



UNIVERSITY OF  
LIVERPOOL

# ADULT LEARNERS' GUIDE

Information and  
advice for prospective  
undergraduate students  
returning to study after  
a break in education



## A Warm Welcome

If you are thinking about applying to university as an adult learner, you will probably have many questions and concerns. We hope this guide will answer some of those questions and prepare you to make this important decision. All adult learners have their own reasons for wanting to go to university: it could be the wish to make a fresh start, an opportunity for career development or a long held desire to study a specific subject. The reasons vary but the qualities that adult learners offer the University do not change: motivation, ability and a wealth of skills and experience.

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The decision to read for a degree should not be taken lightly. Going to university will involve sacrifices, particularly financial, and life will never be quite the same again. It is also a time of rich personal fulfilment combined with a uniquely rewarding opportunity to study.

### See for Yourself

You can get a feel for what it will be like studying at The University of Liverpool by coming to one of our twice-yearly Open Days – visit [www.liv.ac.uk/openday](http://www.liv.ac.uk/openday) for up-to-date information. We also strongly encourage you to spend some time on campus to talk through any concerns you may have with the experts – current adult learners. See the 'Preparing to Study' page for details of our shadowing scheme and subject-specific taster days.

### Family Support

Support at home is very important and life is easier for those students who have the full backing of their family and friends. Talking things through from an early stage might avoid difficulties later on. Studying does make demands on the family, and including them in your decision-making can go a long way to help. Families and friends are very welcome to come for a guided tour of the University precinct at any time, and we hold a special reception for the families of our adult learners during Freshers' Week.

### The International Recruitment and Relations Office (IRRO)

The information included in this Guide is primarily intended for UK-based 'home' students. If you are an overseas student (including EU countries), the IRRO Team will be happy to help you find out about your study options at Liverpool, make your application and, if necessary, prepare to come to the UK.

E: [irro@liv.ac.uk](mailto:irro@liv.ac.uk)

T: +44 (0) 151 794 6730

[www.liv.ac.uk/international](http://www.liv.ac.uk/international)

“Probably the most important thing for me in starting university was the knowledge that my family and friends were fully behind me, which is crucial. There are days when I feel like I know nothing and wonder why I am doing this, but then I phone my Mum or meet a friend for coffee and they encourage me and remind me that I'm not thick, I can do it. By the time I put the phone down or get home, the essay I need to write isn't so hard or the chapter that seemed to be so complicated before now makes sense!”

Ben Pope, 24

Degree: Legal And Business Studies BA (Hons)  
Route: Higher Diploma in Management  
of Care Services, NVQ Level 4 in Management  
(Work Based Qualification)

# Hear it from the Experts!

Appearing throughout this guide are a variety of invaluable student observations. These, plus many more, can be viewed in full at the following web link:  
[www.liv.ac.uk/study/undergraduate/support/Hear\\_it\\_from\\_the\\_exp.pdf](http://www.liv.ac.uk/study/undergraduate/support/Hear_it_from_the_exp.pdf)

## Choosing a Degree Programme

You may already be focused on a particular vocational degree or subject you are passionate about. For many potential students, however, choosing a degree can be a difficult decision.

Start by requesting a copy of our undergraduate prospectus - request online at [www.liv.ac.uk/request\\_prospectus/index.htm](http://www.liv.ac.uk/request_prospectus/index.htm) or call **T: 0151 794 5927**. Alternatively, you can view our programmes on our website: [www.liv.ac.uk/study/undergraduate/courses](http://www.liv.ac.uk/study/undergraduate/courses) Study the undergraduate prospectus closely and decide what subject(s) you are interested in and which degrees might be most useful for your career after you graduate. Our shadowing scheme is a very good way to find out more about specific degree subjects and what they involve.

Most full-time undergraduate degrees take three years to complete. Those which incorporate a year in industry or abroad, or lead to a Masters qualification, take four years; the specialist degrees of Architecture, Dentistry, Medicine and Veterinary Science take five years.

Various types of degree are offered by The University of Liverpool:

### Single Honours

One subject area is studied.

### Joint Honours

Degrees consist of equal study in two subjects.

### Combined Honours

These are more flexible than Joint Honours degrees and enable students to pursue an individually-tailored course of study. Three routes are available: Arts, Science and Social and Environmental Studies (SES). Unlike Joint Honours, the Combined Honours route allows you to major in the subject that interests you most – that is, you can elect to take more units of study in one subject and less in the other.

### Degrees with a Foundation element

If you do not meet the normal entry requirements for a degree programme, you may be able to gain entry to the degree by completing a Foundation element. Foundation elements exist for degrees in Biological, Mathematical, Computer or Earth and Ocean Sciences, Geography (as a science), Chemistry, Physics, Electrical Engineering and Electronics, Engineering and Psychology. They are usually run in conjunction with a partner college in the Merseyside region – Carmel College in St Helens, or Wirral Metropolitan College (Psychology 2+2, Biological Sciences (Access Route)). The total time spent studying towards one of these degrees is four years, with either the first year ('1+3' option), or the first two years ('2+2' option) being spent at the partner college. There are also some degree programmes where the foundation element is spent at the University of Liverpool.

