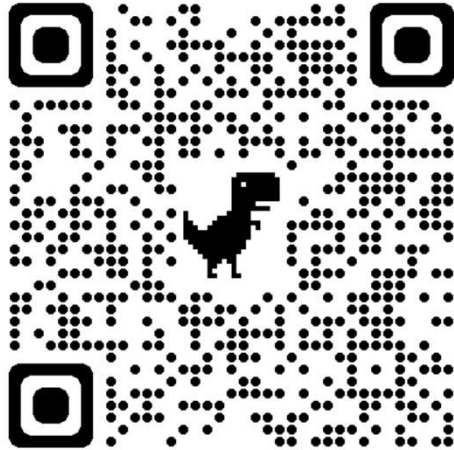




**Ice Breaker activity follows – find your group and room number here:**



**Presentations (pdf)**





School of Science  
& Technology  
[www.city.ac.uk](http://www.city.ac.uk)


# Welcome to the Department of Computer Science

Dr Radu Jianu  
Progression and Support Director



## Agenda

- 12:00 – Welcome (Radu Jianu)
- 12:15 – Course Officers
- 12:20 – Professional Pathway
- 12:30 – Career Services
- 12:35 – Student Experience
- 12:45 – Computer Science Society



A warm welcome from our  
Head of Department:

<https://www.youtube.com/watch?v=iqial8pM00g>



# **We want to help you learn!**

We - the university, lecturers, teaching assistants, course officers – want to create an environment where you can be the best learners you can be

## **Your lecturers are world-leading researchers**

(Adaptive systems, Machine learning and AI, Data science, Human computer interaction, Software engineering, Cyber security)

Your lecturers are world-leading researchers in fields listed above. They are connected to cutting-edge developments in computer science, they are passionate about what they do, and eager to impart that with you.



# **We want to help you learn!**

We - the university, lecturers, teaching assistants, course officers – want to create an environment where you can be the best learners you can be

## **Your lecturers are world-leading researchers**

(Adaptive systems, Machine learning and AI, Data science, Human computer interaction, Software engineering, Cyber security)

## **We support your learning**

(Personal tutors, Coordinated assessments, Lecture capture)

We pay great care to create an environment where you can thrive as a learner. For example, we assign each of you a personal tutor who can advise you on academic matters (btw. engage with your personal tutors!); we spread assessments apart so you can focus on one at a time; we record lectures so you can rewatch them later; and do much more.



# **We want to help you learn!**

We - the university, lecturers, teaching assistants, course officers – want to create an environment where you can be the best learners you can be

## **Your lecturers are world-leading researchers**

(Adaptive systems, Machine learning and AI, Data science, Human computer interaction, Software engineering, Cyber security)

## **We support your learning**

(Personal tutors, Coordinated assessments, Lecture capture)

## **We create opportunities for your future careers**

(Professional Pathway, Career Services, City Ventures)

It's a competitive world and you have to start thinking about your career early on. Some real-world work experience when you graduate can significantly raise your prospects for employment and you should start thinking about this from day one. We have several departments that can help you with this - you'll hear from some of them today.



## **We want to help you learn!**

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### **Your lecturers are world-leading researchers**

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### **We support your learning**

(Personal tutors, Coordinated assessments, Lecture capture)

### **We create opportunities for your future careers**

(Professional Pathway, Career Services, City Ventures)

### **We help you through difficult times**

(Extenuating Circumstances, Univ. support for Mental Health)

What if you are sick, are in an accident, or need to take care of a loved one before an assignment? We want you to be the best you can be while learning and being assessed so we have an Extenuating Circumstances process. Fill in a form, provide evidence of your misfortune and we will allow you to either retake the assignment or give you more time (more here: <https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals>).

Watch your Mental Health – if you feel you can't cope with stress, especially if you have to handle additional difficult situations in your personal life, engage with the several University support mechanisms.





## **We want to help you learn!**

We - the university, lecturers, teaching assistants, course officers – want to create an environment where you can be the best learners you can be

### **Your lecturers are world-leading researchers**

(Adaptive systems, Machine learning and AI, Data science, Human computer interaction, Software engineering, Cyber security)

### **We support your learning**

(Personal tutors, Coordinated assessments, Lecture capture)

### **We create opportunities for your future careers**

(Professional Pathway, Career Services, City Ventures)

### **We help you through difficult times**

(Extenuating Circumstances, Univ. support for Mental Health)

### **We ask for and value your feedback**

(Surveys, Module Evaluation Questionnaires, Student Representatives)

Finally, we ask for (sometimes too often) and value your feedback. We will send you multiple surveys during your time at City, we'll ask you to fill out more pointed Module Evaluation Questionnaires, and you will have to appoint several Student Representatives that will meet with us twice a term to relay your feedback and pain points to us. And we really do take feedback to heart and act on it.

In fact, watch for emails and instructions on electing a Student Rep and engage with the process – a good Student Rep makes all the difference.



## Help us teach you

You are now adults. We expect you to be responsible and independent, in charge of your own learning. We will treat you as partners in your learning.

### Learn independently

(per Module: 30h of contact vs. 120h of independent learning!)

Unlike in School, learning in the Uni happens mostly independently. Comparatively, you spend fewer hours in Uni than in School: 3h/week (2h lecture + 1h lab) for each module amounts to only 12h a week on campus. It also amounts to only 30h contact time per module. However, we expect you to spend another 120h of independent study for each module (for a total of 150h/module).

This is really important: it means you should spend four times as much studying and working on your own as you spend on campus with us. This is our assumption when we design and assign coursework.



## Help us teach you

You are now adults. We expect you to be responsible and independent, in charge of your own learning. We will treat you as partners in your learning.

### Learn independently

(per Module: 30h of contact vs. 120h of independent learning!)

### Engage with us: attendance is mandatory and monitored

(attend, ask questions, visit us during office hours, engage with your personal tutor)

It's also why we think you should make the most of those 30h of contact that you can have with us. There is a very strong correlation between attendance of lectures and labs and successful graduation. Students who attend our activities are more likely to progress to the next years and then graduate!

It's why attendance is mandatory and we monitor it. Tap your card at the entrance of each lecture or lab room, attend your personal tutorial meetings, etc. Large gaps in attendance can result in termination of your studies.



## Help us teach you

You are now adults. We expect you to be responsible and independent, in charge of your own learning. We want to treat you as partners in your learning and foster mutual respect.

### Learn independently

(per Module: 30h of contact vs. 120h of independent learning!)

### Engage with us: attendance is mandatory and monitored

(attend, ask questions, visit us during office hours, engage with your personal tutor)

### Read our communications, follow instructions, avoid exceptions

(there are many of you and few of us; exceptions cost a lot of time)

There are many of you and few of us. At any given time you interact with 4 lecturers and maybe 2 teaching assistants. But there are 350 or more of you. If 10% of you decide to email a lecturer on a Saturday to ask a question about the assignment due on Sunday, we will get 35 emails to sort through. That might take us half our weekend to sort through!

Please follow instructions and engage with us at scheduled times! This allow us to deal with many of you quickly and fairly. Dealing with exceptions - that takes a lot of time that we could spend on helping you learn.

