



University Guide

For Students with an Autistic
Spectrum Condition

Welcome

A warm welcome awaits you at the University of Aberdeen. For many students this is an exciting time but people can also feel nervous about coming to University as it involves change, like moving away from home and working with new staff and classmates.

There is a range of support services available at the University to help you through the various stages of being a student and we have a Disability Service which offers information, advice and support specifically for disabled students, including students with Autism Spectrum Conditions (ASC).

If you require support in your studies, and you haven't already done so, you can arrange a confidential appointment with a Disability Adviser to discuss your experience of studying and the support available at the University. You can book an appointment by visiting the Student Advice and Support Office on the top floor of the Students' Union building or by calling the Office on 01224 273935. The Office is open from 9am-4.30pm, Monday-Friday.

If you require adjustments in your studies, such as extra time in exams and/or a private exam room, the Disability Service will ask you to provide evidence of your diagnosis, such as a letter from a Doctor which confirms that you have an ASC and details how this may affect your experience of studying.

Based on your evidence and their discussion with you, the Disability Adviser will agree provisions to support you in your studies and this information will be communicated to the relevant members of teaching and support staff. The Disability Service will always agree with you the information that you would like to be shared.



Support Services

- Student Support Advisers
- Disability Advisers
- Medical Practice & Pharmacy
- Specialist Mentors
- Counselling Service
- Multi-Faith Chaplaincy
- Student Learning Service
- Assistive Technology Advisers
- Student Residence Assistants (SRAs)
- Aberdeen University Students' Association (AUSA)

Academic Support

- Student Support/Disability Advisers
- Personal Tutors
- Note Takers
- Student Learning Service
- Assistive Technology
- Library Support: Disability Co-Ordinator

Academic Aspects

- Preparation for seminars, tutorials and practical sessions.
- Independent research and study time
- Access and use of library resources and materials.
- Group work and maybe laboratory work (subject dependent).
- Essays, dissertations and reports
- Assignments, presentations, tests and exercises
- Hand in dates/times
- Recognising when to ask for help

Communicating Across the Campus

- Email
- MyAberdeen
- Planned meetings
- Helpdesks
- Online messaging



Social Media

There may be social media groups that you can join before University starts relating to your year group, degree subject, accommodation or more. Joining these online groups gives you the chance to talk to people with similar interests as you or who you might share accommodation with.

This can help ease any nervousness you might have as you will already know a few people before you begin your first semester.

It is a good idea to check through any information you receive about Welcome Week or starting University to find these groups.

  [@StudentLifeUoA](https://twitter.com/StudentLifeUoA)

Teaching and Learning Systems

Students at the University take responsibility for their own learning. There are three key digital systems that help you do just that.

At the start of each Academic year you probably need to make choices and tailor, as far as possible, your degree to your needs for the year.

MyCurriculum

Most degree programmes offer course choices, especially during the 1st and 2nd year of study. Students make these choices, once they are fully registered, using MyCurriculum which is a web-based system accessible through the University webpages.

MyCurriculum 'knows' which degree programme you are registered on, what compulsory courses you must take and which optional courses are available for you. This is where you make those choices, guided by the information in the University's Catalogue of Courses. Your choices can be changed later.

MyCurriculum passes your course choice information to the Student Record System to enrol you on those courses. The information is then passed to MyTimetable.

MyTimetable

MyTimetable is where you can view your timetable showing you when, during the week, and which rooms your lectures, practical classes or tutorial sessions are held. The type of 'activity' timetabled is very specific to the courses you are enrolled on, for instance, Science courses tend to have practical classes whereas Arts courses tend to have tutorials.

Within MyTimetable you may also be given the ability to choose your practical or tutorial sessions, again, dependent on your courses.

Your course choice information, held in the Student Record System, is also used to enrol you on the correct courses in MyAberdeen.

MyAberdeen

MyAberdeen is where you can find the digital component of the courses which make up your degree programme. They are intended to support your learning by providing digital resources for you to study including documents, lecture recordings and presentations used in lectures, online activities eg discussion boards for you to engage with and supplementary materials that can extend your learning beyond lectures and tutorials.

MyAberdeen also supports the major route for communication between you and the lecturing staff. For most courses, MyAberdeen is also the place where you will submit different types of assessment (essays, reports, papers etc.) for grading.

Here you will also find your grades and all feedback associated with your submission, neatly filed away and easily accessible on a computer, laptop, tablet or even your mobile phone. It is your Virtual Learning Environment.

When reviewing your information on MyTimetable please bear in mind the following information:

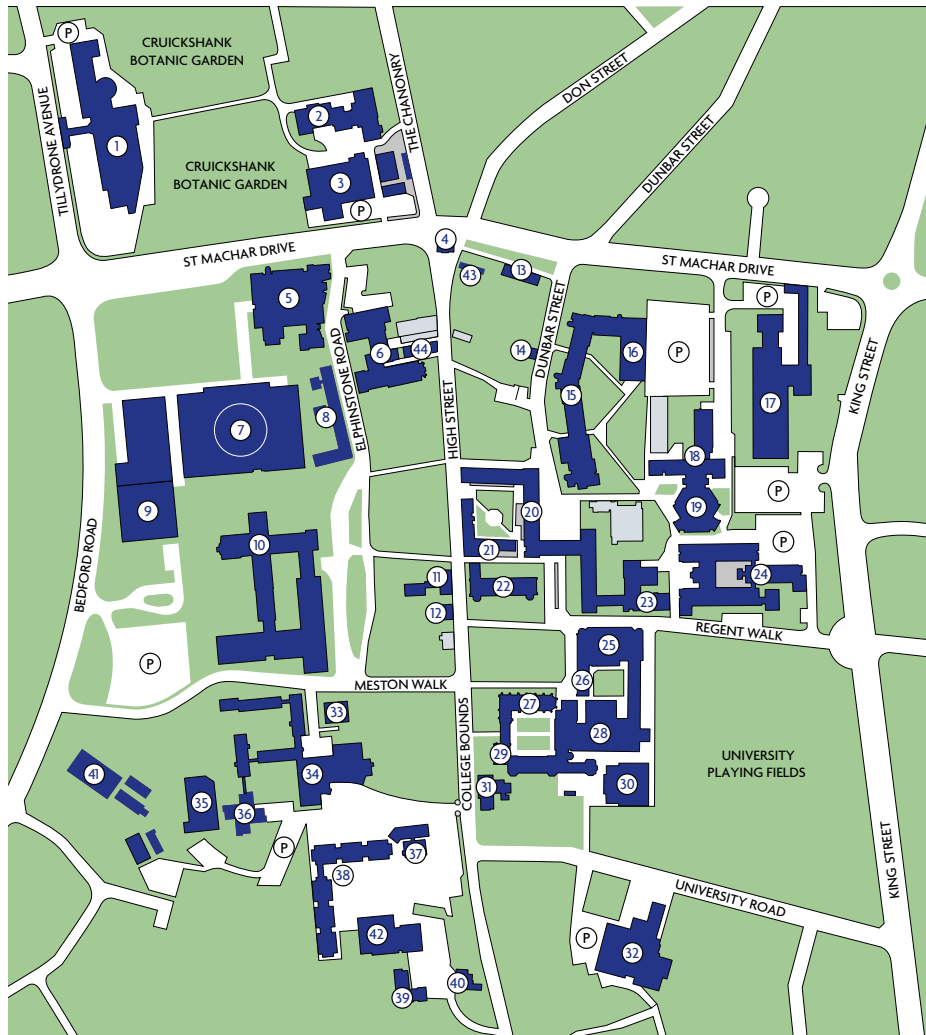
Course codes are made up of two letters and four digits eg: CO1007 or EL1519.

The letters indicate the name of the course and the first of the four digits indicate the year of the course.

The second of the four digits indicate the semester. A zero equals the first semester and a five equals the second semester.