### Foundation to Health Studies, Medicine and Dentistry

The University of Liverpool, in collaboration with Sixth Form Colleges in Birkenhead and Wigan, has created a Year 0 Foundation Programme as a pathway to degrees in the Health Sciences, while Carmel College provides a pathway for Medical and Dentistry students. This programme is designed for learners with appropriate workplace experience or vocational rather than A level qualifications. Everything you need to know can be found on the website at [www.liv.ac.uk/healthsciences/undergrad/guidance\\_notes.htm](http://www.liv.ac.uk/healthsciences/undergrad/guidance_notes.htm)

If you have further questions regarding this study route, please contact Karen Hornby in the School of Health Sciences on  
**T: +44 (0)151 794 5799** or  
**E: [hornby@liv.ac.uk](mailto:hornby@liv.ac.uk)**

### Part-time Study

If you have to balance your learning programme with other commitments, you may wish to consider studying on a part-time basis. The minimum time in which it is possible to complete a part-time degree is four years. While completion can take up to eight years, many students opt for a half-time, six-year study route, which may be more manageable for students with other commitments. Part-time degrees are available at the discretion of individual departments in a variety of subjects. For more information, contact the department you are interested in. Appropriate contact details can be found within the departmental web pages via [www.liv.ac.uk](http://www.liv.ac.uk)

### Accredited Short Courses

If you would like a taste of study, perhaps while you wait for entry or to supplement your degree, the Centre for Lifelong Learning offers over 300 Continuing Education short courses each year on a wide range of topics. The variety of subjects covered is immense, and there is something to interest everyone. Should you be looking for something vocational to complement your degree, the Centre also runs business and management, IT and language courses.

Further information including full details of all courses can be found on the Continuing Education website at [www.liv.ac.uk/conted](http://www.liv.ac.uk/conted) Alternatively, call **T: 0151 794 6900** or **E: [conted@liv.ac.uk](mailto:conted@liv.ac.uk)** to request a prospectus.



## What about Qualifications?

While some of our adult learners will enter through the traditional A level route, many have other qualifications, for example Open University credits, access course credits and professional qualifications.

Entrance requirements are listed in the undergraduate prospectus and on the website [www.liv.ac.uk/study/undergraduate/courses](http://www.liv.ac.uk/study/undergraduate/courses) If your academic involvement has been largely uncertified, such as union work, personal research or relating to your job, or if your qualifications are not listed in the prospectus, approach Admissions Tutors directly to discuss your individual situation. Contact details can be found within the departmental web pages.

If you have no formal qualifications or it has been more than three to five years since you studied to A level standard, you may need to undertake further study prior to applying for a degree.

Whichever entry route you choose, remember that as adult learners all have their own unique qualities, each application will be looked at individually. If you hold other qualifications at A level standard or above and you are clear about your degree destination, you can forward your academic CV to the relevant admissions tutor for comment and advice. Ensure you include dates of all exams taken and grades obtained. If unsure, you may in the first instance wish to send your CV to the Adult Learners' Adviser, Anne Davies, for her comments.

Some of the most popular entry routes are shown below.

### A Levels

A levels may be offered at your local Further Education or sixth form college, or through evening classes – often your local library will be able to provide you with further information about this. If you are working or are unable to find a suitable course of study in your area, you might wish to consider studying A levels through distance learning.

### Access to Higher Education Courses

Accredited Access to Higher Education courses, tailored to specific subject areas, are a popular route by which many adult learners enter university. If you are considering entry via this route, first check which Access subjects are suitable for your chosen degree.

Access teaching varies slightly from college to college. Our Admissions Tutors are familiar with provision in the Merseyside region, but may be less so with Access courses nationally. If you are intending to study towards an Access qualification in another part of the UK and have a clear idea of your degree destination, it is a good idea to obtain a breakdown of the course content as soon as possible and forward this to the relevant Admissions Tutor. This will enable the tutor to gain a full understanding of your chosen route and address any questions or concerns. Information about Access courses is available at your local library or College of Further Education, or search online via [www.ucas.ac.uk/access](http://www.ucas.ac.uk/access).

“I had always loved school and would have loved to go to university, but in those days (I left school in 1959) it was more important for our parents to worry about feeding and clothing their children than to think about sending them on to Higher Education. I married and had four children, three of whom went on to university.

The children encouraged me to study, and I found myself passing GCSE French with flying colours, followed by AS level French. By chance, while attending an NVQ placement at The University of Liverpool, I found out about a Summer School run by the University which interested me. I enrolled, although I was petrified, thinking I would be the only old person there – I wasn’t! I thoroughly enjoyed it, gained a ‘Student of the Year’ certificate, and was cajoled into signing up for Go Higher.

Go Higher was an excellent stepping-stone to the degree course. Having left school so long ago, I worried my brain would no longer be able to concentrate long enough to take everything in, but found that it did. We went over the basics of Maths and English, and were taught how to use computers – a daunting prospect if you are like me and had never touched one before! Not to mention the actual subjects studied – the essays are nothing like the ones from school: when you are asked for a 1,500 word essay by a certain date you think this is impossible, but guess what? Not only is it possible, but now that I’m on the degree I find myself saying ‘I’ve *only* got a 2,500 word essay for this module’. Simple!!”

Rita Martelli, 59

Degree: Combined Honours Arts BA – English Literature and Popular Music

Route: Go Higher Foundation Course, University of Liverpool

## Go Higher

Go Higher is a one year part-time course designed for adults living locally who want to return to education with a view to going on to do a degree course. Even if you have no formal qualifications or have been away from study for a long time you will gain the confidence and the skills to take those important first steps towards a degree.

Go Higher will be very different from your previous experience of learning. Our commitment is to help you adapt to the learning process as an adult learner, and encourage you to develop the skills and independence necessary for success on a degree course.

After successfully completing Go Higher you will be eligible to apply for a wide range of University degrees including Sociology, Law, Archaeology, Geography, Irish Studies, English Language and Literature, Politics, History, Popular Music, Environmental Studies and more. For more information call **T: 0808 100 60 60** or visit our website at [www.liv.ac.uk/gohigher](http://www.liv.ac.uk/gohigher).

## Open University and Vocational Qualifications

If you wish to apply for one of our degrees and have been studying with the Open University, or hold vocational qualifications, you may first need to discuss your current level of attainment with the appropriate admissions staff. Apart from the number or level of credits you have achieved, factors such as appropriateness of subject and practical life experiences are likely to be taken into consideration. Ensure you include a full breakdown of your study route when completing your UCAS application form.

## Preparing to Study: University Taster Visits

Studying at university is likely to be very different from any previous experience you have of studying.

