



**A GUIDE FROM APPLICATION TO ARRIVAL
UNIVERSITY OF DUNDEE**

2011/12

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A large print version of this booklet is available on request by calling +44 (0)1382 383838. This booklet is also available in a variety of formats online.

www.dundee.ac.uk/undergraduate/downloads.htm

The information given in this booklet was correct at the time of going to press (February 2011).

INTRODUCTION

Welcome to the University of Dundee's **Guide from Application to Arrival**. We have compiled this guide in response to an increasing number of enquiries from applicants, their parents and their partners in search of information about the application cycle and student life at the University of Dundee.

Typical questions

- What is UCAS?
- When is the application deadline?
- What happens if an applicant is unsuccessful after making their UCAS choices?
- How much does self-catered accommodation cost at the University of Dundee?
- How much do our students spend on their social life?
- Do our students have part-time jobs?
- What happens if a student is unwell?
- Are student loans compulsory?

These are some typical questions we have been asked at recent visit days and this guide will answer them all for you. We hope that you find it useful and informative and we look forward to meeting you at one of our visit days. Additional information can also be found on our website.

Each section also includes a list of contact details and web addresses if you have further questions.

Contacts and Further Information

Admissions & Student Recruitment

University of Dundee

Tel: 01382 383838

Email: **ContactUs@dundee.ac.uk**

Website: **www.dundee.ac.uk/prospectus/parents**

CHOOSING A UNIVERSITY

Choosing a university course from the thousands available can be a daunting task, especially if students are unsure of what they would like to study or are considering a course that they would not normally study at school or college, such as engineering, law or psychology.

The Course Search on the UCAS website - www.ucas.com - allows students to search for specific subjects and lists the UK universities where these degrees are offered. It should be noted that universities often offer a much wider range of subjects than is normally available in schools and colleges and the UCAS website can also identify courses related to familiar subjects. For example, a student who is interested in studying biological sciences at the University of Dundee would also be alerted to our degrees in biochemistry, anatomical sciences, pharmacology, microbiology and sports biomedicine.

Once a subject area has been identified, the next step is to consider in detail the universities which offer these degrees.

For example:

- qualifications and grades required to be considered for the degree - these will vary from one university to another
- location and size of the campus
- location of accommodation in relation to the campus
- financial implications - living costs and tuition fees
- employment opportunities after graduation
- departmental ratings for research and teaching quality.

Pick up a prospectus

The details above should be considered carefully before an application is made and the best source of information is the university prospectus, an information booklet introducing the university and providing details of entry grades and course content.

Prospectuses are normally free and the University of Dundee prospectus can be collected at a higher education fair, posted directly to you or found on our website.

Whether in paper form or online, the prospectus introduces the University campuses and facilities before highlighting each degree course under five main headings:

- why study that subject at the University of Dundee
- course content
- how the course will be taught and assessed
- possible career prospects
- qualifications, grades and specific subjects required.

There are also various independent university guides and league tables published which also allow you to compare different institutions and subjects – some of them are listed on page 6.

Visiting the University

One of the best ways to find out about a university before making an application is to go along to an organised visit day (or open day). Parents or partners are encouraged to come along too but please note that you may have to book a place in advance to ensure you are able to visit the subjects you are interested in.

Visit days give you the opportunity to get a feel for the campus and decide whether you could imagine being happy to spend 3 or 4 years there. At the University of Dundee our visit days give you the opportunity to speak to lecturers about the course, take a campus tour with a Student Ambassador, see an example of student accommodation and speak to Admissions staff about entry requirements.

For further information and dates for the year ahead please visit **www.dundee.ac.uk/undergraduate/visits**

As a rough guide, our pre-application visit days are usually held at the following times of year:

- June/August for nursing and midwifery
- June/August for medicine
- August/October for all subjects (apart from art & design)
- November for art & design

We also hold applicant visits between February and April. Applicants for non-interviewing courses will be personally invited to these days.

Contacts and Further Information

Admissions & Student Recruitment

University of Dundee

Dundee DD1 4HN

Telephone • 01382 383838

Email • ***ContactUs@dundee.ac.uk***

Website • ***www.dundee.ac.uk/admissions***

UCAS • ***www.ucas.com***

Unistats • ***www.unistats.com***

The Guardian University Guide •
education.guardian.co.uk/higher

The Complete University Guide •
www.thecompleteuniversityguide.co.uk

Quality Assurance Agency for Higher Education •
www.qaa.ac.uk

Research Assessment Exercise • ***www.rae.ac.uk***

UNDERSTANDING UCAS

UCAS (Universities and Colleges Admissions Service) is the central organisation that processes applications for full-time undergraduate courses at UK universities and colleges.

How does the UCAS service work?