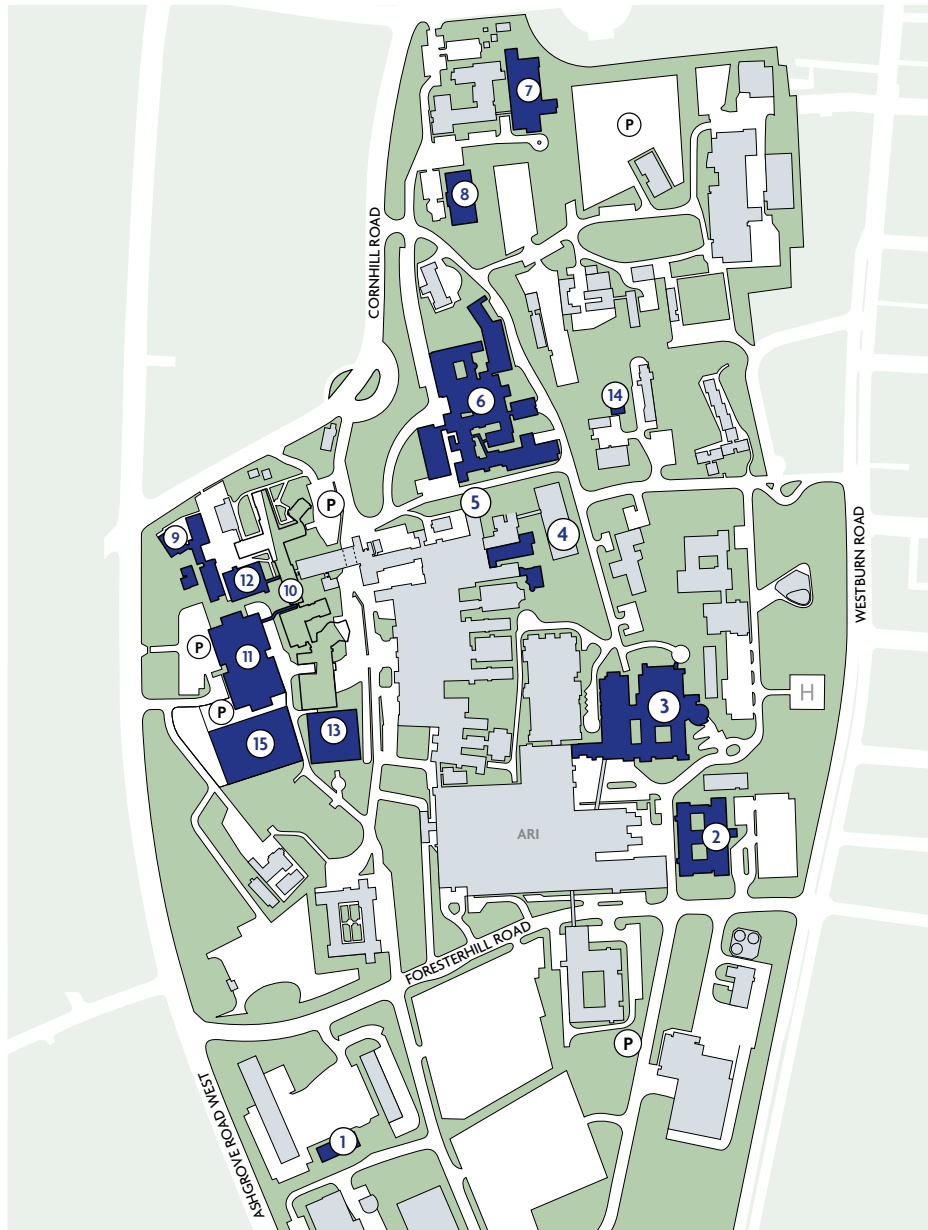


King's College Campus Map



- | | | | |
|----|-----------------------------------|-----|-------------------------------|
| 1 | Zoology Building | 23 | Regent Building |
| 2 | Cruickshank Building | 24 | University Office |
| 3 | 23 St Machar Drive | 25 | Elphinstone Hall |
| 4 | King's Museum
(Old Town House) | 26 | Linklater Rooms |
| 5 | Students' Union Building | 27 | King's College Chapel |
| 6 | St Mary's | 28 | King's College Centre |
| 7 | Fraser Noble Building | 29 | King's College |
| 8 | Elphinstone Road Halls | 30 | King's Pavilion |
| 9 | The Sir Duncan Rice Library | 31 | 50-52 College Bounds |
| 10 | Meston Building | 32 | Butchart Centre |
| 11 | Multi-Faith Chaplaincy | 33 | Crombie Annexe |
| 12 | Confucius Institute | 34 | Crombie Halls |
| 13 | Security Office/Mailroom | 35 | Rocking Horse Nursery |
| 14 | Counselling Service | 36 | King's Hall |
| 15 | Edward Wright Building | 37 | Powis Gate/Muslim Prayer Room |
| 16 | Edward Wright Annexe | 38 | Johnston Hall |
| 17 | MacRobert Building | 39 | Johnston Annexe |
| 18 | William Guild Building | 40 | Humanity Manse |
| 19 | Arts Lecture Theatre | 41 | Bedford Road Workshops/ CHP |
| 20 | Taylor Building | 42 | Johnston Central |
| 21 | Old Brewery | 43 | International Centre |
| 22 | New King's | 44 | Infohub |
| | | (P) | Regulated Parking |

Foresterhill Campus Map



- 1 Liberty Safe Work Research Centre
 - 2 Foresterhill Health Centre
 - 3 Royal Aberdeen Children's Hospital
 - 4 Lilian Sutton Building
 - 5 John Mallard Scottish PET Centre
 - 6 Royal Aberdeen Maternity Hospital/
Dugald Baird Centre
 - 7 Dental School
 - 8 Life Science Innovation
 - 9 Bio Medical Physics
 - 10 Polwarth Building
 - 11 Institute of Medical Science
 - 12 Health Sciences Building
 - 13 Suttie Centre for Teaching
and Learning in Healthcare
 - 14 Muslim Prayer Room
 - 15 Rowett Building
- Ⓟ Regulated Parking

King's College Campus Buildings

The Old Aberdeen campus is the historic heart of the University and combines immaculately preserved buildings with state-of-the-art facilities for learning, research and recreation.



Zoology Building

The School of Biological sciences. Also houses the University's natural history museum.

Room example:

ZB11 = Basement level, room 11



Cruickshank Building

This building contains molecular biology, microbiology and environmental physiology laboratories.



Student Union Building

Houses a food court, café, AUSA and the Student Advice and Support Office.



Meston Building

One of the largest buildings on campus. Houses large lecture theatres and is frequently used by science students for their classes.

Room examples:

MT1 = ground floor lecture theatre
MT010 = basement classroom



St. Mary's

Contains the Archaeology, Geography and Land Economy Departments. Lecture theatres and computer rooms are available for student use.

Room example:

B10 = Basement level, room 10



Fraser Noble Building

This building houses the School of Engineering and Department of Mathematics.

Room example:

FN21 = floor not identified, room 21



MacRobert Building

Houses the School of Education, Music Department and Elphinstone Institute.

Room examples:

MR632 = Floor 6, room number 632

MR322 = Floor 3, room number 322



Edward Wright Building

Houses the Social Sciences Departments. Also contains nine computer rooms for student use.

Room examples:

F84 = First floor, room 84

S81 = Second floor, room 81



William Guild Building

Contains the Psychology Department.

Room examples:

F21 = First floor, room 21

S26 = Second floor, room 26



Edward Wright Annexe

An addition to the main Edward Wright Building. Contains parts of the Business School and School of Social Sciences.



Arts Lecture Theatre

The largest lecture theatre on campus, it has a capacity of 600 people.



Taylor Building Blocks A-E

This building consists of five large blocks (A-E) and a connecting overhead walkway. It contains all of the Language Departments, including English, the Law faculty and Taylor (Law) Library.

Room examples:

A12 = Block A, room 12
C22 = Block C, room 22



Old Brewery

This building has been designated a site of historical interest. Some tutorials are held here.

Room example:

OB02 = floor not specified, room 2



New King's

A series of lecture rooms built to meet the expanding needs of the University. Various departments use the rooms for lectures.

Room example:

NK09 = floor not specified, room 09



Elphinstone Hall

Serves as a large examination hall and hosts graduation ceremonies.



King's College

The original University building founded in 1495. Still used today to teach Divinity, Theology, History of Art and Religious Studies. Other subjects may also hold tutorials in here.

Room examples:

KCF22 = First floor, room 22
KCS12 = Second floor, room 12



50-52 College Bounds

Houses the School of Divinity and Religious Studies.

Room example:

CB11 = floor not specified, room 11



Regent Building

Houses a lecture theatre and the new International Study Centre.



Infohub

A one stop shop for any enquiry including proof of student status letters, bank letters, council tax exemption forms, student record cards, help you make a payment, provide guidance on Personal Tutors and give general information and advice.



International Centre

The IC is not just for international students, it's for anyone is interested in global affairs or experiences. They run weekly activities and language classes.

University Foresterhill Campus Buildings

The Foresterhill campus provides high quality health services, education and research. It is jointly owned by NHS Grampian and the University of Aberdeen.



Suttie Centre

Purpose-built teaching and learning centre for use by students, healthcare staff and health practitioners.



Institute of Medical Science

Supports and co-ordinates research between the School of Medical Sciences and the School of Medicine and Dentistry.



Polwarth

This was the original Medical School building, constructed in the 1930's and extended considerably in the years after the war. The original building underwent extensive reconstruction, but still retains some of its original character.



Dental School

Purpose-built facility which houses both academic and dental care facilities.

Libraries

The University Library Service is committed to offering support, assistance, facilities and equipment to enable all students, staff and visitors to have full access to the stocks and services.

