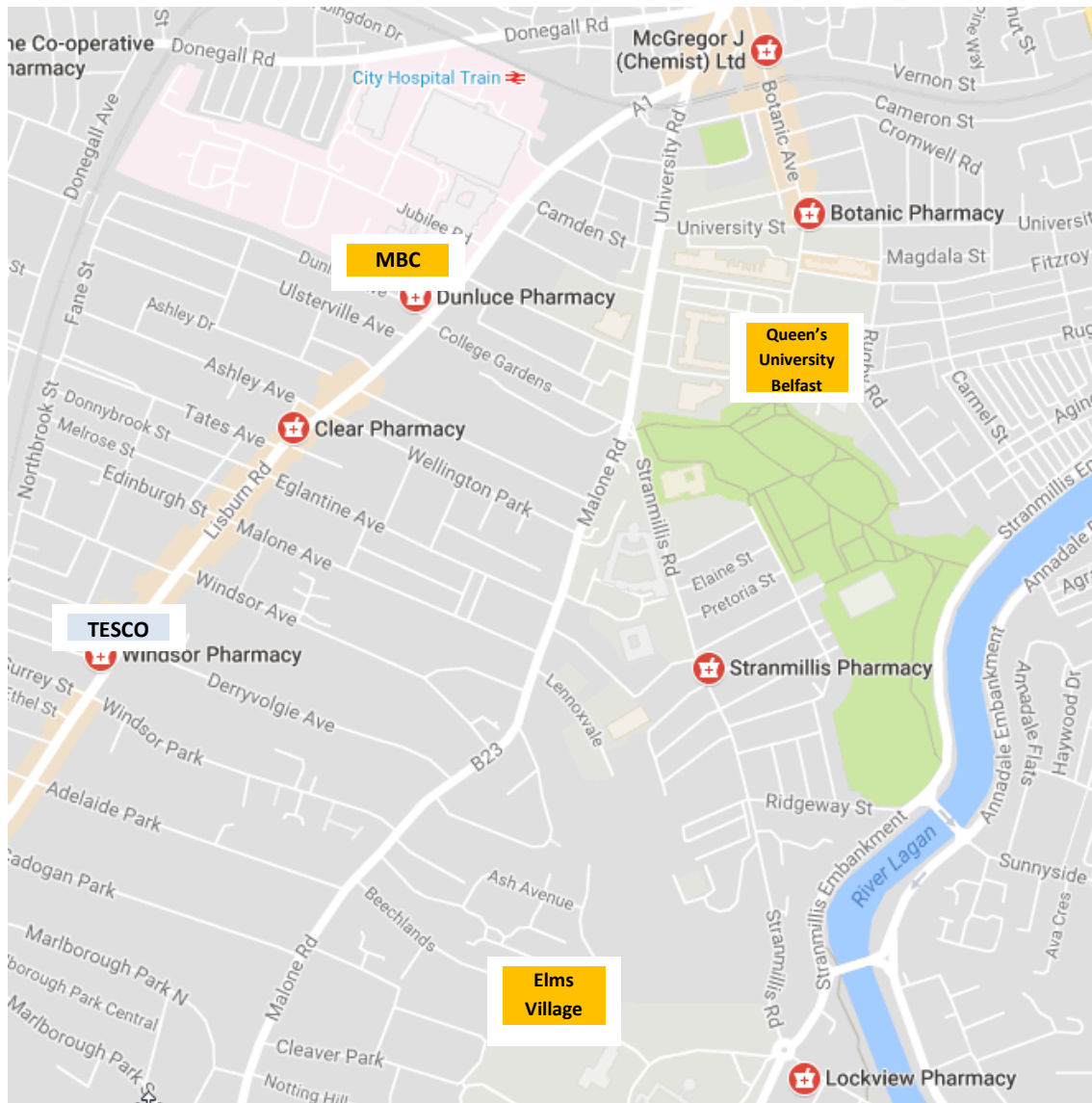
- Counselling support delivered in partnership with Inspire Wellbeing (formerly Carecall) on **08088000016** (24 hours, free from mobile and landline)
- Lifeline - 24 hours' helpline, **08088088000** (free from mobile or landline)
- The Samaritans - also available 24 hours. They can be contacted on **116123** (national line) or **02890664422** (Belfast).
- Student's own GP or local A&E hospital service. The GP out of hours' number for the University area is **02890796220**.

7.2 MINOR ILLNESSES

If you are suffering from any minor ailments or conditions and are unable to (or feel that you don't want to visit a doctor), you can visit a local pharmacy and speak to a pharmacist for treatment or advice.