- All the information about applying is on the UCAS website – www.ucas.com – along with links to the online application system which consists of UCAS Apply and UCAS Track.
- An applicant lists up to 5 courses (four for medicine, dentistry and veterinary medicine courses plus one alternative course) when completing their online UCAS application. The list is ordered alphabetically by institution code name and not by the applicant's preference for one course over another. Applicants can apply for more than one course at the same institution or up to 5 separate courses at different institutions.
- Each applicant must write a personal statement as part of their application. Since many courses do not interview, admissions tutors rely on the information given in the personal statement when they make their decision. You should use this as an opportunity to explain why you are applying and why you have chosen this particular course.
- Some courses require applicants to sit an aptitude test before submitting their application, e.g. UKCAT for medicine and dentistry applicants.
- UCAS will send copies of each application to the universities and colleges chosen by the applicant. UCAS will inform you of your application ID number and how to track progress of your application online using UCAS Track. Invisibility applies to applications and universities only know of the choices made to their institution, they are not aware of all 5 choices.

- Each university or college will decide whether to make an offer to the applicant, and will send its decision to UCAS. Some will invite the applicant to interview (e.g. medicine, education, architecture etc) before making a decision. Offers can be 'unconditional' (if you have already achieved the necessary qualifications and grades) or 'conditional' (if you have still to achieve certain qualifications and grades in your forthcoming exams).
- Once you have received offers from all institutions you have to decide which one(s) to accept. You can accept one offer as a 'firm' acceptance and another as an 'insurance' acceptance in case you fail to meet the terms of the firm offer. If you are made all unconditional offers you can only accept one as you do not need an insurance choice.
- When exam results are published in the summer, universities and colleges decide whether or not to confirm conditional offers. UCAS writes to successful applicants to confirm their places.
- If an applicant is unsuccessful at Confirmation, or holds no offers, UCAS will write to them with details of Clearing. This is a service that helps people without places to find suitable courses (see page 11 for details).

When do students apply to UCAS?

The application process follows a 12-month cycle starting in September of the year before going to university.

The significant dates are:

- Applications begin – 1 September
- Medicine and dentistry closing date – 15 October
- All other applications closing date – 15 January

Late applications received at UCAS between 16 January and 30 June will be considered at the discretion of the universities and colleges.

How do students apply to UCAS?

- UCAS Apply is a secure, web-based application system. To use Apply applicants will need a buzzword from their school, college, careers centre or British Council office. A buzzword is a word or phrase that is chosen by your school, college or centre. Your tutor or adviser will give you the buzzword, which you will need when you register for Apply. It links your application to the school, college or centre, so that your tutor or adviser can check your application and write your reference. Once you have registered, you will not need to use it again. You can find further information at www.ucas.com/students/apply
- Applicants can name a nominated person who can deal with their UCAS application in their absence e.g. a parent or guardian. Details of the name and relationship of the nominee will be provided to universities.
- Each year some applicants pass their exams with better results than expected. This may mean that some will have not only met the conditions of their firm choice, but will have exceeded them. A process within UCAS called Adjustment allows students who have performed better than they expected the opportunity to make a fresh application to another institution without losing the place at the institution where they have already been accepted. For more information please visit www.ucas.ac.uk/students/nextsteps/adjustment

Contacts and Further Information

UCAS Applicant Enquiries

Tel: 0871 468 0468 (Monday to Friday 08:30 – 18:00)

Email • enquiries@ucas.ac.uk

Website • www.ucas.com

UCAS Apply

Website • www.ucas.com/students/apply

UCAS Extra is a process that enables applicants to make an additional course application through UCAS to universities with vacancies without waiting for Clearing in August.

UCAS Extra operates from the end of February until the end of June and during this time universities list courses with vacancies on the UCAS website.

To be eligible for UCAS Extra an applicant must have:

- already made 5 course choices
- received decisions for all these course choices
- either had no offers or declined all the offers received.

All applicants who become eligible for UCAS Extra will be informed by UCAS.

In UCAS Extra you can only apply to one institution at a time but you can apply to an unlimited number of institutions until Extra closes at the end of June.

Contacts and Further Information

UCAS Extra • www.ucas.com/students/offers/extra

UCAS Extra course vacancies • www.ucas.com

(between end Feb and end June)

University of Dundee Extra vacancies •

www.dundee.ac.uk/admissions/extra.html or 01382 383838

(between end Feb and end June)

CLEARING

Clearing is a UCAS service that helps people without a university or college place to find suitable vacancies on higher education courses.

What is Clearing?

- The Clearing process runs through August into September and helps to place applicants who have not got the right grades, or who have applied late, on courses where there are still places.
- The system enables students to apply for any course that has places left, regardless of the subjects that they applied for previously.
- Lists of course vacancies will be published between early August and late September in *The Scotsman*, *The Herald*, *The Independent*, *The Independent on Sunday* and on the UCAS and University of Dundee websites.
- The University of Dundee offers a telephone Clearing helpline and can also be contacted by post or on the web.