Three libraries are accessible to students at the University of Aberdeen. These are:

- Sir Duncan Rice (main library)
- Taylor (Law)
- the Medical library (Foresterhill campus)

All students must carry their valid student ID which will serve as a form of identification and a means of access to library buildings to make use of the services and facilities. This card is not transferable (Library Regulation 1.5). Please check the opening hours on the university website as these can vary across campus and across the year.

Students with an ASC may be able to request the renewal of materials by telephone, provided the item has not been requested by another reader. During quiet periods, it may also be possible to request additional renewal periods provided the item(s) have not previously been booked by another reader.

Please check the Accessible library facilities and services guide for more information.

Please note that hot food is not allowed in any of libraries and that your electronic devices must be on silent mode at all times.

In the Sir Duncan Rice Library phone calls can only be taken in the stairwells or on the ground floor of the building. In both the Taylor (Law) and Medical libraries phone calls can only be taken outside the main doors.



Lectures

Lectures within the University can be very different to lessons in school or college. The rooms can be a variety of small or large rooms and full of students.

Corridors can be very busy and noisy as students move around the campus. The entrance to a room or lecture theatre can be busy as students wait for the room to empty and then enter that room for their lecture. If noise is difficult then you may want to consider using ear defenders.

The room may feel humid and smell of people! Consider carrying a body spray or pleasant fragrance in your bag as this can be used to spray on a tissue and waft under your nose should you find an odour offensive.

If you need to leave the lecture before it ends, then that's ok. If you are struggling, feel free to leave and have a break. You do not need to ask for permission. Please collect your belongings and leave quietly as well as closing the door behind you as you exit the room. University staff are aware that students can have differences or appointments elsewhere.

If you continue to struggle with the pace, other students, materials used, or content discussed then please share this with your Personal Tutor and Disability Adviser.



The lecturer is usually at the front of the room explaining the work as they go along. Lecturers often use PowerPoint presentations to support the verbal information they are sharing and may also use a black or white board or overhead projector to write and share information. The use of boards or overhead projectors are more often used in maths, physics, computer science & engineering studies.

You are usually expected to listen, make notes and begin to learn the work all at the same time. Lecturers are more likely to accept or ask questions at the end of the lecture. You can go up to the lecturer to ask questions personally at the end rather than raise your hand and ask in front of other students, if you prefer. Some students can be noisy and talk to each other rather than listen to the information being shared. Some students may behave in an unruly manner. It is likely to be easier to concentrate if you select a seat near the front of the room.

or to the side nearest a door. This may be different in different lecture theatres and can be highly dependent on the students and information being shared. It's ok for students to comment on what's being shared but continual chatting is disrespectful and impacts on the listening skills of other students.

If you have difficulty concentrating and making notes at the same time it may be possible to have a note taker or use a digital recorder. Permission must be sought prior to the recording of any lecture. Please discuss this with your Disability Adviser. Most lectures are recorded and can be accessed online later in the day.

If you have a problem or concern around any lecture/lecturer, you can arrange to speak with your lecturer by email or share concerns with your Personal Tutor/ Disability Adviser.

Tutorials

Students are expected to prepare for a tutorial, practical or seminar by completing some study work. Within the actual session, students may be required to complete an assessment, test or discuss the topic or subject with each other.

The tutor may ask questions on the subject and students are expected to contribute by answering these questions. These questions can be very open or broad, for instance an English tutor might ask, "What does this play have to say about fiction?" Problems and questions do not always have one correct answer. Students can have different opinions and may try to explain and justify their thoughts around their answers.

Tutorials can also involve 'group work' where small groups of students have a discussion and feedback key points to the larger group. If you struggle following group discussions or speaking in front of others, then tell your Personal Tutor/Disability Adviser to allow them to support you.

It's helpful if you can:

- Get to know at least one person in the group.
- Be given advance warning of group work and questions being asked.
- Ask for your feedback if you have had an opportunity to prepare.
- Be allowed access to the same table and chair.

If you need to leave the tutorial before it ends, that's ok. If you are struggling then feel free to leave and have a break. You do not need to ask for permission. University staff are aware that students can have differences or appointments elsewhere.

If you continue to struggle with the pace, other students, materials used, or content discussed, please share this with your Personal Tutor and Disability Adviser.



Top Tips: Lectures and Tutorials

- Try to attend ALL lectures and tutorials, especially at the beginning of the semester as this is when the most important information regarding your course is shared.
- Complete all necessary reading material prior to attending your lectures and tutorials.
- Arrive early to allow you to decide where best to sit. Usually the front of the room is best to maximise concentration and avoid distractions. Alternatively, if you need breaks or freedom to move around then the back of the room close to an aisle or exit may be better for you.
- Be aware that access to lecture theatres and rooms can be delayed and you may not get into the room early. Be assured that you will feel more comfortable with this as you become more familiar with the rooms.
- Do not interrupt the lecturer or tutor unless its urgent or students are invited to do so.
- Be aware of your behaviour eg tapping, flicking, voicing your thoughts out loud.
- Lectures will often be recorded or available to listen to again later that day. Academic staff will confirm what is available.
- Consider using your laptop to take notes or discuss possible support with your Disability Adviser.
- Presentations can be a challenge, if this is part of your course then make time to practice organising notes, highlighting your key points, timing, use of eye contact with your listener(s) and preparing questions to stimulate discussion.
- Support for working on presentations is available online.

Study Preparation

- Decide where you will complete your studies preferably a quiet, interruption free room like the silent study rooms at the Sir Duncan Rice library.
- Ensure you have course outlines and booklists prior to the beginning of the semester and make a start on your reading materials.
- Consider the use of colour coded systems for each subject.
- Create lists of equipment required for each class.
- Create a timetable to include assessment and exam dates. Help with this is available.
- Break tasks into bite sized chunks with refreshment/rest breaks to avoid burnout or overload.
- Make time to exercise, socialise, rest and sleep.