Pharmacies local to the university are; -

| | | | | |
|--|---|----------|---|-------------|
| Stranmillis Pharmacy <i>*Close to the Ashby Building</i> | 8:00 - 8:00pm | Mon-Fri | 62 Stranmillis Road Belfast BT9 5AD | 02890666477 |
| | 9:00 - 5:30pm | Saturday | | |
| | 1:00 - 5:00pm | Sunday | | |
| Lockview Pharmacy <i>*close to Stranmillis College and the QUB Boathouse</i> | 9:00 - 5:30pm | Mon-Fri | 3 Lockview Road Belfast BT9 5FH | 02890660555 |
| | 9:00 - 1:00pm | Saturday | | |
| | Closed | Sunday | | |
| Dunluce Pharmacy <i>*close to the MBC</i> | 8:45 - 6:00pm | Mon-Fri | 1 Dunluce Avenue Belfast BT9 7HR | 02890247726 |
| | Closed | Saturday | | |
| | Closed | Sunday | | |
| Clear Pharmacy <i>*close to the top of Tate's Avenue on the Lower Lisburn Rd</i> | 9:00 - 9:00pm | Mon-Fri | 165 Lisburn Road Belfast BT9 7AJ | 02890381882 |
| | 9:00 - 5:30pm | Saturday | | |
| | Closed | Sunday | | |
| Windsor Pharmacy <i>*close to Tesco on the Lisburn Rd</i> | 9:00 - 5:30pm (Closed 1-2pm Wednesday only) | Mon-Fri | 395 Lisburn Road Belfast BT9 7EW | 02890667767 |
| | 9:30 - 1:00pm | Saturday | | |
| | Closed | Sunday | | |
| Botanic Pharmacy <i>*close to Main Lanyon Building</i> | 9:00 - 5:30pm | Mon-Fri | 98 Botanic Avenue Belfast BT7 1JR | 02890325509 |
| | Closed | Saturday | | |
| | Closed | Sunday | | |
| J McGregor <i>*close to Shaftsbury Square</i> | 9:00 - 5:45pm | Mon-Fri | 30 Botanic Avenue Belfast BT7 1JQ | 02890327122 |
| | 9:30 - 5:30pm | Saturday | | |
| | Closed | Sunday | | |



Local Pharmacies around Queen's University.

7.3 DENTISTS

If you require a dentist while you are here. If you are suffering from any of the following emergency conditions; -

- uncontrolled bleeding
- trauma
- swelling, and
- severe dental pain

you can attend the Relief of Dental Pain Clinic at the Belfast City Hospital on the Lisburn Road.

Clinic Times are:

| | |
|------------------------------------|---------------------------------------|
| Monday to Friday Evening Sessions | 7:00pm – 9:15pm |
| Saturday, Sunday and Bank Holidays | 10:10am – 12.15pm and 7:00pm – 9:15PM |

Out of these hours you should attend your nearest Accident and Emergency (A&E) Department.

7.4 DOCTORS

Please find details below of the opening hours of the University Health Centre. Full details can be found here;- <http://www.universityhealthcentreatqueens.co.uk>

| Opening Hours | | | |
|-----------------|------------------------------|---|-------------|
| 8:30 – 5:30pm | Mon-Fri | 7 University Terrace, Elmwood Ave, Belfast, BT7 1NP | 02890664634 |
| Closed | Sat | | |
| Closed | Sun | | |
| Out of Hours | | | |
| 5:30pm – 8:30am | Daily/Weekends/Bank Holidays | | 02890796220 |

7.5 EMERGENCIES

If you are unable to get in contact with a doctor and you are experiencing an emergency, you can call 999 from any phone to request an ambulance or you can travel to one of the following hospitals which have an A&E department; -

| Hospital | Address | Miles from Elms Village |
|-------------------------|---|-------------------------|
| Royal Victoria Hospital | 274 Grosvenor Road, Belfast BT12 6BA | 2.2 miles |
| Ulster Hospital | Upper Newtownards Road, Dundonald, Belfast BT16 1RH | 7.8 miles |
| Mater Hospital | 45-54 Crumlin Road, Belfast BT14 6AB | 2.7 miles |

7.6 AMENITIES

BANKS

There are a number of banks available around the university area. Please follow the link to find an up-to-date foreign exchange rate: <https://www.postoffice.co.uk/travel-money/tourist-exchange-rate>

| | | |
|-------------------------|--|-------------|
| Ulster Bank, | 91-93 University Road, Belfast BT7 1NG | 03459482222 |
| Santander | Queen's Student Union Belfast BT7 1NN | 08000304321 |
| Danske Bank | 49-51 University Road, Belfast BT7 1ND | 02890045230 |
| Bank of Ireland | 28 University Road, Belfast BT7 1ND | 02890245616 |
| First Trust Bank | 35 University Road, Belfast BT7 1ND | 03456005925 |

TRAVEL SERVICES

Belfast is an easy city to get around and you are 20 minutes' walk into the City Centre from the main University's buildings.