The relationship between you and your tutors and lecturers is a partnership, and the onus is on you to put the work in and make sure you get the most out of your course. This takes discipline, organisation and commitment. The amount of time you spend in lectures, seminars and tutorials will depend on the programme you are studying. Some subjects have relatively few hours per week of timetabled study, with the remainder of the time to be spent reading, writing essays etc. Other subjects may have timetables equivalent to a full-time job.

### Guided Tours, Shadowing and Taster Days

Guided Tours, Shadowing sessions and Taster Days all give you the opportunity to meet the experts – our current adult learners – and to learn more about life as a student. Making the decision to return to education is a big step. The more you know about the reality of student life, the better prepared you will be – and don't

forget to bring the family for a guided tour at some point, as it can really help to get them involved in your decision.

**Campus tours** are available at any time during the year and we welcome individuals and/or groups. A current undergraduate will show you around the university precinct, departments, libraries, the Sports Centre and the Guild of Students. The tour provides a good opportunity to visit the University and to talk informally with an expert – a current adult learner! Family parties are more than welcome, and we host a guided tour and family reception during the Adult Learners' Conference, 'Skills for Success'.

**Shadowing sessions** provide an opportunity to take a more in-depth look at the University by spending around half a day with a current undergraduate. We try to match you up with a student who is studying in your chosen Department and who took a similar route into higher education. If you have any other issues, for example childcare, which you feel you would specifically like to discuss, please do raise this with Anne Davies when arranging your shadowing visit. Shadowing is a good way to really get a taste of life as a University of Liverpool undergraduate. You may wish to visit us whilst you are making choices about which degree course to apply for, or later on in the process when you are planning for your time with us.

**Adult Learners' Taster Days** generally occur once a year and enable potential students to meet informally with admissions staff, take a tour of the University campus in the company of current adult learners and attend a taster lecture in a relevant subject.

“Radiotherapy is a challenging degree with a mixture of technical aspects and patient care. It has an extended year with clinical practise at a radiotherapy centre during the summer. Most mature students go to Clatterbridge Centre for Oncology in the Wirral. There is a three week break and you can plan your break to coincide with the school holidays. Staff have families themselves and understand the difficulties mature students face and they're happy to offer extra support when needed.”

Anna Wainwright, 31

Degree: Radiotherapy BSc (Hons)

Route: Access to Applied Science,  
West Cheshire College



## Adult Learners' Conference – Skills for Success

Skills for Success is a three-day induction course designed exclusively for adult learners who are about to commence a degree at the University of Liverpool. It provides our new students with a unique opportunity to get to know their way around the University, Guild, sports facilities and Student Services Centre. It also assists in identifying key personnel and their functions, enabling students to understand all the different services and facilities on offer and to find their bearings before the hectic first term starts. The guides are all current second or third year adult learners who know exactly what it feels like to be a 'fresher'!

Whether you are completely new to university or have previous experience of Higher Education, 'Skills for Success' provides a great opportunity to meet up with your peer group. All first year students are more than welcome to attend – there is no charge.

Your family is also invited along for a tour of the campus followed by a welcome reception. All members of your family are welcome, as we believe it is important for partners, children and parents to feel involved in your decision to become a student.

### Some comments from last years' attendees

*"It allayed the fear and helped break the ice – it made the transition from work to university smoother."*

*"Before I came I didn't know much about what support is available."*

*"Bringing my mum to the Family Reception was really important as she now understands what a big step this is for me – no-one in our family has ever been to university before."*

*"I felt I was not alone and it gave me the information that I needed."*

*"... the University does not seem so daunting now!"*



"I am about to complete the first year of a three-year degree. I have really enjoyed every element of my degree, even the hard bits. I spend up to 24 hours per week actually on campus in lectures, and whatever time I can spare doing extra study. Even though it seems to be a lot of time in lectures, a large majority of the time is spent doing continually-assessed work which allows us to take a certain percentage into the exams, so the more effort you can put into these, the less pressure you have sitting the exams."

Dianne Kennedy, 36  
Degree: Computer and Multimedia Systems BSc (Hons)  
Route: Access to Business IT, Liverpool Community College

## Applying

All university applications for full-time courses are submitted through UCAS, the Universities and Colleges Admissions Service.

Applications are made on-line through the UCAS website [www.ucas.ac.uk](http://www.ucas.ac.uk) and, except in exceptional circumstances, paper applications will not be accepted. The UCAS form requires you to state the courses you are applying for, identify all your qualifications, make a personal statement and name an academic referee. Read all the accompanying notes and take great care when filling in this form.

There is a charge of £15 for applying to university through UCAS, though this is reduced to £5 if you intend to apply for only one course at one institution. Unless you are sure of receiving a place, however, it is wise not to restrict yourself to just one choice – you have up to five options. You may wish to choose from similar degrees on offer at various universities, different degrees at the same university, or a mixture of both – but ensure consistency as admissions tutors may not take your application seriously if you combine widely differing subjects! You can find out about every Higher Education course in the UK by either browsing the UCAS website or by referring to UCAS's Big Guide – a reference copy will generally be available in the college or from your local library.

The deadline for application forms is 15 January (15 October for Medicine, Dentistry and Veterinary Science) preceding the September you wish to start, and if possible applications should be submitted by then.

If you have missed the mid-January deadline, you can still apply through UCAS until 30 June, though you should submit your application well before this date if you can. Do note that some of the more popular degree destinations may not be available if you apply after the January deadline. It may be advisable to approach Admissions Tutors in writing first to see if they will consider your application. Contact our Adult Learners' Adviser, Anne Davies, if you are uncertain about your application or would like assistance before contacting the Admissions Tutor.

Part-time students should contact their chosen Department to discuss their needs in the first instance.

### Selection Procedures

Selection procedures differ between departments, depending on the requirements of the course and the number of students applying. However, the selection is made essentially on merit, and great care is taken to give every application careful individual attention.