Moreover, in many cases we simply can't make exceptions. We operate within the bounds of University and Department regulations: we can't grant extensions without an EC process, even very small ones; we can't ignore an academic misconduct case.



## Help us teach you

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### Learn independently

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### Engage with us: attendance is mandatory and monitored

(attend, ask questions, visit us during office hours, engage with your personal tutor)

### Read our communications, follow instructions, avoid exceptions

(there are many of you and few of us; exceptions cost a lot of time)

### Be considerate

(to your colleagues and to us; be on time, be quiet; respect our time;)

Lets build an environment where we are considerate to each other and not at odds. Be considerate to your colleagues and to us. Arriving late to a lecture and causing a commotion trying to find a seat or chatting with your friends in the back and being loud is quite disrespectful and disruptive to both the lecturer and your colleagues. We of course understand that the tubes and busses are not always on time and there are exceptions but please do your best to avoid being disruptive.

Be respectful of Uni spaces too. We have several spaces around the University (ex: The Ada Lovelace) that are wonderful for socializing and study but it can get really loud when even just a few of the occupants are noisy. Please help us use it in the way that it was intended: as a quiet socializing and study space. Notice when there are silence signs around and act accordingly.

Respect our time and engage with us during accepted times: lectures, labs, and office hours. We have limited availability to answer questions individually over email or provide support outside contact hours. Again, remember that there are many of you an few of us, and that teaching is only part of what we do at University.



## Help us teach you

You are now adults. We expect you to be responsible and independent, in charge of your own learning. We want to treat you as partners in your learning and foster mutual respect.

### Learn independently

(per Module: 30h of contact vs. 120h of independent learning!)

### Engage with us: attendance is mandatory and monitored

(attend, ask questions, visit us during office hours, engage with your personal tutor)

### Read our communications, follow instructions, avoid exceptions

(there are many of you and few of us; exceptions cost a lot of time)

### Be considerate

(to your colleagues and to us; be on time, be quiet; respect our time;)

### Don't get caught up in academic misconduct

(be aware of what constitutes academic misconduct and avoid it)

Academic misconduct is a serious issue – do your best to avoid it by first understanding what constitutes academic misconduct (e.g., copying work without giving credit, collaborating with colleagues outside of the framework of accepted group work) and then making sure you don't engage in it even if tempted. Academic misconduct cases are reported centrally and academics have to report them so we can detect repeated offenses!

Computer Science department  
located in the College building



You will have lectures and tutorials throughout the campus



**How are room numbers labeled?**

- First letter tells you which building (ex: A = College building, C = Tait building)
- Next character indicates the floor: LG = lower ground; G = ground; >1 = floor number
- Number = room number

So BLG07 is a room located on the lower ground of  
University Building

## Personal Tutor

General academic matters;  
friendly point of contact; regular  
meetings

## Learning Success

Tel: +44 (0)20 7040 0246  
<https://www.city.ac.uk/study/student-support/learning-support>

### Academic Skills Support

Help for developing students' skills so that they can learn more effectively

### Neurodiversity Support

Offers assistance to students with dyslexia and other Specific Learning Differences (SpLDs)

### Disability Support

Offers advice, guidance and support, including one-to-one consultations

## Student Counselling and Mental Health

Tel: +44 (0)20 7040 8094  
<https://studenthub.city.ac.uk/help-and-support/mental-health-counselling>

### Student Counselling Team

Confidential, 30 minute online consultation

### Mental Health Team

Confidential, practical support and guidance to students with a diagnosed mental health condition(s), including adjustments

## Student Health Centre

Tel: +44 (0)20 7040 5999  
<https://studenthub.city.ac.uk/help-and-support/your-health>

Help with health matters including registering with a doctor and a resident nurse. Available remotely by telephone or email





# UG COMPUTER SCIENCE COURSE OFFICERS

School of Science  
& Technology

[www.city.ac.uk](http://www.city.ac.uk)

Syed Miah

Laura Anupraityte

Jo Walshe



## WHAT WE DO

- First point of contact
- Provide information and support on a variety of issues relating to Programmes such as:
  - Administration for UG Computer Science programmes such as adding student to Moodle pages, updating details such as modules and Programme names on the Student Record System
  - Releasing results
  - Assisting with Extenuating Circumstances
  - Exceptions to the advice and guidance are Student Finance/Fees and Visa Advice but we can signpost to correct department.



## How to contact us

In the first instance please email [ug.cs@city.ac.uk](mailto:ug.cs@city.ac.uk)

Course Officer are also available on Microsoft Teams for voice/video calls or to schedule a meeting

Campus Location: College Building A302

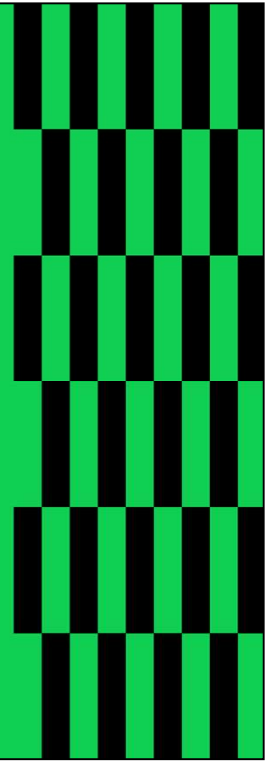
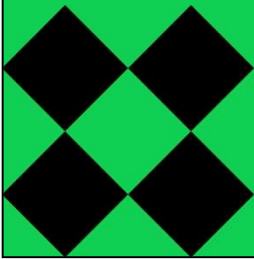
**School of Science & Technology**

City, University of London  
Northampton Square  
London  
EC1V 0HB  
United Kingdom

T: +44 (0)20 7040 5060

E: [department@city.ac.uk](mailto:department@city.ac.uk)

[www.city.ac.uk/department](http://www.city.ac.uk/department)





School of Science  
& Technology

[www.city.ac.uk](http://www.city.ac.uk)

# Professional Pathway

*- A unique way to study your degree  
and gain professional experience*

PP Support Contact Details:

**Simon Abbott**– PP Work-based Learning Advisor

[Simon.abbott@city.ac.uk](mailto:Simon.abbott@city.ac.uk) 020 7040 3450



School of Science  
& Technology

[www.city.ac.uk](http://www.city.ac.uk)

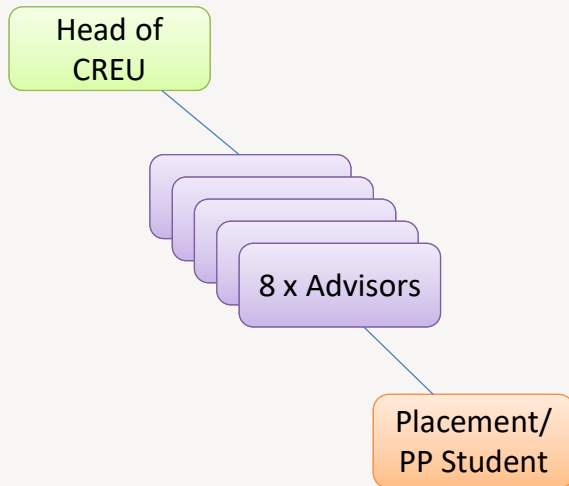
# Overview

An introduction to The Corporate Relations & Employability Unit (CREU)

The Professional Pathway (PP) Placement Scheme;

1. What is PP?
2. How does it work?
3. The differences between one-year placements and PP?
4. The benefits of PP
5. When can you join
6. PP process
7. Other experience and events

## The Corporate Relations & Employability Unit (CREU) – The Team



- Established in the Department of Science and Technology over 20 years ago
- CREU supports all undergraduate students in the department
- Summer Internships, 1 year placements, Professional Pathway placements and Postgraduate internships, projects and virtual opportunities



## Purpose of the CREU

“We aim to maximise the student experience, by equipping our students with the tools required to bridge the gap between education and employment.”

