



# Academic Support Guide

YOUR STUDY SUPPORT  
MADE EASIER!



by London Met Students' Union



## Your Guide to Academic Success

Welcome to London Metropolitan University! Whether you're beginning your journey, returning for another year, or seeking assistance with your studies, we're here to help you succeed. This handbook is designed to guide you through the academic resources available, helping you navigate challenges and make the most of your university experience. Let this be your go-to guide for accessing the assistance you need to succeed in your studies.



## Content


1. Academic Mentors
2. Personal Academic Tutors (PAT) & Disabilities and Dyslexia Service (DDS)
3. Library Resources
4. Academic Liaison Librarians
5. Submitting and receiving results of your assessments

# Academic Mentors



Most subject areas have an academic mentor available to assist you.

How they support you:

A photograph showing two female students in a library or study area. One student is wearing a black hijab and a patterned jacket, and the other is wearing a grey jacket. They are both looking down at an open book held by the student in the patterned jacket.

## Subject Specific Support

- Understand assessment requirements.
- Locate and use appropriate resources.
- Build academic confidence and skills.
- Receive constructive feedback.

A photograph showing three students in a study area. A male student in a grey shirt is in the center, looking towards a female student in a black hijab on the right. Another female student is on the left, looking towards the male student.

## Mentoring

- Review of assignment drafts.
- Discussion of research strategies.
- Guidance on academic writing.
- Study skills development.

# Academic Mentors for each school:

## Guildhall School of Business Law

### Business Academic Mentors

Katerina Sergiou: k.sergiou@londonmet.ac.uk  
Dr Seyed Alemzadeh: s.alemzadeh@londonmet.ac.uk  
Syed Naqavi: s.naqavi1@londonmet.ac.uk

### Law Academic Mentors

Dr Xingwei Li: x.li1@londonmet.ac.uk

### Academic Mentor (Maths Support)

Dr John Curran: j.curran1@londonmet.ac.uk

### Academic Mentor (Passport)

Debbie Rees: d.rees@londonmet.ac.uk

### Academic Mentor (English for Academic Purposes)

Qasim Ansari: q.ansari@londonmet.ac.uk

### Academic Mentor (International Students)

Xiangyu Zeng: x.zeng@londonmet.ac.uk

## School of Computing & Digital Media

### Academic Mentors (SCDM International Students)

Hiba Gulaid: h.gulaid@londonmet.ac.uk

### Academic Mentors (Communications Tech & Mathematics)

Monika Rabka: m.rabka@londonmet.ac.uk

### Academic Mentors (Applied Computing & Computer Science)

Cecilia Oyugi: c.oyugi@londonmet.ac.uk

### Academic Mentors (Creative Technologies & Digital Media)

Ivan Roman Orgaz: i.roman\_orgaz@londonmet.ac.uk

## School of Human Sciences

### Senior Academic Mentor (International Students & L3 General Support)

Amara Anyogu: a.anyogu@londonmet.ac.uk

### Academic Mentor (Biosciences)

Elliot Kidd: e.kidd@londonmet.ac.uk

### Academic Mentor (Sports, Physiotherapy & Nursing)

Laura Perry: lperry2@londonmet.ac.uk

### Academic Mentor (Chemical & Pharmaceutical Science, Dietetics, Food & Nutrition)

Matthew Fisher: m.fisher1@londonmet.ac.uk

## School of Social Sciences & Professions

### Psychology

Bernard Aidoo: b.aidoo@londonmet.ac.uk

### Sociology and Criminology

Jade Benn: j.benn@londonmet.ac.uk

### Social Work, Community and Youth

Edith Boakye-Smith: e.boakyesmith@londonmet.ac.uk

### Politics and International Relations

Tom Edwards: tedwards1@londonmet.ac.uk

### Education and Early Childhood

Nural Nahid Huda: n.huda@londonmet.ac.uk

### Psychology

Noemi Hrvatin - n.hrvatin1@londonmet.ac.uk

### Health and Social Care

Mark Lane: m.lane2@londonmet.ac.uk

### Sociology and Criminology

Michael Skillen: m.skillen@londonmet.ac.uk

## School of Art, Architecture and Design

The School of Architecture, Art and Design (AAD) has a dedicated team of Academic Mentors to support students with their studies and help them to achieve academic success. If you would like to meet with an Academic Mentor, please email the team:

[aadacademicssupport@londonmet.ac.uk](mailto:aadacademicssupport@londonmet.ac.uk)

To know more about Academic Mentors please scan this QR code



## School Office Opening Hours

Monday - Friday 9.30 AM - 4 PM

## School Office Locations

<b>Guildhall School of Business and Law</b>	T6-21 (6th floor, Tower Building, Holloway Campus)
<b>School of Computing and Digital Media</b>	T10-02 (10th floor, Tower Building, Holloway Campus)
<b>School of Human Sciences</b>	T10-02 (10th floor, Tower Building, Holloway Campus)

<b>School of Social Sciences and Professions</b>	BEL1-00 (1st floor, Green Zone, Holloway Campus)
<b>School of Art, Architecture and Design</b>	CMG-24 (Ground floor, Calcutta House, Aldgate Campus)
<b>School of Built Environment</b>	T6-21 (6th floor, Tower Building, Holloway Campus)

# Personal Academic Tutor

## About the PAT Scheme

The Personal Academic Tutor scheme provides dedicated support for students in Levels 3 and 4. Your PAT offers guidance on:

- Personal challenges
- Academic progress
- Professional development
- University navigation

## How to Access Your PAT

- You will be assigned a PAT at the start of your academic year
- Regular check-ins are scheduled throughout the semester
- Additional meetings can be arranged via email

## What do I do if I need to speak to someone in confidence regarding my PAT?

Please contact your Schools Head of Student Experience

You can know more about PAT scheme by scanning this QR code

- AAD - Emma Davenport [e.davenport@londonmet.ac.uk](mailto:e.davenport@londonmet.ac.uk)
- GSBL and SBEN - Ioannis Soilmetzidis [i.soilemetzidis@londonmet.ac.uk](mailto:i.soilemetzidis@londonmet.ac.uk)
- SCDM - Wendy Sloane [w.sloane@londonmet.ac.uk](mailto:w.sloane@londonmet.ac.uk) interim until Feb 2025 thereafter Elena Moschini [e.moschini@londonmet.ac.uk](mailto:e.moschini@londonmet.ac.uk)
- SHSC - Jo Jenkins [joanna.jenkins@londonmet.ac.uk](mailto:joanna.jenkins@londonmet.ac.uk)
- SSSP - Brian Tutt [b.tutt@londonmet.ac.uk](mailto:b.tutt@londonmet.ac.uk)



# The Disabilities and Dyslexia Service (DDS)

The London Metropolitan University Disabilities and Dyslexia Service (DDS) offers advice, information and support for students (including apprentices) who have a disability.

Conditions described as being a disability may include, but are not restricted to:

- Neurodivergent conditions such as an ASC, ADHD, Dyslexia or Dyspraxia.
- Sensory conditions (conditions that affect hearing or vision).
- Conditions impacting upon mobility.
- Conditions impacting upon communication.
- Chronic long-term health conditions.
- Long-term mental health conditions.

**Disabilities and Dyslexia Service (DDS) contact details:**

+44 (0)20 7320 2848

[studentservices@londonmet.ac.uk](mailto:studentservices@londonmet.ac.uk)

Student Services appointment request form

To know more about our DDS please scan here



# Library Resources



London Metropolitan University's library offers a comprehensive range of services to support your academic journey:

**Research Support:** One-on-one assistance from expert librarians

**Digital Resources:** Access to extensive online databases, journals, and e-books

**Study Spaces:** Various environments for individual and group study

**Skills Development:** Regular workshops on research and library resources

**Borrowing Services:** Flexible lending options for physical materials

For more detailed information and to explore these services, please visit the library's official website:



Scan the QR code above to access the library's resources directly.