Assignment Preparation

- Check out the study skills support information at abdn.ac.uk/sls
- Determine the focus of your reading. Prioritise your tasks, record the main points and bibliographic details at the same time.
- Clarify with your lecturer or tutor the academic style required in any essays.
- Organise, plan and structure your tasks using planners, mindmaps, etc.
- Consider using the library and the University's online portal, Primo, to search for references to use in your assignment.
- Check your Course Guide for additional information on assignment due dates, styles, essay questions and contact information if you are uncertain about anything.

Exam Preparation

- You may qualify for 'reasonable adjustments' such as extra time or a separate room. Please discuss these with your Disability Adviser at least six weeks prior to any exam.
- Create a revision plan. Please seek support to reduce anxiety and ensure your plan is realistic.
- Explore online memory enhancing techniques eg use of prompt cards.
- Adhere to times suggested for each question. Move on and come back to any you have missed.



Personal Tutor

A Personal Tutor is a member of academic staff who can give advice about your studies and the different paperwork you have to do.

Your Personal Tutor may give you official warnings if you are not attending your studies as expected or if you are behind with your studies. Your Personal Tutor will help you to access further support if required.

If you do not like or get on with any of the staff supporting you, you can ask for a change of personnel. This does not mean you can dismiss people because you do not like the advice they give (it might be something you are doing/not doing, and you are wrong). It does mean that if meeting them is unpleasant and/or they are not providing the help you need in a way that works for you, then they might not be the right person for you.

There may be a slight delay in finding another person to work with you so please bear this in mind.



Student Learning Service

The Student Learning Service (SLS) works with students and teaching staff to enhance a student's academic skills.

Workshops

These are free and scheduled during the semester. There are workshops for undergraduates and taught postgraduates. Topics covered include: time management and planning, note-taking, many aspects of academic writing, maths skills, presentation skills and exam revision and techniques. The workshop schedule and descriptions will be listed on the online booking system at the start of each semester.

Study Advice Sessions

We provide confidential, one-to-one study advice sessions for undergraduates and taught postgraduates, covering general academic skills, as well as academic writing

and maths. We also have a specialist adviser who sees students with dyslexia and other specific learning differences, such as autistic spectrum conditions.

Online Resources

We have a wide range of online resources for undergraduates and taught postgraduates and these can be accessed through MyAberdeen in Toolkit. The Student Learning Service is based in College Bounds in Old Aberdeen; please contact them should you have any specific mobility requirements.

Assistive Technology Advisers

The Assistive Technology service offers training on various Assistive Technologies including Recording software for lectures and Mind Mapping for coursework and revision.

We manage a stock of IT loan equipment including laptops and software, and can grant access to Assistive Technology Booths

for specialist study and a distraction free space. We can also support students using Assistive Technology in their exams.

Student Advice & Support Office

Based on the Top Floor of the Students' Union Building, Elphinstone Road, the SASO team can provide impartial and confidential advice and support on a range of issues, including money matters, disabilities and specific learning differences, Visa and immigration matters, mental health and well-being.

The University offers in-house, regular Specialist Mentor support for students with ASC and/or Mental Health Conditions.

Multi-Faith Chaplaincy Service

The Multi-Faith Chaplaincy, based at 25 High Street, is a welcome place for all and is open between 9.30am-5pm, Monday to Friday.

The Chaplaincy team are here to support all students and staff in any way we can.

Whether that's by providing you space to simply relax and have a break from studies in our lounge or by having a one on one chat.

We provide not only a warm welcome but support and advice to members of the community in times of stress, crisis, bereavement or illness. We are also here for those wanting to explore questions of a personal or confidential nature.

Please feel free to drop in and say hello!

Aberdeen Sports Village

Aberdeen Sports Village is located across the main road from the King's campus entrance. The Sports Village offers indoor facilities, outdoor facilities and an aquatic centre.

The indoor facilities include a gym and cycle studio, indoor pitch, athletics track and squash courts. The outdoor facilities consist of athletics tracks, a hockey pitch and playing fields.

The aquatic centre offers a 50m Olympic pool, 25m Olympic diving pool, sauna and steam room.

A full timetable of fitness and wellbeing classes are accessible to students at a discounted rate. Student membership is available to fit around your schedule and budget.



Stress and Anxiety

People with an ASC are believed to experience stress and anxiety more intensely than others.

It is very important to learn how to recognise what makes you anxious and how to manage your stress levels. Stress factors may include:

- Perfectionism
- Dissatisfaction with assignments/tests
- Assignments/exercise deadlines
- Unexpected change
- Relocated lectures/tutorials
- Constructive criticism misconstrued as negative feedback
- Pace of the course
- Social interaction

Try to identify some quiet spaces around the campus where you can have some peace and quiet. Identify, learn and practice relaxation techniques. Join societies, sports clubs, study and online discussion groups. Practice your social skills and interactions with people you trust. Talk with support staff such as Disability Advisers, Specialist Mentors, Multi-faith Chaplains and/or the Counselling service.

You should, if you have not already done so, make an appointment with a Disability Adviser, based within the Student Advice and Support Office, to discuss your study adjustments. These may include:

- Support around attendance (lectures or tutorials).
- Extended course completion time.
- Extended exam times.
- Alternative location (quiet room/building).
- Provision of note takers.
- Access to any quiet rooms/area across campus.
- Access to support services such as Mental Health, Counselling etc.



Quiet Spaces on Campus

There are various quiet spaces on campus that you can visit if you are feeling overwhelmed.

- The Sir Duncan Rice library
- Multi-faith Chaplaincy quiet room
- Lady MacRobert Memorial Garden
- Zoology Building Botanical Gardens

These are a few quiet spaces around campus that you can visit if you need to relax or if you are looking for somewhere to spend time between classes.

You may find other spaces that you prefer to visit once you have settled into the University.

Knowing if and when you Need Support

A Disability Adviser can help you to identify problems and refer you to other staff who can help. It may be difficult for you to recognise that you are struggling and need to ask for help.