Source  
internships and  
placements

Educate about  
employability

Professional  
Development  
planning

Enrich  
programme  
content with  
industry input

Organise  
specialist events

Connect  
academia with  
industry





## What is Professional Pathway (PP)?

- It is an innovative mode of study that gives talented students an opportunity to work in the IT industry for **three years** before they graduate
- Student do this by combining undergraduate study with professional employment through one or multiple placements
- We are the only university that allows students to complete their Computing degree in this way

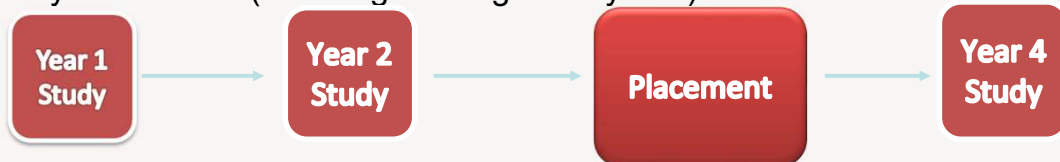


## How does it work?

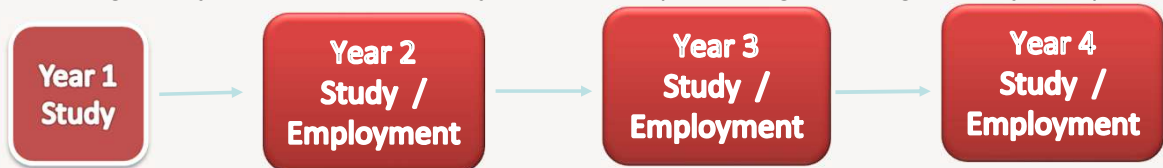
- You complete your first year full time
- You then split the remaining two years of your degree over a three year period (PP2, PP3 and PP4)
- Attend University 1 day or 2 x half days per week to complete your modules
- You graduate within four years (the same time as if you undertake a one-year placement) however you gain three years worth of work experience

## Professional Pathway or One-year placement – what is the difference

**One-year placements** are completed after you have studied for two years. Students work for one year in an IT role and return to university to complete their final year full time (total degree length = 4 years)



**Professional Pathway** students complete their first year full time, then split their remaining two years over a three year period (total degree length = 4 years)





## The benefits of Professional Pathway

- You get paid! Typically **£16,000- £25,000** each year for a typical IT placement per year for three years
- You gain more relevant professional experience than the vast majority of undergraduate students
- PP students move into **senior roles and earn higher salaries** after graduation due to their experience gained over the three years
- You gain experience of different IT roles, typically students stay with the same employer for 3 years but you can **change every year**

\*If asked - Types of role, Helpdesk, Support, Junior developer, Web Assistant

Types of companies – tend to be SMEs as are more flexible with their recruitment but occasionally larger companies.



## Professional Pathway (PP) - Mechanics

### Requirements:

- Overall performance of **55%+ average** in first year and throughout PP
- Securing an **approved placement** that allows PP study
- Unfortunately students studying MSci cannot undertake PP due to the range of modules that need to be taken
- Also students on a Tier 4 visa are unable to study on PP due to visa restrictions however both can complete a 1 year placement

### Study:

- Study the same course content as other students but at a slower pace
- Project work **completed over the summer**

\*If asked - Summer modules are only June and July, Work based project finishes in June and CPDIT – June/July. Extension on the final year project until August, completed in PP4

\*Tier 4 students can do late entry PP after completion of second year, the visa restriction means that they can't spend more than 50% of their degree on placement

\*If an Msci student wants to complete PP they would need to change to a BSc, but we only advise to change once secured a PP role



## Professional Pathway (PP) - Process

- The CREU (Simon Abbott – PP Advisor) will work with you throughout this year to help you find a PP placement
- If successful in securing a placement you would join the PP scheme from Spring/Summer 2024
- You do not have to commit to joining the scheme now, all you have to do is inform the CREU that you are interested – email Simon Abbott
- If you decide it is not for you or you do not find a PP placement, you simply continue your degree as normal
- If successful in gaining a PP placement you receive a 25% reduction in full time tuition fees

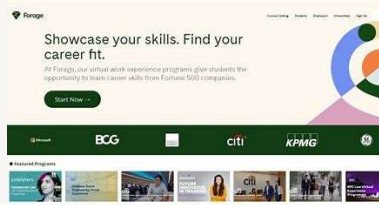
\*25% reduction for each year on PP.



## Other Experience

- **1Year Placement** – (9 – 15 months) Between your second and third year of studies
- **Summer Internships** – (4-12 weeks) Summer after completion of second year of studies
- **Virtual Internships** (Virtual, flexible, shorter period)
- **Insight days**
- **Industry project experience**
- **Hackathons**
- **Events** and more...

# Events and other forms of experience



## SST Hub



## CYBER SECURITY CHALLENGE

### CAPTURE THE FLAG EDITION

24HR FULLY ONLINE TEAM BASED COMPETITION OPEN WORLDWIDE

13 - 14 OCTOBER 2023

BLACK  
TECH  
FEST

10 - 12 OCTOBER 2023

MAGAZINE LONDON, UK & ONLINE

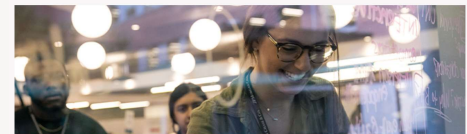


MICROSOFT LEARN STUDENT HUB

### Student certifications

With 91% of hiring managers using certifications as a criterion when evaluating candidates, it is clear that employers value certifications. Prove your technical know-how and stand out from the crowd with a Microsoft Certification. Eligible students can take certification exams at a discounted academic price.