Applicants are required to:

- check the lists of courses that interest them
- contact the university or college to ask if it will accept them ensuring they have details of their qualifications and Clearing number to hand.

Am I eligible for Clearing?

Most people who use Clearing have already applied through UCAS but have not secured a place on a course.

Applicants will be able to go through Clearing if:

- they hold no offers and have not withdrawn from the UCAS scheme
- their offers have not been confirmed because they have failed to satisfy the conditions

- they decline or do not reply to a confirmed offer of a changed course and, as a result, hold no offers
- they have applied after 30 June.

If an applicant is eligible, their Clearing number will be displayed on the welcome page and choices page in UCAS Track.

Applicants wishing to go to university who have had no contact with UCAS that year can also contact the University of Dundee directly during Clearing to enquire about gaining a place.

Contacts and Further Information

UCAS Applicant Enquiries

Tel: 0871 468 0468 (Monday to Friday 08:30 – 18:00)

Email • **enquiries@ucas.ac.uk**

Website • **www.ucas.com**

University of Dundee Clearing Helpline
(opens at the start of August)

Telephone: 01382 386386

Email • **clearing@dundee.ac.uk**

Website • **www.dundee.ac.uk/clearing**

STUDENT FINANCE

There have been many changes to the arrangements for funding UK students entering higher education in recent years, particularly with the varying systems across the UK.

At the time of writing, the Government's Comprehensive Spending Review and Lord Browne's *Independent Review of Higher Education Funding and Student Finance in England* have just been published, but the exact details of fees and funding arrangements for students starting in 2012 have not yet been finalised. Similarly, arrangements for students from Scotland are also possibly subject to change for 2012.

The information given below is correct as at January 2011 and is a basic summary of the funding currently available for the 2010/11 academic year.

Your main costs will be your tuition fees, your accommodation, materials for your course (books, stationery etc.) and your cost of living including food, transport and, of course, social life.

Students coming to Dundee from Scotland

Tuition fees (2010/11)

The cost of tuition is met by the Scottish Government by applying to the Student Awards Agency for Scotland (SAAS).

Living costs

The total support package may consist of a bursary, parental contribution and student loan depending on your individual situation. You should apply to the Student Awards Agency for Scotland for financial support for living costs.

Note: these arrangements do not apply to nursing and midwifery students who are funded, subject to residence eligibility, by bursaries provided by the NHS.

Students coming to Dundee from England, Wales and Northern Ireland

Tuition fees (for 2010/11):

- £1,820 per year (£2,895 per year for medicine)
- Students can apply to their relevant funding body for a tuition fee loan. Tuition fee loans are not means-tested, are administered by the Student Loans Company; are paid direct to the institution and are repaid in the same way as the student loan.

Living costs:

Students' total support may consist of a maintenance grant, parental contribution and student loan depending on an individual student's situation. Whilst all three systems in the rest of the UK are similar, the total amounts available might vary slightly.

Repayment of student loans:

Currently, student loan repayments begin in the April after the student graduates or leaves their course, as long as they are earning over £15,000 p.a. Interest on the loan is linked to inflation so that in real terms students only pay back what they borrow. Please note that these arrangements may change in the future.

Please note: the information quoted here is subject to approval or amendment by the Scottish and UK Governments.

Contacts and Further Information

Student Loans Company

Tel • 0845 026 2019

Website • www.slc.co.uk

Scotland

Student Awards Agency for Scotland (SAAS)

Tel • 0845 111 1711

Email • **online secure messaging via website**

Website • www.saas.gov.uk

England

Student Finance England

Tel • 0845 300 5090

Email • **online secure messaging via website**

Website • www.direct.gov.uk/studentfinance

Wales

Student Finance Wales

Tel • 0845 602 8845

Email • **online secure messaging via website**

Website • www.studentfinancewales.co.uk

Northern Ireland

Student Finance NI

Tel • 0845 600 0662

Email • **online secure messaging via website**

Website • www.studentfinancenl.co.uk

Alternative sources of funding

Charities, trust funds, bursaries and scholarships are alternative sources of funding which might be available to you. Sponsorship by your employer or by the Armed Forces may also be possible. Check your local library for copies of *The Directory of Grant Making Trusts*, *The Grants Register* and *The Charities Digest* which are useful publications.

The University distributes the Higher Education Discretionary Fund and the Higher Education Childcare Fund, both of which are open to students funded by the UK.

University of Dundee scholarships

Depending on your academic and sporting interests you may qualify for one of our scholarships. For up-to-date information on all scholarships available please check: www.dundee.ac.uk/prospectus/bursaries

Part-time work

Although the cost of living in Dundee is relatively low, increasing numbers of students are undertaking part-time employment to supplement their income. The Careers Service and the Students' Union (DUSA) can provide guidance in this area, both in terms of job opportunities and the number of hours that can be worked safely without adversely affecting your studies.