# Academic Liaison Librarians

Academic Liaison Librarian can help you maximize the library's extensive resources by:

- Guiding you on how to use information resources effectively.
- Helping you save time by making the most of all available library services.
- Providing individual support with research, including in-depth assistance in finding information and identifying the most relevant e-resources for your studies.

Our Academic Liaison Librarians (ALL) are:

**Denise Adams**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Early Childhood Studies, Health and Social Care, Health and Social Care, Leadership and Management, Public Health, Public Health and Health Promotion, Teacher Training (PGCE Primary and Secondary), Teaching and Learning in HE, Woman and Child Abuse

**Shelley Ahmed**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Biochemistry, Biological Science, Biomedical Science, Biosciences, Blood Science, Cancer Immunology, Cancer Pharmacology, Chemistry, Forensic Science, Herbal Medicinal Science, Medical Bioscience, Medical Genomics, Medicinal Chemistry and Drug Discovery, Natural Sciences, Toxicology

**Meg Willett**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Animation, Art, Creative Writing and English Literature, Design, Fashion, Fashion Photography, Fashion Textiles, Fine Art, Furniture and Product Design, Graphic Design, Illustration, Interior Architecture and Design, Interior Design, Jewellery and Silversmithing Photography, Product Design, Public Art and Performance, Textiles, Theatre, Film & Performance, Visual Communication

**Lynn Crothall**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Applied Computing and Computer Science, Communications Technology and Maths, Creative Technologies and Digital Media, Health Sciences

**Carmel Carroll**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Accounting, Advertising, Aviation Management, Banking, Business, Economics, Events Management, Fashion Marketing, Finance, Human Resource Management, International Business, Management, Marketing, Music and Media Management, Tourism and Travel Management

**Marina Georgiou**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Climate Security, Criminology, Human Rights and International Conflict, International Relations, International Security, Interpreting, Language Teaching, Law, Peace, Conflict and Diplomacy, Policing, Politics, Sociology, Translation

**Jonathan Benedetti**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Architecture, Built Environment, Construction, Education, Leadership in Communities, Psychology, Real Estate, Social Work, Surveying, Youth

**Yan Leung**

**Email:** [alls@londonmet.ac.uk](mailto:alls@londonmet.ac.uk)

**Subject Specialties:** Dietetics, Food Science, Health Sciences, Nursing, Nutrition, Pharmaceutical Science, Pharmacology, Physiotherapy, Sport and Exercise Science

You can also know more about your ALL and who is your ALL from the QR code below



# Submitting and receiving results of your assessments

## Submitting your assessments

If you experienced unforeseen circumstances that prevented you from completing or submitting an assessment (coursework, exam, practical, presentation etc.) our [Mitigating Circumstances](#) process is here to help, but you must submit your claim within 10 working days of the assessment submission date. For further information and guidance please contact your [School Office](#).

Scan this QR code to initiate our Mitigating Circumstances process



Contact your School Office here



## Receiving results of your assessments

Once your marks have been released for a piece of assessment, it's useful to look not only at the mark but also read through any feedback you have received. Feedback is a great way of learning to improve future assessments. If you have any questions about the feedback you have received we recommend that you contact your tutor.

If you have missed a submission or exam or you have received an assessment mark below the pass mark (Bachelor Degrees/undergraduate courses pass mark = 40, Masters Degrees/Postgraduate courses pass mark = 50), please don't panic, there are processes and regulations that the university puts in place to support you. If this has happened to you, and you have any questions about next steps please speak with your [School Office](#) who will be able to advise about resitting and any other support that is available.

Finally, at the end of each academic year, your marks for individual assessments and modules are confirmed by an examboard. Once these have been confirmed they will be released to you along with a decision on how you will progress to the next level of your course, information about any resits you need to undertake or any other conditions of your progression. Look out for emails about your results and if you have any questions please don't hesitate to get in contact with your [School Office](#) for further support.

Contact your School Office here