It will be really helpful for you to set up regular meetings with a Disability Adviser. This will allow you to share any concerns, need for support and how your condition impacts on your daily functioning.

If you can identify with any of the scenarios below then please make an appointment with your Personal Tutor or Disability Adviser who can help you.

- You miss lectures, tutorials and practicals because you do not know where they are.
- You are deliberately avoiding some or all lectures and seminars.
- You have no books or information you need to complete your studies or assignments.
- You are worried and feel panicky all the time.
- You leave lectures or tutorials feeling stressed or confused.

- You are not sure what work to do, so nothing is being completed.
- You don't know where to start so avoid doing anything.
- You listen to other students and believe they are managing far better than you.
- Your anxiety behaviours are increasing in intensity.
- You are receiving emails from the University staff telling you that your attendance is poor.
- You are confused trying to work out how to use the university email and online help systems.
- You cannot find the online resources you are supposed to use.
- You do not know when your tutors have their 'office hours'.
- You avoid answering emails from lecturers or tutors.

- You think you are organised but receive complaints about things you have not done on time.
- Your notes are in a mess and never, or rarely, read.
- You would like some help but you do not feel you have time for the meetings with support staff.
- You are too busy to do anything except your work and you do not feel you have time to relax.
- You are feeling isolated and lonely and it is affecting your work.

If any of these things are true for you and your work is not getting done, this is the time to seek help.

Contact your Personal Tutor or Disability Adviser and say you need to see someone for help. Sending an email to these staff or asking in person are both good ways of making contact to ask for help. If you cannot do this, speak to someone who can do this for you.



Student Discipline Non-Academic Code of Practice

It is unlikely that you will face discipline as you go about your daily life and follow the rules of the University. Sometimes, something may go wrong or you may make a mistake. In this case disciplinary offences can incur three levels of penalties.

Examples in each case include, but are not limited to:

Class one

- Minor vandalism
- Noise
- Minor antisocial behaviour

If you are found to have committed a Class 1 offence you could receive a written or oral reprimand, have to pay a fine or compensation up to £100 or be excluded from the University for up to 7 days.

Class two

- Tampering with fire safety equipment
- Verbal abuse to staff
- Threatening or offensive antisocial behaviour

If you are found to have committed a Class 2 offence you could have to pay a fine or compensation up to £250, have items confiscated from you or be excluded from University for up to 14 days.

Class three

- Bullying
- Physical assault of staff or student
- Carrying an offensive weapon

If you are found to have committed a Class 3 offence you could be evicted from halls, suspended or even expelled from University.

Smoking

Smoking including electronic cigarettes and vaping is not allowed in any accommodation blocks, public areas and University buildings. If you smoke, please don't smoke at the entrances to your block or building as this could cause problems for people with medical conditions like asthma or those that don't want to inhale second-hand smoke. Smoking within your room or flat will result in disciplinary action and charges for additional cleaning and redecorating will be made.

Aberdeen University Students' Association

Aberdeen University Students' Association (AUSA) has a vision to be an organisation that engages students to have a voice, fulfill their potential and get the most from their University experience. AUSA represents the students of the University at various levels, from class representatives to the Student Council.

They can provide you with impartial advice on topics such as accommodation, academics, employability, health and wellbeing, as well as many more.

AUSA also supports societies and sports clubs, and organises events throughout the year like the Freshers' Fayre at the start of the first semester.

Clubs and Societies

More than one hundred societies and sports clubs are available to students at the University of Aberdeen. These include performance and creative art societies, political, culture and faith, societies to create change, departmental and medical societies.

The sports clubs range from badminton to weight lifting. There is something for everyone to enjoy. Joining a society is a good way to meet people with similar interests and hobbies as you.

To see the full range of societies and sports clubs go to: www.ausa.org.uk

Accommodation

If you choose to move into University student accommodation you may be sharing or living beside different students with different backgrounds, lifestyles and expectations.

It's a good idea when sharing to set a few ground rules with your flatmates to agree on allocating space in the fridge, recycling, washing up, cleaning/cooking rotas, guests staying over, parties and what's acceptable in terms of noise levels. We ask that noise is kept to a minimum after 10pm during the week, midnight at weekends. Student Resident Assistants (SRAs) can help you complete a Community Living Agreement which helps flatmates agree basic guidelines.

If you live on the ground floor, ensure that your windows and door are locked on every occasion the room is unoccupied. Remember to lock your doors when you leave your room. If you go out in the evening or home for the weekend, you can leave your key or key card at reception.

If you lose your key or key-card, let reception know straight away so they can arrange a replacement. A charge is involved in providing you with a replacement key. If problems do arise speak to the SRAs to resolve any difficulties early on.

Student Resident Assistants (SRAs)

A team of Student Resident Assistants and their manager, the Community Liaison Officer, are based in University Accommodation to look after the welfare of residents.

They are here to assist with any concerns you may have, help you settle into your accommodation and get the most out of your time living in University Accommodation.

During Welcome Week, the SRAs will hold welcome meetings with your floor, block or flat and help you draw up some basic agreements with your fellow residents on issues like noise, parties or cleaning. They will

also organise fun events for you throughout the year so that you will have plenty of opportunities to meet other residents and chill out together. If you have ideas on what events you would like to see in halls make sure you let them know. SRAs are available from 6pm-6am. You can find them in the Headspace building at Hillhead Student Village.