Contacts and Further Information

Student Funding Service

Tel • 01382 384801

Website • www.dundee.ac.uk/studentfunding

University of Dundee Scholarships

Website • www.dundee.ac.uk/prospectus/bursaries

Copies of *The Directory of Grant Making Trusts*, *The Grants Register* and *The Charities Digest* can be found in public libraries.

University of Dundee Careers Service

Website • www.dundee.ac.uk/careers

Dundee University Students' Association (DUSA)

Website • www.dusa.co.uk

Scottish Government publications to download

Helping you meet the cost of learning: Your Guide to Funding 2010-2011

Website • www.scotland.gov.uk/Publications

LIVING COSTS

Dundee offers students a lower cost of living than most other parts of the UK; in fact, the cost of living in Dundee is approximately 14% lower than the UK average.

Estimated total cost of living for a single student can range from £6,500 to £7,500 per academic year. However, expenditure will depend on a student's lifestyle and the funds available to them.

The table below details a typical budget for a Dundee student living in University self-catering accommodation throughout a 39-week academic year.

Typical budget for a Dundee student living in University self-catering accommodation throughout a 39-week academic year

	per week (£)	39 weeks (£)
Typical rent (self-catering)*	108.40	4227.60
Food, drink	30	1170
Books, Printing & Equipment	12.50	487.50
Clothes	12.50	487.50
Travel	6	234
Laundry, toiletries etc	6	234
Phone	5	195
Extras	5	195
Total Expenditure	185.40	7230.60

* Price for campus standard ensuite accommodation in 2010/11.

WHY DUNDEE?

Small enough to be friendly but big enough to be exciting, Dundee has everything you need. This includes two professional football clubs, Scotland's only permanent company of actors, arts and heritage centres, lots of museums, great shopping and it's all only a few minutes from your door.

Why the City of Dundee?

Location

Dundee is spectacularly located on the northern shore of the River Tay in the heart of one of the most famous river-fishing and golf-playing areas of the world. The city is on the main East Coast rail line with direct trains to most major cities in the UK.

Culture

The city's burgeoning cultural quarter is home to Dundee Repertory Theatre, Dundee Contemporary Arts and the Sensation Science Centre. History and heritage themes are also explored at Discovery Point and Verdant Works.

Value for money

The cost of living is approximately 14% lower than the rest of the UK. Dundee has been named the most cost-effective place to study in Scotland twice recently in an annual survey conducted by the Royal Bank of Scotland.

Shopping

While the Overgate Shopping Centre represents a paradise for high street shopping, Dundee also offers a huge selection of supermarkets, cheap record shops and independent shops.

Entertainment

The live music scene in Dundee is alive and kicking – the city has spawned homegrown bands like The View and Snow Patrol and is a regular stop for major touring bands. There is also a good selection of club nights to suit any musical taste from house to metal.

Why the University of Dundee?

A great reputation

The University of Dundee has an international reputation and continues to attract top-class researchers from across the world in subjects as diverse as medicine, life sciences, dentistry, law, microelectronics, fine art and design, digital media, and space exploration.

- We are ranked 140th in the world's top 200 universities by the Times Higher Education World University Rankings 2010.
- We have received the Queen's Award for Excellence in Higher Education twice – for pioneering research in both Keyhole Surgery and Drug Discovery.
- The Centre for Energy, Petroleum and Mineral Law and Policy has received the Queen's Award for Enterprise.
- Our medical and life sciences research is world renowned, with particular expertise in cancer, diabetes, cardiovascular disease and neglected tropical diseases.
- Each year we attract an average of £85 million in research funding.
- World leading researchers have developed the SpaceWire standard, used by space organisations across the world.

A better class of teaching

To make sure we continue to be an attractive proposition for new students, we offer the most up-to-date facilities and equipment, new and fresh courses, e-learning and the highest possible quality of teaching with one of the best student/staff ratios in the UK.

The University regularly achieves high ratings in the various published league tables.

- We were ranked 1st in the UK for Pharmacology and 2nd in the UK for Dentistry by the Guardian University Guide 2011. They also rated us 2nd in Scotland for Civil Engineering, Mechanical Engineering, Medicine, Politics and Town & Regional Planning.
- The Times Good University Guide 2011 ranked us 1st in Scotland for Anatomy & Physiology, Biological Sciences and Civil Engineering and 3rd in Scotland for Computing.
- The Complete University Guide 2011 ranked us 1st in Scotland and in the UK Top 10 for Civil Engineering, Dentistry and Town & Regional Planning, and 2nd in Scotland and in the UK Top 10 for Anatomy & Physiology.

One stop campus

From the first time a student sets foot on the University campus, they know they've made the right decision.