Code For Good   Data For Good   Design For Good   Experience For Good   Hack For Good



SST Hub for full list





## Interested?

We will be contacting you over the next few weeks to find out if you are interested, if you have any questions before then please do get in touch:

[Simon.abbott@city.ac.uk](mailto:Simon.abbott@city.ac.uk)

Professional Pathway Coordinator  
020 7040 3450

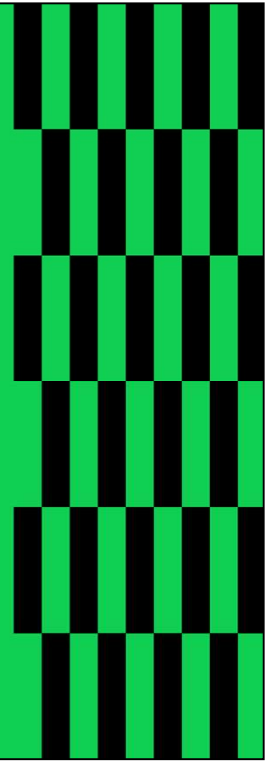
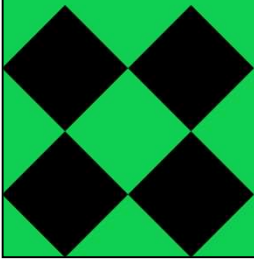
**School of Science & Technology**

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United Kingdom

T: +44 (0)20 7040 3450

E: [STEM-placements@city.ac.uk](mailto:STEM-placements@city.ac.uk)

[www.city.ac.uk/creu](http://www.city.ac.uk/creu)





CityCareers

# **Careers and Employability 2023- 2024**

## **Welcome Induction**

Neela Nawathe  
Career consultant  
City Careers and Employability

## Welcome from City Careers and Employability



- Meet your career consultants
- Why visit us?
- Key services
- Find us

## Meet your career consultants| **School of Science and Technology (SST)**

**Gill Yamin**




[gill.yamin@city.ac.uk](mailto:gill.yamin@city.ac.uk)

**Neela Nawathe**



[neela.nawathe@city.ac.uk](mailto:neela.nawathe@city.ac.uk)


CCs to add!




## Why visit us?

[CareersHub link](#)

**CareersHub QR code:**



- Meet people
- Share new experiences
- Volunteer
- Attend events
- Find paid work
- Get a mentor / peer buddy
- Get support



Video transcript: “The Careers team at City really helped me by saying that it was normal to feel frustrated. They went above and beyond what they needed to do just to make me feel supported. I feel much more confident in job interviews. I have a great CV because of them. Thanks to City Careers I feel ready to take the next step.”

Key QR code for students to open & save!

## Why visit us? | Your career journey at university

- You can be at any stage of your career journey, in any year
- We can help you:
  - Explore your career options
  - Build experience
  - Get a graduate job



**We are here to support you!**

The main predictors of successful graduate outcomes:

-Having a **career plan** upon leaving university

-**Focusing job searches** exclusively on graduate level jobs & making most applications while still studying

-Undertaking **paid work** while at university

Source: 'Planning for Success', Department of Education, 2016

## Why Should You Come & See Us?

Graduate destinations | CS We want to help you get here!



Agile Solutions  
Consultant  
Application  
Security Analyst  
Associate  
Consultant

### Typical Job Titles

Dev Ops Engineer  
Fraud Investigation Officer

Data Analytics Consultant  
Data Engineer  
Software Developer  
Systems Analyst

Network Technician



## Why visit us? | Support gaining work experience


- 1st year insight programmes
- Part-time jobs
- Volunteering

Dedicated support from CREU  
2nd year summer internships  
3rd year placements

**Gaining work experience significantly increases your chance of a graduate job.**

Note: We specialise in the UK employment market. We also offer free access to international job websites: [GoinGlobal](#) and [GradLink](#).





## Key services | Insight programme applications workshop

- ✓ **Are you in Year 1 of a 3-year degree or Year 2 of a 4-year Mathematics degree?**
- ✓ **Interested in banking, finance, consultancy or technology?**
- ✓ **Not sure exactly which career is right for you yet?**
  - Insight programmes are a great way to find out about different careers
  - Most are run by companies during March / April, for a few days
  - Applications are live now
  - This workshop will help you find opportunities that you are interested in exploring and outline how to prepare your application (CV, cover letter, practice psychometric tests)

Where: ?

Date: **Tuesday** 31<sup>st</sup> October 2023

Time: 11:00 – 12:00

Reserve your place here

Insight Programme experience will help you compete for an internship after your second year and prepare you for the competitive job market.

For stage 1 students on a 3-year course and stage 2 students on a 4-year course.

Add reservation link & confirmed time & date

## Key services| Appointments with our Careers Consultants



**Marlon Gray**  
Team  
leader



**Emma Collins**  
Team leader



**Charlotte Brown**  
Bayes



**Anjli Shah**  
Health and  
Psychological  
Sciences, Graduate  
Coach



**Antonia Clark**  
Health and  
Psychological  
Sciences, Policy and  
Global Affairs



**Gill Yamin**  
Science and  
Technology



**Anna Sagredou**  
Bayes



**Deva Scott-  
Robertshaw**  
Bayes



**Lou Jones**  
Policy and Global  
Affairs



**Estanis Bouza**  
Policy and Global Affairs



**Neela Nawathe**  
Science and  
Technology



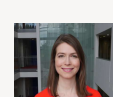
**Caroline Berry**  
Law



**Lucy Ayliffe**  
Communication and  
Creativity, Graduate  
Coach



**Charlotte Luscombe**  
Communication and  
Creativity



**Katy Daniels**  
(returning Jan 2024)



## Key services | **Careers appointments**

We offer different types of appointment, either face-to-face, Zoom, or by phone:

- **20 min careers advice**
- **20 min CV review (use VMock first)**
- **20 min cover letter / application review**
- **20 min volunteering advice**
- **40 min guidance**
- **40 min mock interview**
- **40 min recent graduate guidance (3 years post-graduation)**

### **Advice and guidance:**

Not sure what you want to do?

No idea where to start?

Have some ideas, but don't know which to pursue?

Have a career idea, but unsure how to pursue it / create your career plan?

Anything careers related

[Book an appointment here.](#)

## Key services | Careers workshops



- We offer a range of careers workshops on topics from how to write a cover letter through to how to prepare your LinkedIn profile, and what to expect in an assessment centre
- Sign up to our [workshops](#) here

Workshop topics – term 1	Date & time
Finding part-time work	Wed 4 <sup>th</sup> October 2-3pm
Power-up your CV with VMock	Wed 1 <sup>st</sup> November 2-3pm
Covering letters and applications	Wed 15 <sup>th</sup> November 2-3pm
How to prepare for online tests	Wed 22 <sup>nd</sup> November 2-3pm
How to succeed in interviews	Wed 29 <sup>th</sup> November 2-3pm
How to succeed at assessment centres	Wed 6 <sup>th</sup> December 2-3pm

Listed above are CE workshops open to all.