Details are given for each department in their Admissions Policies, which are available online at: [www.liv.ac.uk/study/undergraduate/departamental\\_admissions\\_policies/departamental\\_policies\\_index.htm](http://www.liv.ac.uk/study/undergraduate/departamental_admissions_policies/departamental_policies_index.htm)

## Interviews

Not every department interviews candidates – some conduct group interviews – while many invite all their applicants to attend an informal departmental visit day.

If you are invited to an interview, the Department will want you to demonstrate your commitment, motivation and interest in the subjects involved. You also need to take a good hard look at the course and Department – is it going to suit you?

You will need to think through exactly why you want to study these subjects at this University: what is it about this course, this Department, that makes you want to spend the next three or more years of your life studying?

Try to separate the academic from the financial and social aspects. Remember that a Department is primarily interested in your academic ability. If possible, investigate where you stand in terms of loans, childcare etc before you meet the Departmental representative, and don't let these issues dominate your interview.

Think about your questions beforehand. You need to find out if the course you have chosen is suitable for you, while at the same time the Admissions Tutor will be trying to find out if you will be suitable for their course.

If you would like to talk through your application before your interview, contact Anne Davies, our Adult Learners' Adviser, on **T: (0151) 794 4342** or **E: a.davies@liv.ac.uk**.

## Offers

Prospective students can expect one of two types of offer to be made. A **conditional** offer requires you to fulfil some form of criteria such as passing your Access course or gaining specific grades at A level. An **unconditional** offer means you have already satisfied the admissions requirements and have secured a place on your chosen degree.

If you are made an offer, this will be confirmed formally by UCAS. Once you have received replies from all of your choices, you must accept one offer firmly and (if they are conditional offers) you may select a second as insurance. This might be a good time to come for a guided tour and/or shadowing session in order to decide which offer(s) to accept. If you are on an Access course or are taking A levels, you should receive confirmation of your place within a few days of gaining your results. If you find you don't get the required grades, it is worth contacting the appropriate admissions staff immediately to see if there might still be a place for you.

“For my Psychology degree, I have around 8-10 hours per week of lecture time with tutorials and seminars on top of that. This is usually spread over four days so I fit in time in the library around timetabled hours. I have twin 14-month old daughters and as well as my degree I work part-time. Balancing all these commitments is not easy but it is possible. I am by no means superwoman and if I can manage it so can you! My advice to any prospective student is to get organised early, particularly with regard to childcare. Remember this should not just be based around lecture times, as a great deal of your learning will be independent.”

Yvonne Dark, 29  
Degree: Psychology BSc (Hons)  
Route: Access to Human Sciences,  
West Cheshire College

Finally, if you are unsuccessful in obtaining an offer, you will receive a **rejection** from UCAS. Don't panic if this happens – it is for this reason that you should keep your options open by putting down more than just one or two choices on your UCAS form. If none of your choices result in an offer, you may be eligible to apply for alternative places through UCAS Extra. This scheme operates between mid-March and the end of June – the following website has more information:

[www.ucas.ac.uk/getting/after](http://www.ucas.ac.uk/getting/after)

Should you find yourself in a position where you hold no offers, UCAS will automatically include you in the Clearing process which occurs on publication of A level results. During Clearing, Higher Education institutions list any outstanding vacancies. This provides a final opportunity to gain a place on a degree course. For more information on Clearing, visit

[www.ucas.ac.uk/getting/clearing/index.html](http://www.ucas.ac.uk/getting/clearing/index.html)

If at this stage you are unsuccessful in securing a place, you should talk to your college tutor or a careers adviser about your next step. You may need to re-think your choice of subject or undertake a further period of pre-degree study in order to gain the correct entry qualifications. If this is the case, consider the extra time in a positive light rather than as a hindrance: use it to research and firm up your future degree choices and to gain a solid grounding in learning techniques. Don't be afraid to approach admissions tutors in order to ask why your application failed – their feedback will help you address problem areas and strengthen your subsequent application.

“I decided to study when I was made redundant after 10 years as a customer service supervisor. I completed a couple of taster courses and enjoyed them so much that I decided I wanted to continue studying.

I had a vague idea about training as a Physiotherapist and was advised I would need to do a Science Access Course. I was very nervous because I had never studied Science to any depth at school and had always considered myself a humanities type. The course was tough at first and I wondered if I had done the right thing. Being a mum of two small children was demanding, and time for reading or additional study was scarce, but the tutors and other students were really helpful and encouraged me to carry on.

When I first applied through UCAS to study Physiotherapy at The University of Liverpool I didn't get an interview because I didn't have enough work experience, and Physiotherapy is a very competitive course. I was very disappointed but continued to complete a further three work placements, one of which actually put me off Physiotherapy. This is one of the reasons for undertaking work placements before applying: to ensure the course is right for you!

I continued with the Access course and when I successfully completed it, I had the option to go into the university clearing system. I went back to the prospectus and found a degree that appealed due to its flexibility – perfect for someone who was as yet undecided on a choice of career!”

Suzanne Berry, 36  
Degree: Biological Sciences BSc (Hons)  
Route: Access to Science, Liverpool  
Community College

## Thinking about Money

How you will fund your studies, and support yourself and your family financially, is likely to be one of your greatest concerns when thinking about applying to university.

*The following offers a guide only, and is correct at the time of going to press. The information in this section is for home/eligible EU students.*

### FULL-TIME STUDENTS

#### Tuition fees

Full-time students do not have to pay tuition fees 'up-front'. Instead, payment of these fees can be deferred until after your studies have been completed by taking out a tuition fee loan from the Student Loans Company. Repayment commences once you have left university and are earning over a certain amount - £15,000 a year in 2007. New students in 2008 will also have the option to take payment holidays of up to five years.

The annual cost of tuition fees at The University of Liverpool (£3,070 in 2007) will not rise by more than the rate of inflation until 2010 at the earliest. Lower fees apply for Foundation years spent at partner Colleges and for placement years.