Study facilities

- While the main library is located right in the centre of the city campus, specialist libraries are located within some academic departments, e.g. art & design, nursing, law.
- Our Information and Communication Services (ICS) look after a network of computer suites across the campus and runs a help service for students.

Dundee University Students' Association (DUSA)

- The Students' Association offers 4 bars and 2 nightclubs, with theme nights and live music to cater for all tastes.
- DUSA has had a recent £4m refurbishment.
- Students are encouraged to get involved with the decision-making structure of the University through representation on various committees, such as Student Representative Council (SRC) and Class Representatives.

Sport and societies

- Altogether, there are over 40 sports on offer at the University of Dundee. For outdoor sporting facilities, we are perfectly located for canoeing, skiing, rambling, climbing and sailing.
- The Institute of Sport and Exercise (ISE) has been extended and refurbished and now houses an amazing selection of facilities including a new dance studio, competition standard squash courts, and a new gym.
- There are also more than 60 student societies affiliated to the Students' Association (DUSA) including: the Debating Union, Film Society, Music Society, Rock Society and Lip Theatre Co.

Contacts and Further Information

City of Dundee Enquiries

Visit Scotland Angus and Dundee

Tel • (01382) 527527 Email • dundee@visitscotland.com

Website • www.angusanddundee.co.uk

Research Enquiries

Research & Innovation Services • University of Dundee

Tel • (01382) 384664 Email • research@dundee.ac.uk

Website • www.dundee.ac.uk/research

Prospective Student Enquiries

Admissions & Student Recruitment • University of Dundee

Tel • (01382) 383838 Email • ContactUs@dundee.ac.uk

Website • www.dundee.ac.uk/admissions

Campus Information

Dundee University Students' Association

Website • www.dusa.co.uk

Sports Union

Website • www.sportsunion.dundee.ac.uk

Institute of Sports and Exercise (ise)

Website • www.dundee.ac.uk/ise

ACADEMIC SKILLS

The transition from school or college to university can be very daunting and students have to get used to new ways of learning and being taught. Over the academic year, there are a number of programmes that are designed to provide students with the opportunity to enhance their learning. These programmes are run by the Academic Achievement Teaching Unit with the aim of getting students to engage in the process of improvement throughout their time here.

- **PLUS@Dundee** - a structured approach to helping students to achieve success at university by providing information, training and experiences that underpin learning in their course as they go through the different stages of studies in their pathway towards their degree.
- **Gateway to Learning** - a series of workshops offered in Welcome Week. It helps to bridge the gap for students who are coming into the University after a career break or coming straight into Level 2 or 3 of a degree programme after gaining a preliminary qualification in a further education college.
- **Academic Skills** – a range of skills that provides students with the insights needed to learn successfully and perform well at university, e.g. independent learning, interpersonal, writing and exam skills.
- **Advance@Dundee** - an online intranet resource designed by University of Dundee staff to support learning. The site covers 8 key skill areas and is available as a 'virtual tutor' at all times throughout the year. It provides constructive assistance on a whole range of topics including *Interpersonal Skills, Studying and Learning, Researching, Problem Solving, Effective Writing, Basic Maths and Statistics, and Information and Communications Technology.*

- **P@SS (Personal Academic Student Skills)** - This is a 20-credit Level 1 module that is offered to students in three Colleges: Arts and Social Sciences, Life Sciences, and Art, Science and Engineering. The P@SS course introduces students to ways of making the coursework more manageable and the learning easier by introducing strategies and approaches that help achieve success and the best marks possible.
- **Academic Writing Programmes** are offered by the Academic Achievement Teaching Unit to support students as they progress through their academic studies. These programmes provide one-to-one tutorials. Each programme in its own distinctive way helps students to perform to their full potential by helping them to help themselves. Programmes available are: *Write Right* (undergraduate), *Just Right* (final year undergraduate and all postgraduate) and *Writing by Appointment*.
- **Ready Steady Exams** - workshops where we look at revision strategies including time management, memory tips and suggestions for learning effectively as part of exam preparation. We then look at the practical tactics and approaches that students will need for the day of the exam.
- **PREP (Preparatory Resit Examination Programme)** - This course is offered in the two weeks immediately prior to the August Resit Examination Diet. It is open to any student who has failed any examination in the earlier examination diets of that academic year.

Contacts and Further Information

Academic Achievement Teaching Unit
 Website • www.dundee.ac.uk/aatu

E-LEARNING AND ONLINE RESOURCES

Learning and teaching approaches throughout the University are enhanced by the latest online technologies. The University of Dundee's e-learning systems are leading the UK with most modules, and in some courses, all modules, supported with electronic resources housed in state-of-the-art e-learning systems.

My Dundee is the University of Dundee's virtual learning environment (vle), giving our students online access to learning materials, student clubs and societies, and many other resources, including the University of Dundee webmail service.