Methods of transport that are available are; -

- Bus** City centre – Metro Service
<http://www.translink.co.uk/Services/Metro-Service-Page/metro-timetables/>
Out of city - Ulsterbus

<http://www.translink.co.uk/Services/Ulsterbus-Service-Page/Timetables/>

Bicycle <http://www.belfastbikes.co.uk/en/belfast/>

Train (out of Belfast) <http://www.translink.co.uk/Services/NI-Railways/Routes--Timetables/All-Timetables/>

Taxis There are several different companies that operate across the city. Please be aware that you cannot 'flag' down taxis in the street due to the licencing laws that are set here.

Most of the bigger companies have an app that can be downloaded and you can book a taxi through them or by calling the number direct.

The main companies that operate around the city are:-

Value Cabs 02890809080

This taxi company do a 'cab now pay later' scheme to ensure you get home safely, which is endorsed by the Student's Union. Further details on the scheme can be found here <http://www.qubsu.org/YourUnion/WhatsInside/CabNowPayLater/>

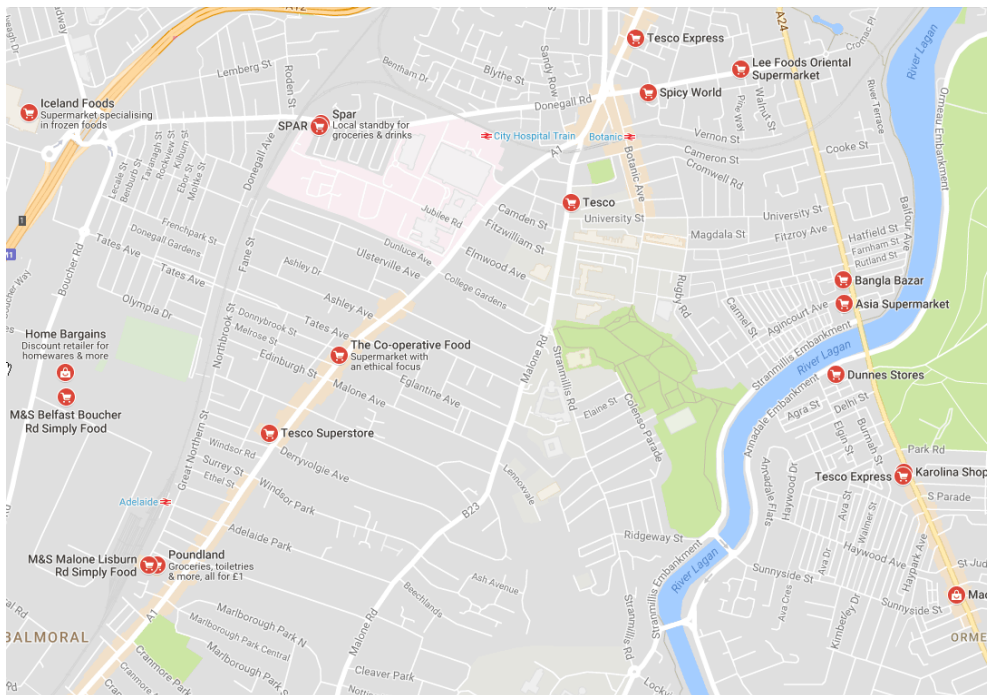
fonaCABS 02890333333

There are also other local taxi firms that can also be used if you wish.

SHOPPING

There a number of large supermarkets available to you across the city however you may wish to try to source some of your home ingredients from some of the international supermarkets that are established here.

Food shops around Queen's University



QUESTIONS

&

ANSWERS

Will there be Face-to-Face Teaching?

While at this time HAPP can not guarantee that all teaching, lectures and tutorials, will be in person (face-to-face) for the entire year it is the intention for HAPP that this our intention for the forthcoming year.

What is Degree Plus?

Degree Plus is an employability award that allows you to gain formal recognition and a certificate for the extracurricular experience you gain during your time at Queen's.

For Further information use the link provided: <https://www.qub.ac.uk/directorates/degreeplus/>

A Levels Vs University Study

Third level education is a step from A Levels. The different between A Levels and University is that A Levels are directed learning with the support of your teacher whereas at University a lot of emphasis and importance is placed on individual studying and work.

When will the reading lists be out so I can prepare before term starts?

Reading lists are not normally provided to student before they have enrolled on a particular module.

How much reading should I realistically be doing every week?

The amount of reading a student completes is very individual. It depends on the module, course, how much the student engages with the subject matter and wants to read around the topic.