Careers Essentials link:

[https://cityuni.sharepoint.com/:w:/r/sites/Group-careersservice/\\_layouts/15/Doc.aspx?sourcedoc=%7B6BC2288C-FA23-4671-858A-CB3CC86DBCDB%7D&file=Career%20Essentials%20Workshops%202023-24.docx&action=default&mobileredirect=true](https://cityuni.sharepoint.com/:w:/r/sites/Group-careersservice/_layouts/15/Doc.aspx?sourcedoc=%7B6BC2288C-FA23-4671-858A-CB3CC86DBCDB%7D&file=Career%20Essentials%20Workshops%202023-24.docx&action=default&mobileredirect=true)

## Key services | City's annual careers fair

**When:** 11th October 2023, 11:00-16:30

**Why:**

- Find out about the companies
- Recognise the skills needed to succeed in recruitment and selection processes
- Broaden your opportunities

**Where:** The Great Hall (College Building)

**How to book a place:** Book your place at [City's annual careers fair](#) here

**Confirmed exhibitors:**

AKT II	Fountain Court Chambers	NatWest Group
Aon	Freshfields Bruckhaus Deringer	Publicis Media
Barhale	Home Office	Rathbones
BDO	JCB	Sharpe Pritchard
Cleary Gottlieb Steen & Hamilton LLP	Kroll	Sparta Global
Creative Access	LPC Law	Teach First
Dentsu	Management Solutions	Tony Gee
Deutsche Bank	Mazars	UK Power Networks
EY	Mediabrand UK	Warner Bros. Discovery
Fiecon	Metropolitan Police Service	Waterstones

## Key services | Sector-focused panels

### Why:

- Learn about graduates and alumni experiences in career areas of interest to you
- Take the opportunity to ask questions and connect with professionals

**Location:** Online

**How to book a place:** Book your place for a [panel session](#) here

Area of career focus	Date
Careers in Investment Banking	Thurs 5 <sup>th</sup> October
Discover Options in Technology and Cyber Security	Thurs 26 <sup>th</sup> October
Careers in Consulting	Thurs 2 <sup>nd</sup> November
Explore options in Financial Technology	Tues 13 <sup>th</sup> February
Careers in ESG Investing	Tues 20 <sup>th</sup> February
Options with a Maths Degree	Tues 27 <sup>th</sup> February

### What are sector-focussed panels?

- 4-6 industry professionals
- Chaired by a Career Consultant
- Q&A format
- Online in 2023-2024

## Key services | Volunteering

Volunteering QR



All students can **volunteer** to develop their skills, make an impact on the wider community and gain work experience

Find out more: [Volunteering](#)

Sammy Alcock  
Senior Student Development  
Officer (Community)



"There is no downside to volunteering. I've spent over 200 hours volunteering during term time in all my time at City and I haven't regretted a single minute of it. I've learned so much. You won't lose out; you will always gain something. I've enjoyed it all."

Sapna Chandaria, City  
Economics Graduate  
(Senior Tax Manager at  
Cinven)





## Key services | CityBuddies

Starting university can be a daunting experience. That's where **CityBuddies** can help.

A CityBuddy is a mentor in the second- or third-year of your course that helps you feel at home in your first few months of university. CityBuddies will give you tips to get to grips with your course, guide you around campus and share their experience.

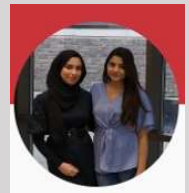


Liam Power  
Senior Student  
Development Officer



Rochelle Smith Student  
Development Officer

"I had a great experience with Sangita as my mentor. She helped me not only academically but also with all the problems that I had at uni. She went above and beyond the



## Key services | Employability Skills Programme (ESP)

**Why:**

- Hosted by Times Top 100 employers
- Find out about the different stages of the graduate recruitment and selection process

**Location:** On campus**Time:** 13:00-14:00**How to book a place:** Book your place for an [ESP session](#) here

Topic	Date
Part 1: Digital and soft skills: What are employers looking for with Bright Network	Tues 3 <sup>rd</sup> October
Part 2: Online applications: How to maximise your success with Enter-Rent-A-Car	Thurs 5 <sup>th</sup> October
Part 3: Interviews: How best to prepare and succeed with Barclays	Tues 10 <sup>th</sup> October
Part 4: Commercial awareness: Why is it important and how can you develop it with Jones Day	Thurs 12 <sup>th</sup> October
Part 5: Case studies: How to ace them with Media Brands	Tues 17 <sup>th</sup> October
Part 6: Assessment Centres: How to get noticed in person and virtually with Teach First	Thurs 19 <sup>th</sup> October
Part 7: Identifying and demonstrating your strengths with Bloomberg	Tues 24 <sup>th</sup> October
Part 8: Enhancing your personal brand and developing your network with Like Minded Females	Thurs 26 <sup>th</sup> October

Our Employability Skills Programme (ESP) is our flagship series that depicts the journey of the graduate recruitment process.

Hosted by Times Top 100 employers and often attended by 100-150 students, each session aims to equip students for success in the various stages of the graduate recruitment and selection process.




## Key services | Global Careers series

### Why:


- Find out about different routes of employment
- Learn about the challenges and rewards of developing your career overseas

**How to book a place:** Book your place for a [Global Careers session](#) here

Confirmed sessions:	When?	Where?
Global Careers Series: Staying in the UK: Graduate routes	Thurs 19 <sup>th</sup> October	On campus
Global Careers Series: Careers in North America	Thurs 26 <sup>th</sup> October	Online
Global Careers Series: Careers In China	Wed 14 <sup>th</sup> February	Online
Global Careers Series: Careers in Germany	Wed 21 <sup>st</sup> February	Online



## Key services | Unitemps



Find out more about [Unitemps here](#).  
**Email:** [unitemps@city.ac.uk](mailto:unitemps@city.ac.uk)  
**Telephone:** 0207 040 8026

**On campus jobs for students:**

- Student Ambassadors/ Event Assistants
- Reception Cove
- Student Union Roles
- Focus Groups
- Data Entry
- Blog Writing/Social Media
- Office Support
- Academic Project Support

“Working through Unitemps; I have developed several practical skills that have been invaluable for me: project management, administration, verbal and written communication, time management and organisational skills. The list is endless! I would advise all City students to take full advantage of the Unitemps Service. Build your experience and network as you never know where this role may take you. Without Unitemps, I may never have had the experience to apply for my current role.”

**Selin Keskin**

City, University of London's in-house recruitment service.

Offers paid temporary roles...

Helps City students and graduates find temporary job roles, both within City University's various departments and with local businesses.

## Key services | City Employability Award

The **City Employability Award** recognises the development of skills valued by employers.

You can earn a bronze, silver or gold award depending on the level of experience you have using each skill.



Find out more:  
[City Employability Award](#)



Ben Butler  
Student Development  
Manager

"The Employability Award really helped me build a practical skillset for my new career."

"The Employability award, for me, is a message of intent, showing you're completely committed to working in your chosen industry. It's proof for employers that you not only have the academic skills but also the personal and professional skills they're seeking."

Thomas Kilroy  
MA Journalism graduate



## Key services| Online resources

**We have a great range of online resources available to you 24 / 7:**

Explore your options  
Write and review your CV  
Writing cover letters and applications  
Insights, internships and placements  
Practicing online tests  
Preparing for assessment centres  
Improve your interviews  
Searching for jobs  
Developing your network  
Applying for postgraduate study  
Your final year  
International careers  
Students with disabilities and learning differences  
Mental health and developing resilience  
Diversity at work

[CareersHub resources link.](#)

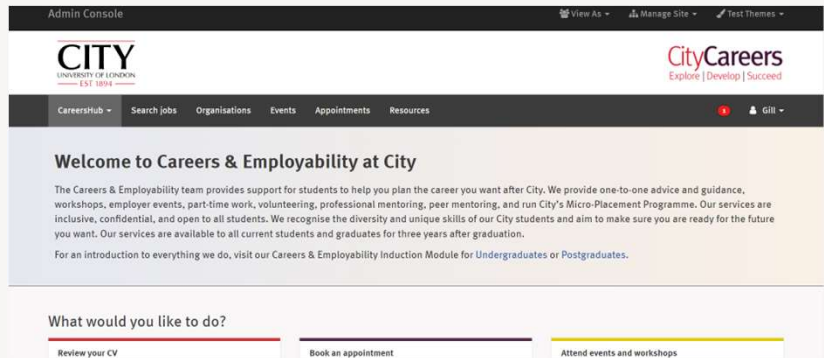


## Find us | How to book and find resources

CareersHub is the place to go to book appointments, events and find many different resources to help you.