“I was worried before starting the course about whether I'd be able to manage financially, but I've found it quite easy. I qualify for a means-tested NHS bursary which includes an allowance for my children. I top this up with a student loan and child tax credit. The NHS pays my tuition fees and having a bursary means I'll have a much smaller debt than the average student.”

**Anna Wainwright**  
Radiotherapy student

#### Maintenance Costs

Currently, if you are a full-time student and are aged under 60 when you start your course\* you will be eligible for a student loan for maintenance. Student loan balances (other than arrears) will be written off 25 years after liability to repay commenced. This applies to both student loans for maintenance and tuition fee loans.

#### Maintenance Grant

New full-time students from lower income households may be eligible for non-repayable grants. How much you get will depend on your income and that of your household. From 2008, new full-time students from families with incomes of up to £25,000 will be entitled to the maximum grant, compared to the 2006/07 threshold of £17,500. In addition, students from families with incomes of up to £60,000 will also now be entitled to a partial grant. In 2007, a full grant amounted to £2,765.

#### Special Support Grant

This is assessed in the same way as the maintenance grant, but is payable only to students who have an underlying eligibility to claim means tested benefits, eg lone parents, disabled students. If awarded the special support grant, there is no reduction in the amount of student loan for maintenance you can borrow. Students may be eligible for either the maintenance grant or the special support grant, but not both.

\*There are no upper age limits to receive Grants or a Tuition Fee Loan.

### University of Liverpool Bursary

The University of Liverpool offers a non-repayable bursary to support significant numbers of its students. For up-to-date information, please refer to [www.liv.ac.uk/study/undergraduate/money](http://www.liv.ac.uk/study/undergraduate/money)

### The Liverpool Attainment Scholarships

The University of Liverpool provides attainment scholarships worth £1,500 for each year of study. These scholarships apply to all applicants (Home/EU and overseas) who gain outstanding A level, Scottish Higher, BTEC or International entry qualifications. They are offered in a number of specified programmes within Science and Engineering. Full details are available via the following web link: [www.liv.ac.uk/study/undergraduate/attainment\\_scholarships.htm](http://www.liv.ac.uk/study/undergraduate/attainment_scholarships.htm)

### Part-time Students

#### Tuition Fees for Part-Time Students

Fees for part-time degrees will be the same as those for full-time programmes, but charged on a pro-rata basis. If studying part-time you may be eligible for a grant from your Local Authority towards tuition fees, depending on your level of household income. You may also be eligible for additional fee support through the Access to Learning Fund, where your statutory support is insufficient to meet the full tuition fee costs.

### Maintenance Grants

Part-time students on low incomes are eligible for a non-repayable grant of up to £250 per year (2007 figure) to help with course costs such as books and travel. Part-time students who meet the criteria may apply for additional help from the Access to Learning Fund for help with costs such as childcare. Please contact the Financial Support Team for further details.

### Students with children/other Dependants

There is a range of help if you have dependent children or any other dependants. Details on how to apply for this is given in the DfES guide 'Childcare grant and other support for student parents in higher education' (see Publications below). For further details of funding available for students with dependants you can contact the Financial Support Team.

### NHS-Funded Programmes

The NHS currently pays the full tuition fee for all eligible Home/EU students. You will be able to apply for an income-assessed NHS bursary if you have accepted an NHS funded place on one of the following Health Sciences programmes: Diagnostic Radiography, Occupational Therapy, Nursing, Orthoptics, Physiotherapy and Radiotherapy. This also applies to final year medical and dentistry students studying the five-year programme, and from Year Two onwards of the four-year graduate pathway. Any bursary you receive will be paid monthly over the whole year, and you will also be eligible for a non-income assessed reduced rate student loan. For more information, see the website: [www.nhsstudentgrants.co.uk](http://www.nhsstudentgrants.co.uk)

### The Access to Learning Fund

This Fund provides discretionary financial help to students. Specifically, the Fund will be used to:

- assist those who need extra financial help to meet particular costs, which are not already being met from statutory (or other) sources of funding
- alleviate cases of financial hardship
- meet unexpected financial crises
- intervene in cases where a student may be considering leaving higher education because of financial problems.

Both full and part-time students are eligible to apply. Please contact the Financial Support Team for further information.

### Other Bursaries and Scholarships available from the University of Liverpool

A range of bursaries and scholarships are available from the University of Liverpool. These include bursaries to support those in financial need, scholarships for high attainment and sporting excellence, and others, for example, targeted at students from the local area. For information, please refer to the Student Finance Information Booklet.

### Previous Study

Students who have previously started a course of higher education or who already hold an honours degree from a UK institution will have restricted access to student support. It is advisable to contact The Financial Support Team for information on how this may affect you before you start your studies.

### Publications and Useful Web Links

#### Student Finance Information Booklet

General information, including how to apply for financial support - request by ringing **T: 0151 794 5927** or browse online via [www.liv.ac.uk/study/undergraduate/money](http://www.liv.ac.uk/study/undergraduate/money)

#### The Department for Education and Skills

Publish a number of guides including the following:

- 'Financial support for higher education students'
- 'Student loans: A guide to terms and conditions'
- 'Bridging the gap: a guide to the Disabled Students' Allowances in higher education'
- 'Childcare grant and other support for student parents in higher education'

Download from their website:

[www.direct.gov.uk/en/EducationAndLearning/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/index.htm) or request by ringing

**T: 0800 731 9133.**

### National Health Service

NHS publications include:

- 'Financial Help for Health Care Students'
- 'Help With Childcare Costs for New and Existing NHS-funded Students'

Access online at [www.nhsstudentgrants.co.uk](http://www.nhsstudentgrants.co.uk) or by telephoning **T: 0845 358 6655**

### Aim Higher

The Aim Higher web link is helpful in a number of ways, including budget planning:

[www.aimhigher.ac.uk/student\\_finance/index.cfm](http://www.aimhigher.ac.uk/student_finance/index.cfm)

### Charitable Trusts

Assistance may also be possible through charitable trusts. Further information is available at:

[www.egas-online.org/fwa/index.html](http://www.egas-online.org/fwa/index.html)

[www.acf.org.uk/trusts\\_applying.htm](http://www.acf.org.uk/trusts_applying.htm)

[www.funderfinder.org.uk/](http://www.funderfinder.org.uk/)

“Get information about all the financial help you might be entitled to, including grants, departmental prize monies and University bursaries. Some of the bursaries and most of the prizes are dependent on academic performance – another incentive to get good grades.”