SRA Contact details

Tel: 01224 274030

Email: residentassistants@abdn.ac.uk

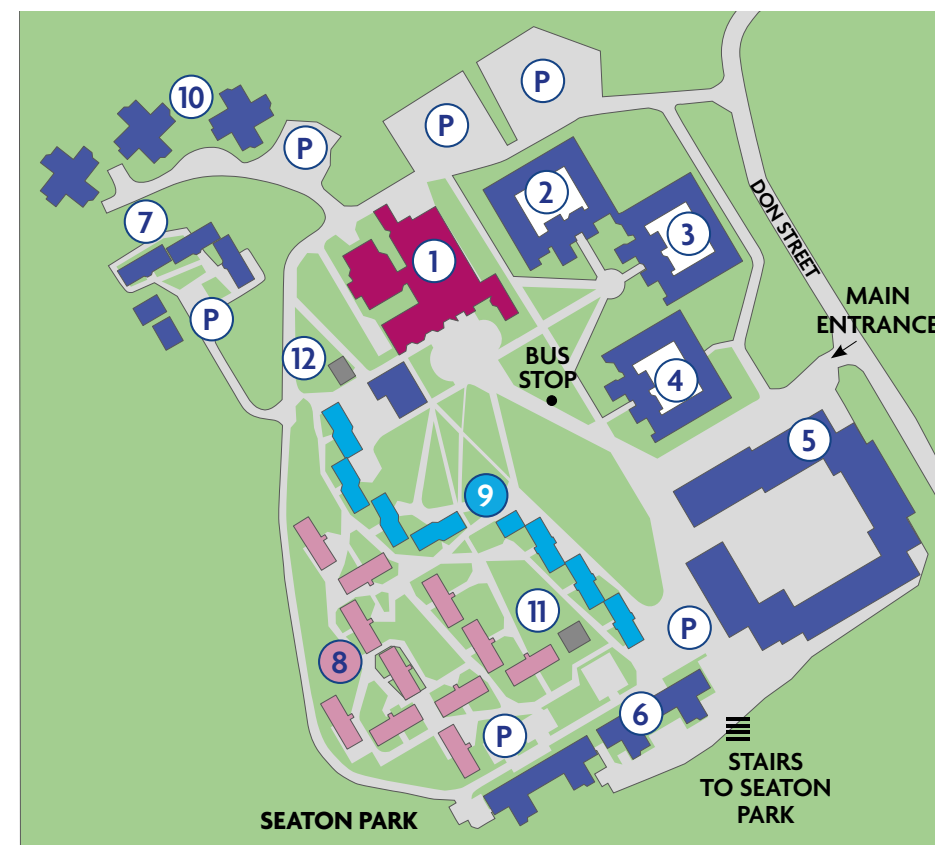
Community Liaison Officer (available during daytime hours)

Tel: +44 (0)1224 274013

Hillhead Student Village Map

- Headspace building**
Ground floor
Reception
Study rooms
Meeting rooms
Shop
First Aid facilities

Lower ground
Sports Hall
Community Hub (SRA)
The Works Bar & Diner
Toilet facilities
Music Room
 - Wavell House
 - Fyfe House
 - Adam Smith House
 - New Carnegie Court
 - South House
 - Keith House
 - Hector Boece Court
 - Grant Court
 - North Court
 - South Laundry
 - North Laundry
- (P) Parking



Flatmates & Positive Relationships

Making friends and creating positive relationships can be challenging. If you share a flat with other students then these people may become friends over time or may stay in the acquaintances category and simply share a living space with you.

You do not have to 'like' every single thing about the people you live with but you do have to make an effort to share tasks like cleaning and sharing fridge space. It may be helpful to sit down together and create a short list of rules. This should be a 'give and take' conversation to list the most important things that each roommate expects e.g. rules around having guests in your flat, cleaning schedules, parties.

It's always a good idea to discuss parties or overnight visitors with your roommates unless you are co-hosting a party or event. If you make a mess, then you are responsible for cleaning it up. Don't borrow or take anything that doesn't belong to you without asking. Agree on fridge space to store your food and label your food if necessary. A positive friendship can be maintained by treating others in a way that you would like to be treated.

Avoid intruding on the other flatmates space. Everyone needs some personal space. If you see your roommate reading a book, don't constantly interrupt them with conversation. If you know that your roommate needs to be up early the next morning try to keep noise to a minimum.

Should any disagreements arise then stop and think. Try to talk things over in a calm manner. Agree on a solution and move on. If this isn't possible, consider sharing the situation with supporting staff who may be able to help.

There are some things you can do to help establish positive relationships and some questions you can ask yourself. When you arrive at University try to join one or two societies or sports clubs and take part in social activities as soon as possible.



There are events going on throughout Welcome Week that you can get involved in and meet people. Smile and say 'hello' to people on your corridor or in your flat.

Ask questions about them and the course they are doing. Ask if they know where to find things, suggest you go to the shops or have meals with each other. Try leaving your room door open when you are not busy as this allows you to hear people passing and can be used as a signal that you are interested in speaking.

Listen to what others say so you can learn if you have some interests in common. People like to talk about themselves and their interests and expect 'friends' to ask about their interests, feelings and studies.

It's a good idea to help others who are kind to you. It's important to help them too, if you can and they need it. However,

everybody should make sure that their work gets done on time. Helping others should not make you miss deadlines, and no one should expect you to help them if you are working unless it's an emergency.

People can find different things funny; everyone's sense of humour is different and can often bond or break a friendship. Polite laughter and/or pretending to understand might be useful. When you know people well enough it usually helps if you explain about your differences.

Working together on a task, in a society, or doing sports is often easier for people with ASC. Social 'chit chat' is confusing for many and extremely irritating for some people with ASC. So being with people where this sort of conversation is not needed can be much easier.

Personal Contents Insurance Cover

All our student accommodation has a basic Personal Contents insurance cover from Endsleigh Insurance. Your personal insurance certificate is available from the Endsleigh website and the level of cover is detailed on the certificate. Laptops, mobile telephones

and bicycles are the most common items stolen from students so please take care of your property. If you would like to extend the level of insurance to cover a bike, car etc or need to make a claim, then get in touch with Endsleigh via their website.

Cleaning

Your room should be kept clean and tidy, this is your responsibility. If you are sharing a flat, then creating a cleaning rota with your flat mate(s) may be helpful. SRAs can help you create a cleaning rota. Be careful not to damage any walls or woodwork with Blu Tack, drawing pins or Sellotape as you may be charged for damages. For a list of charges please view the 'Your Home' booklet on your eAccommodation portal.