[CareersHub link](#)

**CareersHub  
QR code:**



## Find us | Location and opening times

Where?  
Level 1, Drysdale  
Building



Front desk (in person, phone  
and email):  
9am – 5pm, Mondays to Fridays

Email: [careers@city.ac.uk](mailto:careers@city.ac.uk)  
Phone: 020 7040 8093





## Widening Participation Ambassador and Tutoring Schemes Applications are now OPEN!!!



### As an ambassador you will:

- Inspire young people to apply to university
- Support them to achieve their potential
- Build your skills and make a difference
- Earn a minimum of £9.50ph

[Ambassador application link](#)



### As a tutor you will:

- Support in raising attainment by tutoring English and Maths
- Inspire young people to apply to University
- Develop new skills and improve your CV
- Earn £11.88ph

[Tutor application link](#)



**Closing date for applications is 5pm SUNDAY 8<sup>th</sup>  
OCTOBER 2022**

**You can apply  
for both roles.**



School of Science  
& Technology  
[www.city.ac.uk](http://www.city.ac.uk)

# SST Student Experience & Support

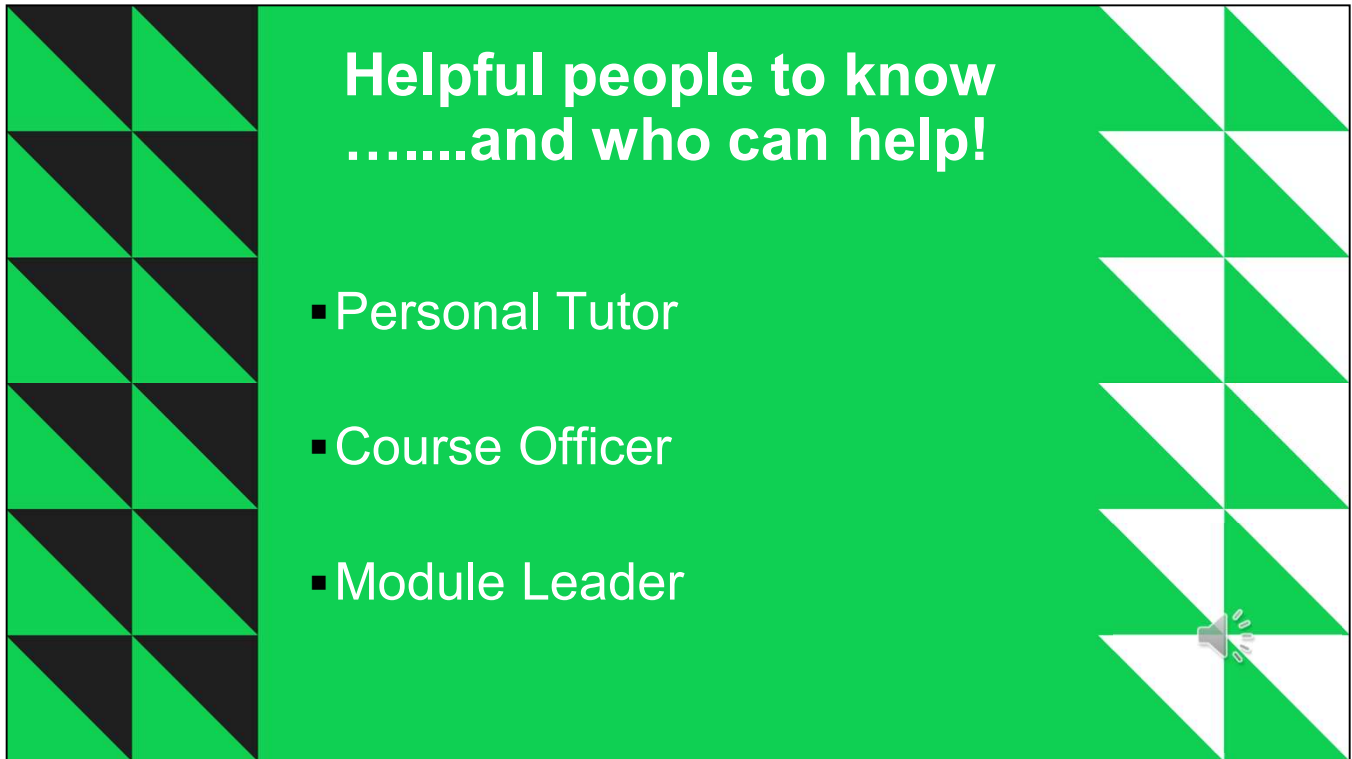


Quality & Student Experience Team

I'm the Student Experience Officer in the School of Science & Technology, and part of the Student Experience Team. We have a SE manager, two Engagement Officers, a Welfare Officer and me in the team – and we work with all SST students, both UG and PG.

I don't expect you to remember everything I have to say, but with the usual pressures of University, as well as your own personal pressures and challenges, our team is one of the teams that can often help support you before things escalate - so we want to make it clear that when you read about the help available in the School, you know there are approachable, professional human beings behind the titles or emails – and that you can contact us for guidance or support. **We can't always know you need help, when you**

need it, but you can always know how to get in touch with us. And don't worry - a lot of students end up seeing us – and that's what we're here for!



We've listed some of the people who will be most helpful in supporting you navigate your way through your studies and any issues you may have during your time at City. We thought a short explanation might be helpful for you to get to understand who people are.

### **Personal Tutor**

So, first of all, your Personal Tutor. Your PT is probably the most important academic contact you will have, if you engage with them. It's a two way street. The personal tutoring system operates to support undergraduate and postgraduate students studying at City. You should aim to meet with your PT a minimum of once a term and prioritise these meetings as it is you that can benefit from them. Not

turning up without apologies can be viewed as unprofessional and time-wasting.

You will be allocated a named personal tutor. This is a member of the academic staff who will guide you through your programme and support your personal and professional development, to enable you to achieve your potential and prepare you for life after university.

Our personal tutors ensure they are accessible to you, as outlined in programme handbooks and provide support reflecting your individual needs and aspirations. They work in collaboration with specialist services available to support you through each step of your student journey, such as the School Welfare Officer I mentioned earlier, or for example, the Counselling Team.

A personal tutor is usually matched to each of you for the duration of your programme. Students on different programmes might find differences in the way the personal tutoring system works, so for your programme, you should check your Handbook.

The aims of the system are to:

Ensure that you have a named person you can go to for support

You have someone who will support your progression and

identify any problems

You have someone who provides general advice and can point you in the direction of other resources in place to support you.