Students and tutors are able to interact online using *My Dundee*. Much of the course material and other resources are also available online including access to published articles, searching tools, secure discussion areas, group work with shared resources and previous exam papers. Students can also develop personal e-portfolios which are used to support and document their learning.

Many subjects utilise online assessments for instructive purposes, allowing learning to occur through a private interaction between students and the resources provided.

My Dundee for Applicants

All applicants to the University of Dundee are given a username and password to access *My Dundee for Applicants* and the University of Dundee email system. Via *My Dundee*, we show, month by month, more about the full capabilities of this excellent tool, and at the same time provide more information about the course, the campus facilities, the clubs and societies, relevant news items and enable applicants to contact other applicants and ask us questions through our discussion board.

During the summer we provide further information for everyone joining us in September, e.g. course reading lists, course handbooks, registration details and all the information you could ever want about Welcome Week and Matriculation.

Meet us online...

There are many ways to keep in touch with the University of Dundee online, from social networking to online chatting. We regularly hold webchats for prospective students and applicants, which are an excellent opportunity to ask questions 'live' to tutors and admissions staff, and also see what others are asking.

Contacts and Further Information

My Dundee for Applicants

Website • www.dundee.ac.uk/admissions/mydundee

To register for webchats

Website • www.dundee.ac.uk/prospectus/webchats

Social Networking

 twitter.com/dundeeuniv



www.facebook.com/universityofdundee



yugo.co.uk



www.youtube.com/DundeeUniv

EMPLOYABILITY

We recognise that academic excellence alone is no guarantee of securing a good graduate position nowadays. Our Careers Service has put in place a wide range of initiatives to ensure that our students are prepared for further study or employment after graduation.

- **Personal Development Planning (My PDP)** – My PDP is an online resource which helps students construct a well-developed CV, underpinned by an understanding of transferable skills, career planning, employability issues and lifelong learning. In some cases, this can be part of an e-portfolio which can be viewed by potential employers.
- **Career Planning and Internship modules** - these are available in Level 2 to students in the College of Arts & Social Sciences and College of Life Sciences.
- **Placement Base** – a service to help students find anything from taking up a paid summer internship, to giving their time freely and working in the voluntary sector.
- **JobShop** - a central service where employers can come to advertise their vacancies to students looking for part-time and vacation work as well as full-time graduate positions.
- **Employer engagement** – the Careers Service works closely with employers to advertise positions to our students/graduates and arranges employer presentations throughout the year.
- **The Enterprise Gym** – this programme includes business mentoring and coaching and the opportunity to win prize money developing entrepreneurial skills.

- **The Dundee Graduate Skills Award** recognises the value of extracurricular activities that students undertake whilst studying at Dundee. Designed to help students faced with the prospect of an increasingly competitive job market, points are awarded for various activities such as part-time work, placements, membership of societies, participation in sport and other events. More importantly, the Award has been endorsed by local and national employers and professional bodies including AGCAS and the CBI.

It is hardly surprising that Dundee graduates command one of the highest starting salaries in the UK.

Contacts and Further Information

Careers Service

Tel • 01382 384017

Email • careers@dundee.ac.uk

Website • www.dundee.ac.uk/careers

Personal Development Plan

Website • www.dundee.ac.uk/careers/myPDP

Graduate Skills Award

Website • www.dundee.ac.uk/careers/skillsaward

The Enterprise Gym

Email • enterprise-gym@dundee.ac.uk

Website • enterprise-gym.com

STUDENT ACCOMMODATION

The University of Dundee guarantees accommodation to new entrant students who apply before the 31st July deadline. Application forms are sent out by email from April/May to applicants who have chosen Dundee as their 'firm' acceptance institution. University of Dundee student accommodation is in modern, recently built complexes on four sites. Two of these are on campus, the third is within 5 minutes' walk and the fourth has access to good public transport and is 20 minutes' walk from the city campus, but is ideally placed for the Medical School.

Dundee student residences

- All accommodation is self-catering.
- Each complex accommodates approximately 350 students living in a number of self-contained apartments.
- Apartments have between 3 and 10 single en-suite bedrooms with direct access to the university computer network.
- Shared kitchen/dining area with cooker, fridge-freezer, microwave oven and individual lockable storage cupboards.
- On-site launderette and bicycle storage.

The cost of student residences will differ each year. The cost of a standard ensuite room on campus for students in 2010/11 was £4,226 for 39 weeks. Once students apply for a place in accommodation they are asked to pay a booking fee and are offered 3 payment options: one-off payment, 2 payments at the beginning of each semester or Direct Debit payment.

These costs are for a 39 week lease and include rent, utilities, contents insurance and broadband.

However, if students wish to keep a television in their room in residences they will have to pay for their own TV licence. Students have to provide their own bedding, towels and crockery, but can purchase a starter kit from the Residences Office if they wish. Coin operated laundry facilities are available in each residence.