Please take your recycling out to the bins as well any bottles to the bottle banks provided. Student flats are inspected by SRAs three times a year. From time to time we might need to access your room without prior warning. If you need to report a maintenance fault/damage or faulty equipment, please do so via the eAccommodation Portal.



Laundry

Launderettes (washing machines and tumble dryers) are available at the Hillhead Student Village and are open 24 hours a day. You can view the availability of the washing and drying machines online.

The washing machines operate on a card purchase basis and do not accept cash. Cards can be purchased from the dispensers located in the actual launderettes at Hillhead. The costs for the cards are £10 (card and £8.50 preloaded credit to use for washing your items). You can add credit as and when you need it from the Circuit website.

Please keep your card in a safe place as replacement costs will be charged. Please note that laundry facility charges can increase on an annual basis.

Doctor/General Practitioner (GP)

Register with a doctor as soon as possible, preferably within two weeks of your arrival in Aberdeen. Do not wait until you are sick to register. If you are already registered with a doctor based in or around Aberdeen, then you do not need to register with another. It is very important to register with a doctor if you take/use medication as you will not be able to renew your prescription until you are registered with a doctor/GP.

During Welcome Week representatives of Old Aberdeen Medical Practice will be on campus. You can register with them at that time or visit your chosen practice to register after Welcome Week.

If you want to make an appointment with a doctor/GP this can be made by visiting the

practice in person, using email or telephone. Routine appointments are usually 10 minutes in duration. If you have a complex problem, several issues to discuss or need more time to share your information you can ask for a double appointment (20 minutes). Try to arrive at the medical practice five minutes before for your appointment time. If you are unable to attend an appointment let your medical practice know as soon as possible using email or telephone. You can either reschedule or cancel your appointment.

Old Aberdeen Medical Practice

12 Sunnybank Road
Aberdeen AB24 3NG

Tel: 01224 643333

www.oldaberdeenmedicalpractice.scot.nhs.uk

Personal Care and Hygiene

As a student it's important to keep yourself clean and tidy. This means:

- Having a wash, shower or bath every day.
- Washing your hair at least twice a week.
- Having a shave on an almost daily basis, unless you wear a beard.
- Using underarm deodorant after you wash or shower.
- Putting on clean underwear and socks every day.

- Putting on clean clothes (shirt or top, jumper or hoodie, trousers or jeans) at least every second day.
- Your teeth need to be cleaned every day, preferably morning and night using toothpaste and a toothbrush.

Clean hair, clothes and teeth will ensure you do not smell bad and will help you fit in with others when working or sitting together around the campus.

Dental Treatment

If you are not a local Aberdeen city or Aberdeenshire student you may need to register with a dentist. In Scotland, visits to the dentist and dental work are generally not free of charge. While some dentists offer a free dental check-up service, charges and procedures differ by practice.

Three types of dentists are available, these are: NHS (National Health Service) practices, Private practices and Private practices which offer NHS services. Not all NHS practices are always able to accept new patients, so make sure to ask before registering.

NHS dental procedures can be charged at a reduced rate and therefore tend to be cheaper than private practices.

If you are registered with a dentist and you have severe toothache or a dental emergency, please contact your dental practice. If the practice is closed, an automated message will provide specific instructions.

Old Aberdeen Dental Practice

The Hub
Elphinstone Road
Aberdeen
AB24 3TU
Tel: 01224 274230

King Street Dental Practice

173 King Street
Aberdeen
AB24 5AE
Tel: 01224 640759
Website: kingstdentalpractice.co.uk

Hilton Dental Practice

2 Hilton Street
Aberdeen
AB24 4QX
Tel: 01224 486817
Website: hiltontentalpractice.co.uk

Pharmacies/Chemists

All pharmacies dispense medical prescriptions and most supply emergency NHS contraception.

You can visit any pharmacy to have your medical prescription dispensed. If you run out of your regular medication and can't obtain a prescription from your GP, your pharmacist may be able to dispense an urgent repeat supply.

Pharmacies sell a wide range of over the counter medicine to treat minor ailments such as hay fever, athlete's foot, head lice or cold sores. The pharmacist can also provide expert advice or information on healthcare and help with your medicines. There is no need to make an appointment.

Baird's Pharmacy

519A King Street
Aberdeen
AB24 3BT

Rowlands Pharmacy

695 George Street
Aberdeen
AB25 3XP
Tel: 01224 635519

Rosemount Pharmacy

1 Mount Street
Aberdeen
AB25 2RA
Tel: 01224 630101



Out of Hours Service and Support

If you need urgent health advice when your GP practice or dentist is closed, you can call NHS 24. Use your telephone and dial the numbers: 111. You should call NHS 24 if you are too ill to wait until your GP practice reopens. You can access the service free from your mobile telephone or landline.

NHS 24 cannot prescribe medications or book you an appointment with your GP. They can advise you on what to do or book an emergency doctor appointment at your primary care emergency centre if the Nurse Practitioner thinks this is necessary.

Emergency

Call 999 in a medical emergency. This is when you or some else is seriously ill, injured, or their life is at risk.

Useful Contacts

Accommodation Office

+44 (0)1224 273502 - ext 3502

Hillhead Student Village

+44 (0)1224 274000 - ext 4000

Student Resident Assistants

+44 (0)1224 274030 - ext 4030

Student Advice & Support Office

+44 (0)1224 273935 - ext 3935

AUSA

+44 (0)1224 272965 - ext 2965

Disability Adviser

+44 (0)1224 273935 - ext 3935

International Student Adviser

+44 (0)1224 273935 - ext 3935

AUSA Advice

+44 (0)1224 273444 - ext 4200

Multi-faith Chaplaincy

+44 (0)1224 272137 - ext 2137

Old Aberdeen Medical Practice

+44 (0)1224 486702