How does a University Timetable work?

All students have their own personal timetable depending on the core and elective modules picked. While time in the classroom is much reduced compared to school this is where independent study is important.

What is a tutorial?

Tutorials are designed to give you a space to engage more actively with the course content. It is more interactive and specific than a book or lecture, a tutorial seeks to teach by example and supply the information to complete a certain task.

What is a seminar?

When you attend lectures, you're usually with a large group of students, and there's little or no opportunity for discussion. Seminars however, are small group sessions which give you the opportunity to discuss topics in some depth. These are often related to the lectures, but in addition you may be given work to do beforehand.

How do I pay my tuition fees? All at once or is there a possibility to pay in parts?

Student often worry about the payment of tuition fees. The link provides all the necessary information relating to the payment of tuition fees.

<https://www.qub.ac.uk/Study/Feesandfinance/pay-tuition-fees/>

What is the Student Guidance Centre?

To find out more click on the link.

<https://www.qub.ac.uk/directorates/sgc/StudentGuidanceCentreVideo/>

What is the Learning Development Service?

The Learning Development Service is situated within the Student Guidance Centre and it is there to help students with

- one-to-one appointment - which focuses on helping students study and prepare for ongoing assessments.
- Learning resources – provide a selection of learning resources to support students academic work and personal development
- Transferable work skills – assist with presentation and communications Skills
- Student Skills – improve student skills whether it be referencing, research skills study skill or time management

What is Disability Services?

The University is committed to creating an inclusive environment and seeks to ensure that students with a disability or long-term condition have equitable access as far as reasonably possible to all aspects of University life. Disability Services is part of the Student Guidance Centre is there to help and all conversation are confidential unless the student advises otherwise.

Are there safe spaces in the campus that are available if I need to be alone/calm myself?

Queen's is concerned for all our students and provide special areas on campus for students.

Appendix 2 – Campus Map

CAMPUS MAP



FACULTY OFFICES

Art, Humanities and Social Sciences
Engineering and Physical Sciences
Medicine, Health and Life Sciences

X1
X2
X3

SCHOOL OFFICES

Arts, English and Languages
Biological Sciences
Chemistry and Chemical Engineering
Electronics, Electrical Engineering
Computer Sciences
History, Anthropology, Philosophy
and Politics
Law
Mathematics and Physics
Mechanical and Aerospace
Engineering
Medicine, Dentistry and Biomedical
Sciences
Natural and Built Environment
Nursing and Midwifery
Pharmacy
Psychology
Queen's Management School
Social Sciences, Education
and Social Work

F
E
N
M
J
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GLOBAL RESEARCH INSTITUTES

The Senator George J Mitchell
Institute for Global Peace,
Security and Justice
The William J Clinton Leadership
Institute
The Institute for Global Food Security

G
T
U

The Institute of Electronics,
Communications and Information
Technology (*Titanic Quarter, not shown*)
The Institute of Health Sciences

LOCATION

Academic and Student Affairs
Administration Building
Ashby Building
Canada Room/Council Chamber
Careers, Employability and Skills
Centre for Cancer Research and
Cell Biology (CCRCB)
Chrono Centre
Clinical Research Facility
Computer Science
Counselling Service
David Bates Building
David Kair Building
Development and Alumni Relations
Disability Services
Drama and Film Centre at Queen's
Dunluce Health Centre
Elms BT9
Elms BT1 and Elms BT2 (not shown)
Elmwood Building
Elmwood Hall
Estates
Finance
Graduate School
Great Hall
Harty Room
Health Sciences Building
Human Resources
Information Services
Institute of Professional Legal
Studies (IPLS)

3
3
31
1
14
23
19
26
27
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12
28
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20
35
18
15
3
3
4
1
5
25
3
11
33

International Office
INTO Queen's
Jobshop
Lanyon Building
Main Site Tower
Marketing, Recruitment,
Communications and
Internationalisation
McClay Research Centre
Medical Biology Centre (MBC)
Naughton Gallery at Queen's
New Physics Building
Northern Ireland Technology
Centre (NITC)
Occupational Health and Safety
Services
Old Physics Building
Peter Froggatt Centre (PFC)
Pharmacy Building
Physical Education Centre (PEC)
Queen's Film Theatre (QFT)
Registrar and Chief Operating Officer
Research and Enterprise
Riddell Hall
Sonic Arts Research Centre (SARC)
South Dining Hall
Student Guidance Centre
Student Plus
Students' Union
The McClay Library
University Health Centre
Vice-Chancellor's Office
Welcome Centre
White Hall
White Medical Building
Wellcome-Wolfson Institute for
Experimental Medicine

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14
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24
21
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8
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34
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36
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29
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16
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13
1
1
7
22
23

