

---

# Welcome

---

People, communications &  
information

---

# Where to go for help

Your teachers of course but also

- The Student Office
  - Personal tutor
  - Student helper
  - International Partnership Office
-

---

# The Student Office

Job: To provide administrative support e.g. bank letters and module changes.

The Student Office, Level 2 building 58

Contact:

Menna Barclay [ccc58so@soton.ac.uk](mailto:ccc58so@soton.ac.uk)

---

---

# Tutor—Personal Academic Tutor

Job: to provide advice and support to tutees in matters related to academic work and students' progress

Your tutor is John Aldrich, [jca1@soton.ac.uk](mailto:jca1@soton.ac.uk)

Murray Building Room 4008 (this week)

Office hours	Tuesday	2.00-3.00
	Wednesday	11.00-12.00
	Thursday	11.00-12.00

---

---

## Student helper

Job : To hold drop-in sessions for students to deal with minor problems. (Major problems go to tutor)



Yu-shen Liu ('Eric')

Murray Room T<sub>o</sub> B<sub>e</sub> C<sub>onfirmed</sub>

Office hours TBC

---

---

# International Partnerships Office

Job: to provide additional administrative support including Language Development classes. If you are not sure who to ask this is your first point of contact.

Kira Terry [k.terry@soton.ac.uk](mailto:k.terry@soton.ac.uk)

---

---

# Names

## Our names

personal name first—family name last

e.g. John Aldrich *and* Menna Barclay

Address her as Mrs Barclay (formal) or Menna (informal) **NOT** as Barclay or Mrs Menna

Call me Mr Aldrich or John **NOT** Aldrich or Mr John

---

---

## Your names

Here Xi Jinping becomes Jinping Xi  
I address him as Mr Xi (formal) or Jinping  
(informal) **NOT** as Xi or Mr Jinping

Lists are usually arranged alphabetically by  
family name, often with initial of personal name.

Thus Aldrich, J.

Barclay, M.

Xi, J.

---



---

## emails

- Email is the essential medium for University communication, so check your **University** email regularly
  - Use your University email to communicate with us
  - Write in English!
  - Make sure you identify yourself. Write Jinping Xi **NOT** Darren or Jason. Your student ID is useful if we need to look at records.
-

---

## Information – “my friend says ....”

- Trust your friend about food, music, clothes
  - Do **NOT** trust your friend about university rules
  - Friends do **NOT** usually know the rules
  - Consult somebody who knows or look up the rules yourself
-

---

## The rules (or regulations)

- They are written down
- Everybody has access to them

The university regulations are at

<http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>

Information for Social Science & Economics

<http://www.southampton.ac.uk/socscinet/ug/booklets.html>.

---

---

# Timetable information

- **Activity**

L – Lecture

C – Class

MC – Masterclass

T – Tutorial

LS - Library Session

- **Location:** (Building/Room) this lecture theatre is 2a/2065

- **Active weeks:** for a L typically 1-11, 15 ; for a MC possibly 3-11, 15. Always **check**

A lecturer may announce **changes** in a lecture or via Blackboard or both.

---

---

## Oh!!! Lunch?

- The university day begins at 9.00
  - uses **every** hour until 17.00-18.00
  - so you may be unlucky and have teaching across your lunch time
-

---

# Options

- All programmes offer students some choice
  - The particular modules you have registered for **may not** suit you.
  - If they do not, investigate alternative modules by sitting-in on them
-

---

# Changing modules

- Changes of modules are **only** allowed in weeks 1 and 2 of teaching – that is, by 10 October
  - You need to collect a form from the Student Office and have it approved and signed by me
  - Do **not** leave changes until the last minute
-

---

## Help with study

- Often the first sign I have that a student is in difficulty comes with the first semester exam results

### **This is too late**

- If your results are bad you will have to take **resits** in August—if they are very bad you will have to **repeat** the year
- If you cannot do the work you must tell somebody—your lecturer or your tutor

We will help you to improve

---



---

Any Questions?

---