### **Course Officer:**

Next, your Course Officer. Your CO will often communicate with you electronically via Moodle and emails. They prepare exam and courseworks, and process all your results when they come in. They then prepare all of the huge amounts of data for the Assessment Boards after the exams, processing decision about whether students go to the next year, and what students are graduating with . **It's a busy job, but they are the go-to person for any non-academic questions you have about your course.** There might be a time when you need to see them in person. They're located up on the top floor of the College Building (which is the nice old red building) on the third floor, in A302. You can also find their details on the Student Hub and your Handbook. A tip for you - giving your Handbook a read will set you up with information you might not need right now, but will probably rely on at some stage, so I urge you to read it, and keep it handy for reference.

### **Module Leader:**

Your Module Leader is the person you should talk to about

any particular module you're taking. You will have one for each module you take. They know the content and the assessments they have set best, so they are the most appropriate to speak to first. If you are having any module-specific challenges, you should bring these up with your Module Leader as soon as possible, so they have the opportunity to help you, and you have the chance to put any guidance in to practice.



## Helpful people to know .....and who can help!

### Professional Services:

- Student Welfare Officer
- Student Experience Officer
- Student Engagement Officers
- Student Reps

### **Student Welfare Officer:**

Whilst those people generally provide students with support on academic issues, the school does have a student welfare officer who can support you on matters that are personal to you and that are impacting on your studies. It may be that you might just need information on where you can go to get support for these issues or you might benefit from meeting up with the SWO to explore your situation more thoroughly and perhaps to come up with a plan to help address those issues and make things.

### **Student Experience Officer:**

Primarily works with all things to do with your experience as a student. Working with many academics in the school and



closely with the Welfare Officer, Engagement Officers and Course Officers to support some welfare or non-engagement matters. The goal of the SEO is to work towards improving the students overall experience of university life and taking on board indications from student and staff on how that could be done.

The SEO works with the School departments on Student Surveys and Module Evaluations. This year City has launched a new platform to better hear your voice and it is the SEO and Student Reps who will work together to manage the system, but GETHEARD@CITY all about you and it needs YOU to work! We're really trying to engage you as partners and hear what you're telling us, and with this platform, the aim is to be able to respond to feedback quicker and more openly, on a public platform. Look out for GetHeard@City and sign up as soon as you can!

## **Student Engagement Officers**

Work with both UK students and those on a VISA. They are responsible for following up on data from the attendance and engagement systems the University has in place. As a university we definitely see a correlation between good attendance and good results, so we encourage it. Apart from that, if there are issues with attendance we like to check in with students to check that everything is OK. On one hand, while attending and engaging in your studies here is a commitment you have all signed up to do, through the Terms

and Conditions, and Student Charter, it is especially important for our students on VISAs, who have strict Home Office requirements to meet.

If one of the team contacts you, we are always doing so to help and support you. Usually, you just need to let us know what's going on, or that you're OK, but if there looks like there's an issue, we might ask you to make an appointment with somebody to talk about any identified low engagement. **We understand that sometimes things happen, and its usually at those times you really need some advice.** It's important that you respond to us when we reach out, it takes a lot of work on our side – and it's never to 'get you in trouble' but to try and check in and make sure you're OK and see if there's anything we can help with. It's always better to talk to someone rather than having to go through the process of an appeal after your final results. We're here to help, so if you need it, just get in touch - that's why our Engagement Officers do the job they do!

## **Student Reps**

Your Student Representative is a fellow student nominated via the Student Union, from your Course and year group, who liaise between students and staff, and supply a way for you to voice any feedback or concerns. They also attend formal meetings like the Student & Staff Liaison Committee. The Student Union should speak to you about nominations, and you will hear about them in one of your first lectures. It can

be a rewarding job and give you good experience, so think about the role. But it does require some commitment to represent your cohort. You can read about the role and expectations on the SU website.



## Attendance & Engagement

- Make sure you have your ID card every time you are on campus
- Tap in to every one of your classes
- Go only to the scheduled times/room or you will be marked as absent
- You are responsible for registering your attendance

### Attendance & Engagement

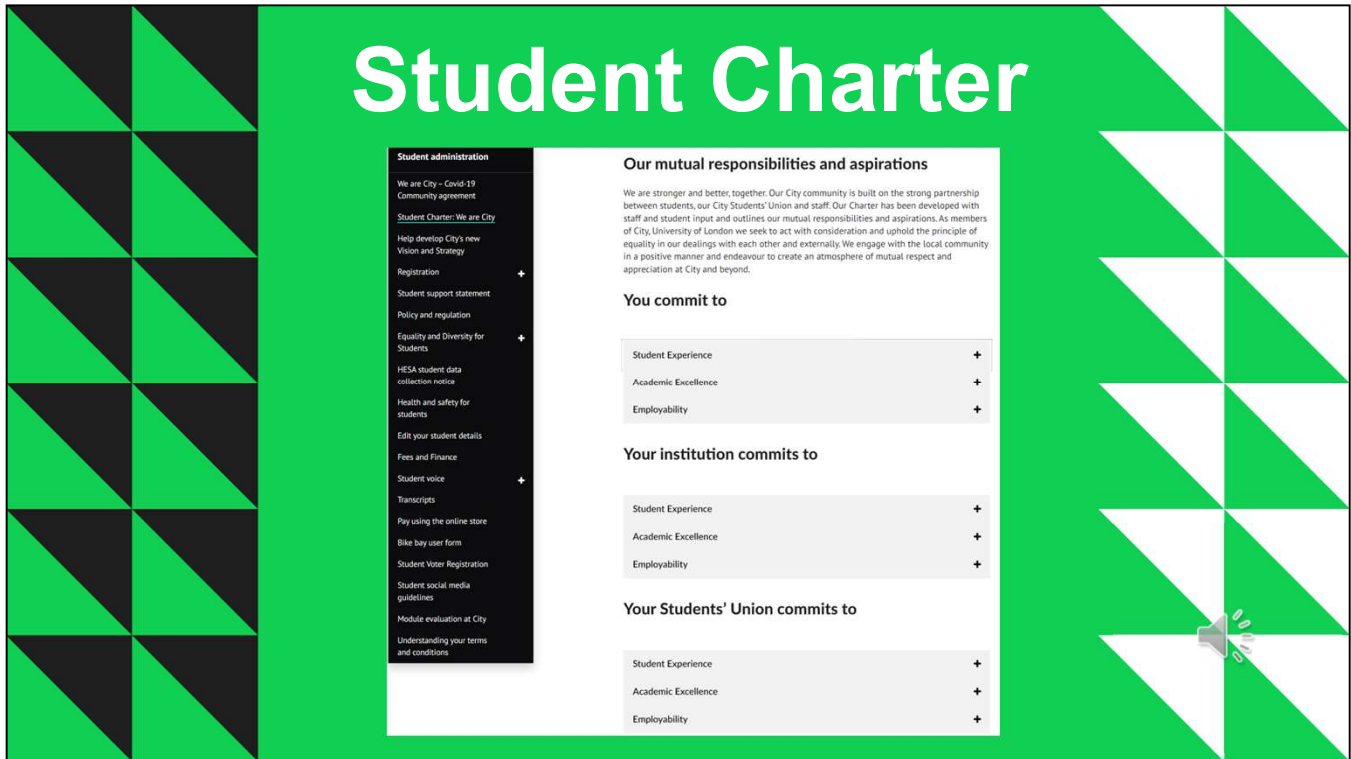
It's simply good manners and professional to be punctual, which means being early for lectures and workshops, etc. And also to be prepared and take part in tutorials and workshops. **You need to remember to tap in to each one of your classes to register your attendance– it's a simple tap. Your Moodle usage will count towards your engagement.**

You need to go to the tutorial that is on your timetable. If you attend a different room to what is scheduled on your timetable, the system will think you were absent. It's better to speak to the Module Leader about the possibility of formally moving tutorials than to be continually marked as

absent from a class you are attending.