Tom Sutton

Degree: Civil Engineering with Foundation (Hons)

Route: Degree with Foundation Year

## Here to Support You

While you are a student at the University of Liverpool, you need never feel alone with a problem. There is a wealth of services to cater for your every support need.

### Student Support Services

Student Support Services provide students with information, advice and support, particularly regarding financial issues, disability, welfare, also advice for international students. Individual staff with specialist knowledge and experience see students by appointment and on a drop-in basis. The Student Support Assistant is the first point of contact for all students with welfare issues who visit Student Support Services.

“There is a vast amount of support for disabled students at The University of Liverpool. I have dyspraxia, which has many symptoms similar to dyslexia. With the help of the Disability Support Team I applied for funding for a computer and extra tuition to help cope with assignments and general planning and was asked by the disability team if needed a research assistant. There is a lot of help available if I need it – but this is a process that is centred around my needs and is no way forced upon me. All I have to do is ask.”

Caroline Ezekiel, 32  
Degree: Sociology and Social Policy BA (Hons)  
Route: Access to HE, Hugh Baird College,  
Boothle

While you are studying at the University of Liverpool, if you have any concerns you need to talk to someone about, but are not sure who to ask for advice, please contact Liz Champion at Student Support Services: **E: [ssa@liv.ac.uk](mailto:ssa@liv.ac.uk)** or **T: 0151 794 6674**.

### Disability Support

The University's Disability Support Team (DST) provides advice, information and support for disabled students. If you are in the process of applying to university and have a disability or specific learning difficulty, please contact the team as soon as possible to discuss your individual support needs. **[www.liv.ac.uk/studentssupport/disability/index.htm](http://www.liv.ac.uk/studentssupport/disability/index.htm)**

### Financial Support

If you have financial problems and need help or advice while you are a student at The University of Liverpool, or if you have any questions regarding the 'Thinking About Money' section of this booklet, the Financial Support Team (FST) can help. You can contact them by **E: [fst@liv.ac.uk](mailto:fst@liv.ac.uk)** or **T: 0151 794 6673**.  
**[www.liv.ac.uk/studentssupport/finance/index.htm](http://www.liv.ac.uk/studentssupport/finance/index.htm)**

### International Support

The International Support Team (IST) is a specialist service for international students at the University of Liverpool. They give advice on personal issues, safety, finance, council tax, immigration and whatever else international students need help with. For more information, please see their website:

**[www.liv.ac.uk/studentssupport/ist/index.htm](http://www.liv.ac.uk/studentssupport/ist/index.htm)**



### Mental Health Support

The Mental Health Advisory Service (MHAS) offers information, support and advice to any University of Liverpool student experiencing mental health difficulties. If you are affected by mental health issues, Kim Chuah, our Mental Health Adviser, will work with you in collaboration with the wider student support services within the University to help you reach your full potential whilst at the University of Liverpool. The MHAS can be contacted via **T: 0151 794 2320** or **E: [mentalhealthadviser@liv.ac.uk](mailto:mentalhealthadviser@liv.ac.uk)**

### Counselling Service

The University operates a free, fully confidential counselling service for anyone experiencing personal difficulties. For more information on the Counselling Service, and to download self-help guides, see their website: **[www.liv.ac.uk/counserv](http://www.liv.ac.uk/counserv)**. You can e-mail them at: **E: [counserv@liv.ac.uk](mailto:counserv@liv.ac.uk)** or **T: 0151 794 3304**.

### Student Health Service

The University's on campus Student Health Service is run by the Brownlow Group Practice. It is a full-time general practice with surgeries held all year round. Students who live within the practice area can choose to register with the Student Health Centre as their GP practice. For more information, contact **T: 0151 794 4720/5820**.

Additionally the Student Health Advice Centre, based at the Carnatic Halls of Residence site, consist mainly of nurse led clinics including contraceptive services. All students may use these facilities whether resident in the Halls or not. **T: 0151 794 6213**.

### Childcare

Nursery places for 0-5 year-olds are available at the University's purpose built Children's Centre but are in high demand. You are advised

to put your name down as soon as you decide to apply to The University of Liverpool. Priority is usually given to anyone requiring full-time childcare. Fees are partially subsidised by the University and students may be able to get additional help with childcare costs (see 'Thinking About Money'), while those with children aged 3-4 are entitled to a nursery grant. Information packs and application forms are available from the University of Liverpool's Student Support Services – **T: 0151 794 5863** or **E: [sscrec@liv.ac.uk](mailto:sscrec@liv.ac.uk)**. Information about fees etc. can be found via the following website: **[www.liv.ac.uk/sas/studentervices/childcare/index.htm](http://www.liv.ac.uk/sas/studentervices/childcare/index.htm)**. After-school care is available, and all-day play schemes are held during school vacations. Priority is given to children under the age of 8, though there may be the possibility of places for older children depending on availability.

Contact Jean Graham on **T: 0151 794 1450** or **E: [childrens.centre@liv.ac.uk](mailto:childrens.centre@liv.ac.uk)** for further details.

If you are moving to the Merseyside area and require information about child minders, primary or secondary schools, Childcare Link provides a very useful website: **[www.childcarelink.gov.uk/index.asp](http://www.childcarelink.gov.uk/index.asp)** or alternatively, call free on **T: 0800 234 6346** to request details of the Children's Information Service for your area.



## Accommodation

If you hold the offer of a place at the University of Liverpool, you are guaranteed university accommodation, should you require it, if you apply by the deadline.