Privately-rented flats

- Around half of the student population lives in private accommodation. A leaflet called *Housing Matters* is published by the Students' Association and is available to download from the accommodation website.
- Rooms in the private sector start from £50 per week, excluding bills, and students can find a list of current vacancies on display in the Students' Association.
- Should students need help checking a lease, the Students' Association's free solicitor service can do this on their behalf.

Contacts and Further Information

General Accommodation Information

Website • **www.dundee.ac.uk/student-services/accommodation**

University Residences Office

Tel • 01382 384040

Website • **www.dundee.ac.uk/residences**

STUDENT WELFARE AND SUPPORT

The University of Dundee does everything possible to give students support when and where it is needed and draws together a wide range of professional skills. The services listed below are here to support students who have personal, financial, health, disability or work related problems.

Careers Service

The Careers Service aims to enhance the employability and career development of University of Dundee students and graduates. The Service offers information and advice on options, employers, vacancies and the tactics of job hunting and career building. An internship module is available in addition to the career planning module, both of which are credit-bearing. Looking for a part-time job? Check out the Job Shop in the Careers Service. You'll find lots of vacancies available to students. See page 27 for more details.

Counselling Service

The Counselling Service is staffed by professional counsellors. It gives students free and unlimited opportunities to talk over any problems in a friendly, non-judgmental manner and in complete confidence.

Disability Services

Disability Services offers a range of confidential services dedicated to the support and empowerment of disabled students. This includes recommendations for study and examination support, assistance with applications for Disabled Students' Allowance, screening, diagnosis and study skills support for dyslexic students, IT support, loan of equipment and careers guidance. Disabled students are encouraged to discuss their needs with one of our advisers.

Frontline Support Worker

The Frontline Support Worker is the first port of call for any queries students may have, and if necessary will signpost to other support services, University departments or outside organisations.

Health Service

The University Health Service offers experienced advice and guidance with regards to health matters. Students must also register with a local GP when they arrive in Dundee.

Nursery

The Nursery provides a safe and friendly environment for children of students and staff, where they can develop knowledge, understanding, confidence and independence. The number of places is limited to 40. All staff are qualified to SNNB or HNC level. Most have either gained, or are working toward, a PDA in Childcare and Education. The staff to children ratio is 1 adult per 5 children (2-3 years), and 1 adult to 8 children (3-5 years).

Peer Connections

Peer Connections is an overall name given to the scheme run by Student Services which includes welcoming, buddying/befriending and mentoring using experienced student volunteers called Peer Connectors to support other students.

Student Funding

The Student Funding Unit is the central point on campus for providing information, advice and guidance on various aspects of student funding specifically and on money matters in general.

Student Support Worker

Primarily focused on entrant students in University residential accommodation, the Support Worker deals with well-being issues arising during transition to University life and provides referral to other services as required.

University Chaplaincy

Religion plays an important part in the lives of many students. The Chaplaincy is used each week by a large number of students and staff for worship – involving all religions and denominations. The Chaplains offer personal care and support, working with other welfare agencies in the University.

Contacts and Further Information

Careers Service

Website • www.dundee.ac.uk/careers

Counselling Service

Website • www.dundee.ac.uk/counselling

Disability Services

Website • www.dundee.ac.uk/disabilityservices

Frontline Support Worker

Website • www.dundee.ac.uk/student-services/contactus.htm

Health Service

Website • www.dundee.ac.uk/healthservice

Nursery

Website • www.dundee.ac.uk/student-services/nursery

Peer Connections

Website • www.dundee.ac.uk/student-services/pconnect

Student Funding

Website • www.dundee.ac.uk/student-funding

Student Support Worker

Website • www.dundee.ac.uk/student-services/supportworker

University Chaplaincy

Website • www.dundee.ac.uk/chaplaincy

Student Services

Website • www.dundee.ac.uk/student-services

INDUCTION AND PLUS@DUNDEE

PLUS@Dundee aims to help students settle into their programme of study, the University campus and to the city and it really begins before arriving in Dundee.

All applicants are given access to *My Dundee* for Applicants (see page 25), and during the summer we provide further information on *My Dundee* for everyone joining us in September. Information such as course handbooks, reading lists, Matriculation (registration) details and Welcome Week information all helps students to prepare for student life at the University of Dundee.

Welcome Week (also known as Freshers' Week) is the week before classes officially begin and includes a full programme of events - social, sporting and academic – run by the University in partnership with Dundee University Students' Association (DUSA).

Specific events are arranged for students who live locally and are planning to stay at home so that they can meet other new students before Welcome Week. We also arrange sessions during the first weekend of Welcome Week to give students' families more information about life at the University of Dundee.

Arriving in any new situation is a challenging experience and staff of the University of Dundee along with DUSA are committed to helping you ease yourself into the University community as pleasantly as possible and so the Welcome Week experience is designed to help you settle in. Visit www.dundee.ac.uk/welcome for details of previous Welcome Week activities.