Rooms are offered in our Halls of Residence, though many adult returners prefer to look at self-catering accommodation. This is available in a number of different locations – see the accommodation website: [www.liv.ac.uk/accommodation](http://www.liv.ac.uk/accommodation) for more information.

You can request a copy of the accommodation guide by **E: [accommodation@liv.ac.uk](mailto:accommodation@liv.ac.uk)** or **T: 0151 794 5873/5872**.

Alternatively, Liverpool Student Homes (LSH), which operates in conjunction with The University of Liverpool, can help you find private rented accommodation that complies with their rigorous Code of Practice. They display current vacancies in the student housing market, and their housing officers can give you advice on all aspects of student housing [www.lsh.liv.ac.uk](http://www.lsh.liv.ac.uk)  
**E: [Ish@liv.ac.uk](mailto:Ish@liv.ac.uk), T: 0151 794 3296**.

Family accommodation tends to be very limited, and the University is only able to provide places for families with up to two children. You are strongly advised to get in touch with the Accommodation Office and arrange to look around on your own before you bring the family.

If you do need to consider alternative options, there are many letting agents in the local area – [www.liverpool-estateagents.co.uk](http://www.liverpool-estateagents.co.uk) link to some of these. The main local evening newspaper, the Liverpool Echo, has a weekly feature in their classified section – this can also be found via their website - check out both the Homes and Classified sections: [icliverpool.icnetwork.co.uk](http://icliverpool.icnetwork.co.uk)

*Melville Grove self-catered residences on the University precinct.*



## Social Life

Adult learners often worry about how they will fit in to university life – usually more so if they are commencing their degree aged 21 than if they are a great deal older!

Every student will have their own individual way of coping with their new life – personal commitments and time constraints mean for some that they attend lectures and tutorials before rushing off to pick up the children, while for others there is more leisure time between studying.

It is important to make the effort to talk to the students around you – regardless of how much younger they might be. Depending on the subject you are studying, you could find yourself surrounded by relatively few adult

learners, but it is possible to make lasting friendships with any member of your study group. Remember that younger students, often away from home for the first time, may be more nervous than you!

For those with time to spare, there are a multitude of social and sporting societies and clubs. Each is represented during Freshers' Week. You don't have to sign up immediately – you may want to find out how to get in touch with any that interest you and join later in the year, once you have established a routine.

“There are lots of opportunities to get involved in university activities, and it's definitely worth doing if you can. I sit on a couple of committees within the Law School which means that what I think about the course or university life is actually being used to change things and make them even better. It has also been a really good way of getting to know other students from a wide variety of courses and year groups. I've also become involved in one of the sports teams, which again has been a really good way of meeting other students of all ages from different disciplines.”

Jen Pope  
Legal and Business Studies Student

## Looking to Your Future

Gaining a university degree can have very real benefits for your career prospects.

When you are thinking about studying for a degree, and on first arrival at university, your future career may be the last thing on your mind. However, the next few years will pass very quickly and it pays to discover what advice and resources are available to you as soon as you can.

If you would like to start career planning before coming to university, you'll find useful information on the Graduate Prospects website: [www.prospects.ac.uk](http://www.prospects.ac.uk).

“My time at university gave me the depth of knowledge and skill development to take me to higher levels of management. It also gave me the confidence to reach for greater goals. I am now in a research and development post that has a national portfolio, working with people at the highest levels of Government Health Policy and travelling in this country and occasionally abroad.”

Dot Lambert, 46  
Degree: Combined Honours SES BA (Hons) -  
Politics/Civic Design  
Route: Open University



“I went on the Outlook Mentoring Programme run by the University’s Careers Service. This is specifically targeted at Black, Asian, disabled and older students, as well as first in family to enter Higher Education. The programme allows the students to be paired up with a mentor from local businesses or employers, with the aim to improve the employment prospects for such students. My mentor was the deputy Chief Constable of the Merseyside Police. By enrolling on this programme I gained a great deal of confidence.”

Caroline Ezekiel  
Sociology and Social Policy Student

Once you arrive at the University of Liverpool, our Careers and Employability Service can help you improve your employment prospects by offering:

- impartial one-to-one advice and guidance, in confidence, with a careers adviser
- the Careers Resource Centre, which has a section tailored specifically to the needs of adult learners
- PULSE, a jobcentre-style service advertising vacancies to help make ends meet while you are studying
- formal vacation schemes, volunteer schemes and opportunities to work overseas
- ‘Outlook’, a mentoring programme designed to support and enhance the employability of students from groups that are at a disadvantage in the graduate recruitment process and labour market, offered in conjunction with employers - website: [www.mdm-outlook.org.uk](http://www.mdm-outlook.org.uk)

- Liverpool Student Community Action in the Guild and Community Bridge based in the Careers and Employability Service offer volunteering opportunities, which can be rewarding for their own sake but are also a definite asset to your CV.
- Business Bridge, [www.businessbridge.org.uk](http://www.businessbridge.org.uk), provides students with opportunities to undertake paid work placement projects related to their course in small businesses across Merseyside
- One-to-one learning and study skills support.

To contact the Careers and Employability Service, **T: 0151 794 4647** or

**E: [careers@liv.ac.uk](mailto:careers@liv.ac.uk)**, or see their website [www.liv.ac.uk/careers](http://www.liv.ac.uk/careers)



“When I first arrived I felt like a fish out of water. I was 38 years old – all of a sudden my fellow students were half my age (less in some cases). I was terrified that the young students would find it difficult to accept me but I quickly learnt that this was not the case. The University of Liverpool is diverse in all things, not simply age – and it’s all part of the thrill of being at university. Above all, it’s really great to have the opportunity, as we do, to re-enter education at this stage in our lives – so enjoy your years at Liverpool because you will miss it when you finally graduate.”

Bev Greensill, 44  
Medicine MBChB

Route: A level Physics, Chemistry, Human Biology, West Cheshire College;  
Genetics BSc (Hons) (2:1), University of Liverpool

## The Next Step...

- Work out exactly why you want to go to University.
- Think through and discuss all the financial implications.
- Remember, adult learners usually get better degrees, after three or more of the hardest, most stimulating years of their lives.
- You won’t be on your own – approximately 1 in 6 students at the University of Liverpool are over 21 when they start, and the numbers are increasing...

**Go for it – and good luck!**

## Useful Contacts

### University of Liverpool Adult Learners' Adviser

Anne Davies  
T: 0151 794 4342  
E: [a.davies@liv.ac.uk](mailto:a.davies@liv.ac.uk)  
[www.liv.ac.uk/adultlearners](http://www.liv.ac.uk/adultlearners)

### Undergraduate Prospectus request

T: 0151 794 5927  
E: [ugrecruitment@liv.ac.uk](mailto:ugrecruitment@liv.ac.uk)  
[www.liv.ac.uk/request\\_prospectus](http://www.liv.ac.uk/request_prospectus)

### Accredited Short Courses

T: 0151 794 6900  
E: [conted@liv.ac.uk](mailto:conted@liv.ac.uk)  
[www.liv.ac.uk/conted](http://www.liv.ac.uk/conted)

### Go Higher

Debbie Trayer-Gregory  
T: 0151 794 1311  
E: [d.a.trayer-gregory@liv.ac.uk](mailto:d.a.trayer-gregory@liv.ac.uk)  
[www.liv.ac.uk/gohigher](http://www.liv.ac.uk/gohigher)

### Student Finance Team

T: 0151 794 6673  
E: [FST@liv.ac.uk](mailto:FST@liv.ac.uk)  
[www.liv.ac.uk/studentssupport/finance](http://www.liv.ac.uk/studentssupport/finance)

### Children's Centre

Jean Graham  
T: 0151 794 1450  
E: [childrens.centre@liv.ac.uk](mailto:childrens.centre@liv.ac.uk)  
[www.liv.ac.uk/sas/studentservices/childcare/childrens\\_centre.htm](http://www.liv.ac.uk/sas/studentservices/childcare/childrens_centre.htm)

### Accommodation Office

T: 0151 794 5872/5873  
E: [accommodation@liv.ac.uk](mailto:accommodation@liv.ac.uk)  
[www.liv.ac.uk/accommodation](http://www.liv.ac.uk/accommodation)

### Liverpool Student Homes

T: 0151 794 3296  
E: [lsh@liv.ac.uk](mailto:lsh@liv.ac.uk)  
[www.lsh.liv.ac.uk](http://www.lsh.liv.ac.uk)

### Careers Service

T: 0151 794 4647  
E: [careers@liv.ac.uk](mailto:careers@liv.ac.uk)  
[www.liv.ac.uk/careers](http://www.liv.ac.uk/careers)

### International Office

T: +44 (0)151 794 6730  
E: [irro@liv.ac.uk](mailto:irro@liv.ac.uk)  
[www.liv.ac.uk/international](http://www.liv.ac.uk/international)

## OTHER SOURCES OF INFORMATION

### UCAS

T: 0870 1122211  
E: [enquiries@ucas.ac.uk](mailto:enquiries@ucas.ac.uk)  
[www.ucas.ac.uk](http://www.ucas.ac.uk)

### Department for Children Schools and Families

T: 0870 000 2288  
E: [info@dfes.gsi.gov.uk](mailto:info@dfes.gsi.gov.uk)  
[www.dfes.gov.uk](http://www.dfes.gov.uk)

### Student Loans Company

T: 0800 40 50 10  
[www.slc.co.uk](http://www.slc.co.uk)

### NHS Grants Unit

T: 0845 358 6655  
E: [enquiries@nhspa.gov.uk](mailto:enquiries@nhspa.gov.uk)  
[www.nhsstudentgrants.co.uk](http://www.nhsstudentgrants.co.uk)

### Liverpool City Council

T: 0151 233 3000  
[www.liverpool.gov.uk](http://www.liverpool.gov.uk)

### Childcare Link

T: 0800 0960296  
[www.childcarelink.gov.uk](http://www.childcarelink.gov.uk)

### Workers' Educational Association

[www.wea.org.uk](http://www.wea.org.uk)

# Education changes lives

FORMER HOTEL CHAMBERMAID, JO KENNY, HAS BEEN NOMINATED FOR A UCU-ENDSLEIGH LIFE CHANGERS AWARD. MANY YEARS AFTER LEAVING SCHOOL AT 15, A CHANCE ENCOUNTER WHILE SHELTERING FROM THE RAIN IN A CAREERS OFFICE WAS TO CHANGE HER LIFE. SHE WENT ON TO ENROL ON AN ACCESS COURSE, AND FROM THERE TO TAKE AN ARCHAEOLOGY DEGREE AT THE UNIVERSITY OF LIVERPOOL. AFTER MUCH HARD WORK AND DETERMINATION, SHE GAINED HER DEGREE AND WENT ON TO STUDY A MASTERS IN THE SAME DEPARTMENT. SHE IS NOW APPLYING TO DO A PHD. JO SAID OF HER EXPERIENCE AT UNIVERSITY 'IT CHANGED HOW I THINK ABOUT MY LIFE, HOW I THINK ABOUT OTHER PEOPLE'S LIVES, AND HOW OTHER PEOPLE THINK ABOUT ME. ONE OF THE BIGGEST THINGS IS NOT BEING CONTENT WITH WHAT OTHER PEOPLE SAY YOU HAVE TO HAVE. IF IT'S NOT WHAT YOU WANT, YOU CAN CHANGE IT.'

**University of Liverpool  
Adult Learners' Guide**

For more information contact:

**Anne Davies**

**T: 0151 794 4342**

**E: [a.davies@liv.ac.uk](mailto:a.davies@liv.ac.uk)**

**[www.liv.ac.uk/adultlearners](http://www.liv.ac.uk/adultlearners)**