Contacts and Further Information

Welcome Week

Website • [**www.dundee.ac.uk/welcome**](http://www.dundee.ac.uk/welcome)

PLUS@Dundee

Website • [**www.dundee.ac.uk/prospectus/ugplus**](http://www.dundee.ac.uk/prospectus/ugplus)

We've listed all the main things you have to think about and put them into a calendar so that you can always be up to date as you go through the application process.

Think Dundee

- March**
- Higher education career events in England & NI
 - Pick up a prospectus
- April**
- Higher education careers events in England & Wales
 - Pick up a prospectus
- May**
- Advanced Higher/Higher and A/AS-Level examinations across the UK
 - Higher education career events in England
 - UKCAT registration for medicine and dentistry courses begins (4th)
- June**
- University of Dundee medicine and nursing/midwifery visit day
 - Advanced Higher/Higher and A/AS-Level examinations across the UK
 - Higher education careers events in England & Wales
- August**
- Results for Advanced Higher/Higher and A/AS- Level examinations across the UK
 - Higher education career events in Scotland
 - University of Dundee visit day (excluding art & design)
 - University of Dundee medicine and nursing/midwifery visit day
- September**
- Higher education career events in Scotland
 - UKCAT registration for medicine and dentistry courses closes (26th)
 - Preparation of applications for medicine, dentistry and veterinary medicine

Apply Dundee

- October**
 - UCAS application deadline for medicine, dentistry and veterinary medicine (15th)
 - University of Dundee visit day (excluding art & design)
- November**
 - Preparation of all other applications
 - University of Dundee art & design visit days
- December**
 - Preparation of all other applications
- January**
 - UCAS application deadline (15th) for all other courses
 - Interviews for University of Dundee courses ongoing
- February**
 - University of Dundee post application visits
 - Interviews for University of Dundee courses ongoing
- March**
 - Apply to SAAS/LEA/Library Board for funding & assessment
 - University of Dundee post application visit days
 - UCAS Extra begins
 - Interviews for University of Dundee courses ongoing

Decide Dundee

- April**
 - If all offers are received applicants can make Firm acceptance and Insurance acceptance
 - University of Dundee post application visit days
 - UCAS Extra
 - Portfolio assessment for University of Dundee art and design courses ongoing
- May**
 - Advanced Higher/Higher and A/AS-Level examinations across the UK
 - Application forms for accommodation are issued via email from May once Dundee becomes your Firm acceptance

- June**
- UCAS Extra
 - Advanced Higher/Higher and A/AS-Level examinations across the UK
 - UCAS Extra
 - Late UCAS application submission deadline (30th)
- July**
- Deadline for applications to University accommodation (31st)
 - Matriculation information pack is issued via post from July to all applicants with an Unconditional Firm acceptance at Dundee
- August**
- Examination results
 - Confirmation of conditional offers by institutions
 - Clearing opens
 - Welcome Week events pack sent from the Students' Union (DUSA) to all new students

Arrive Dundee

- September**
- New students can access University accommodation
 - Matriculation (also known as Registration/Orientation)
 - Welcome Week activities (also known as Freshers' Week)
 - Semester 1 teaching begins

VISITS PROGRAMME

There are plenty of opportunities for you to come and see us for yourself.

On-Campus Visit Days

Wednesday 31 August (TBC) & Saturday 1 October 2011

Please check our website for a full list of subjects which will be available to visit on these days.

Tuesday 1 & Wednesday 2 November 2011

Duncan of Jordanstone College of Art & Design (DJCAD)

Wednesday 22 June & Wednesday 31 August 2011

- Medicine
- Nursing & Midwifery

Individual visits

While we encourage everyone to come to one of our organised visits, we recognise that this is not always possible. Individual visits take place almost every month. These visits include a tour of the campus and student accommodation led by a Student Ambassador.

The tour usually takes around 45 minutes and offers the opportunity to see the campus facilities, get a feel for the University and its environment and speak to a current student about university life. A member of the admissions team will be available afterwards to answer any questions you may have about applying to the University.

Contacts and Further Information

Admissions and Student Recruitment

Tel • 01382 385660

Website • www.dundee.ac.uk/prospectus/visits

keep in touch online

You don't have to wait for a visit day to find out what's happening at the University of Dundee. You can also keep up with us online at:



twitter.com/DundeeUniv



www.facebook.com/UniversityofDundee



www.youtube.com/DundeeUniv



yougo.co.uk

Register for an online chat with staff and current students at www.dundee.ac.uk/prospectus/webchats



Enquiry Centre
Admissions and Student Recruitment
University of Dundee
Nethergate
Dundee
DD1 4HN
Tel: 01382 383838
Email: ContactUs@dundee.ac.uk
www.dundee.ac.uk/admissions

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