If you have labs (or any other class that isn't online) and there is no card reader, you should complete a manual paper register. Attendance records from Teams meetings, such as tutorials, are collected and sent to the Engagement Officers to put in to the attendance system

You spent a lot of money on this course and you must be fully engaged to receive the full benefit of the teaching and support provided. We're also very often asked to provide your future employers with references. And they usually always want to know about whether you are on time, whether you are prepared, and whether you participated.



## Student Charter

Now, it never quite feels like the 'right time' but something we think is useful to bring up. When you joined us, you agreed to comply with the Student Charter. You can get the full detail of that charter on the Student Hub. In a nutshell, we need you to treat everyone with respect and as equal and valued members of the university community. We need you to be aware that people do come from different backgrounds and cultures and to acknowledge and respect those differences. And finally, please behave responsibly when you communicate with others while you study with us. This does include the use of social media, photo-sharing, WhatsApp and WhatsApp groups etc. Im sure you'll be happy to know that we won't tolerate bullying and harassment and being involved in a disciplinary hearing is

never fun for anyone! And of course, our policies and regulations will apply to both in-person and electronic interactions. This is for your comfort and safety, as well as everyone else's in our community.



# Clubs, Societies and Community

See the Societies page on the Students' Union website.

Check the **GET INVOLVED** tab

[www.citystudents.co.uk](http://www.citystudents.co.uk)



For this section I want to encourage you to become part of the university community as we find that this tends to enhance student experience and also welfare. These are ways we encourage you to do so.

## Clubs and Societies

There are various club and societies at City that are supported by the student union. We encourage you to look into this and join any that you have an interest in. More info on this can be obtained from the SU but you will often see posters around the uni about them. This is a great way to extend your community and make friends outside of your courses. Some societies are more active than others but they depend on members to keep it active or gave more involved



with arranging social events. The student union will also support you in starting up your own club if you cant find one that your interested in.

## Slide 63

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**TA0** Do we use these anymore or is it Support@City?  
Thompson, Adam, 2023-09-22T13:59:53.487

**TA0 0** [@Echedolu, Adaora]  
Thompson, Adam, 2023-09-22T15:11:29.940

**EA0 1** I thought Support@city was a slide and RA was a slide that followed nicely after.  
Echedolu, Adaora, 2023-09-22T15:31:33.452



# Support@City

This is City's new online system which allows you to submit and track your queries through a dedicated portal, and connect with the following support networks:

- **Student Welfare Officer**
- **Accommodation**
- **City Cares**
- **Student Adviser Team**
- **Student Funding**
- **Student Health & Wellbeing**
- **Visa Advice & Compliance**

[www.support.city.ac.uk](http://www.support.city.ac.uk)

## **Support@city: /reasonable adjustments**

To make contact with your Student Welfare Officer you should use a portal called Support at City which can be found on the student hub. This portal is great because it also enables you to make contact with other support services and teams outside of the school such the Student Health Wellbeing and counselling team, Financial and accommodation advisers and many others. But I want to highlight the SH&W team because they are responsible for preparing student support plans for students which would include reasonable adjustments.



School of Science  
& Technology  
[www.city.ac.uk](http://www.city.ac.uk)

# Reasonable Adjustments – Support@City

**Portal: [support.city.ac.uk](http://support.city.ac.uk)**

Additional support available for students with a **diagnosed** disability or medical condition

All health and Wellbeing and Welfare appointments available



Remember to take **early action**

Reasonable adjustment are put in place for student's who may have conditions that impact on their studies. For instance this could be a disability, a learning difference, like dyslexia or mental health issues. So a reasonable adjustment could be things like extra time for exams and rest breaks, being allowed to use a PC instead of writing your paper, flexibility with deadlines for coursework and many other adjustment that are relevant and ensure that students are not disadvantaged because of their conditions. My key message for you with this is to register through support at city for this if you believe you qualify as early as possible because the worst thing for you would be to realise you would benefit from this at such a late stage that it might not be put in place in time for your next round of exams or assessments and you would need to undergo an assessment

first where you will need to provide evidence of your condition such as doctors letter or a report on your learning difference.



**CITY**  
UNIVERSITY OF LONDON  
EST 1894

School of Science  
& Technology  
[www.city.ac.uk](http://www.city.ac.uk)

# GETHEARD@CITY

- New, interactive platform to help us students and staff work together more efficiently
- Managed by Student Reps
- All students have access and can interact with each other, as well as post ideas, concerns, and compliments (don't forget those!)

**Sign up at [www.city.unitu.co.uk](http://www.city.unitu.co.uk)**

## GetHeard@City

It's quite exciting for the Student Experience Team that Student Reps will directly administer the new Feedback Board for your course on the GETHEARD platform I mentioned before – and you'll be able to send messages to them and chat with others in your group about topics of concern.

As a student, you are automatically placed onto a Board based on your programme, e.g "UG Civil Engineering" or "PG Computer Science". All students also have access to the University Board.

In each Board are two sections, a private feedback board

(Reps respond to feedback and triage comments by moving them to the public board area), and a public feedback board (staff respond to feedback raised). Private Feedback is a space to discuss and share your thoughts with other students. You can create your own feedback posts and you can react, share, and comment on other students' posts. You can use the space to get support from your programme reps, who will be there to answer questions and respond to you. Your programme rep will bring issues with lots of engagement to Student and Staff Liaison Committee meetings where it will be discussed amongst students, reps, and staff in your School.

If a feedback post with lots of engagement needs to be raised with staff members, your programme rep will move your post to the public feedback board.

Public Feedback: is where staff on your course, and wider university staff, will be able to see and interact with your posts. They'll use this space to provide you with regular updates and liaise with you to resolve issues. When a resolution has been reached the post will be closed.

We're hoping if you get involved and speak with your reps about any concerns or issues as they arise, we can make a good go of this new system and be much more responsive to your collective concerns. There's a link to [GETHEARD@City](mailto:GETHEARD@City) at the end and it would be great if you would note it and sign in with your student login. And again, you can get all the details

on the Student's Union website.



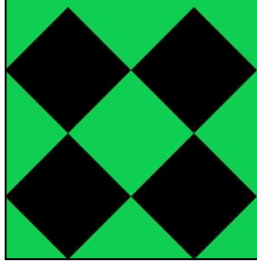
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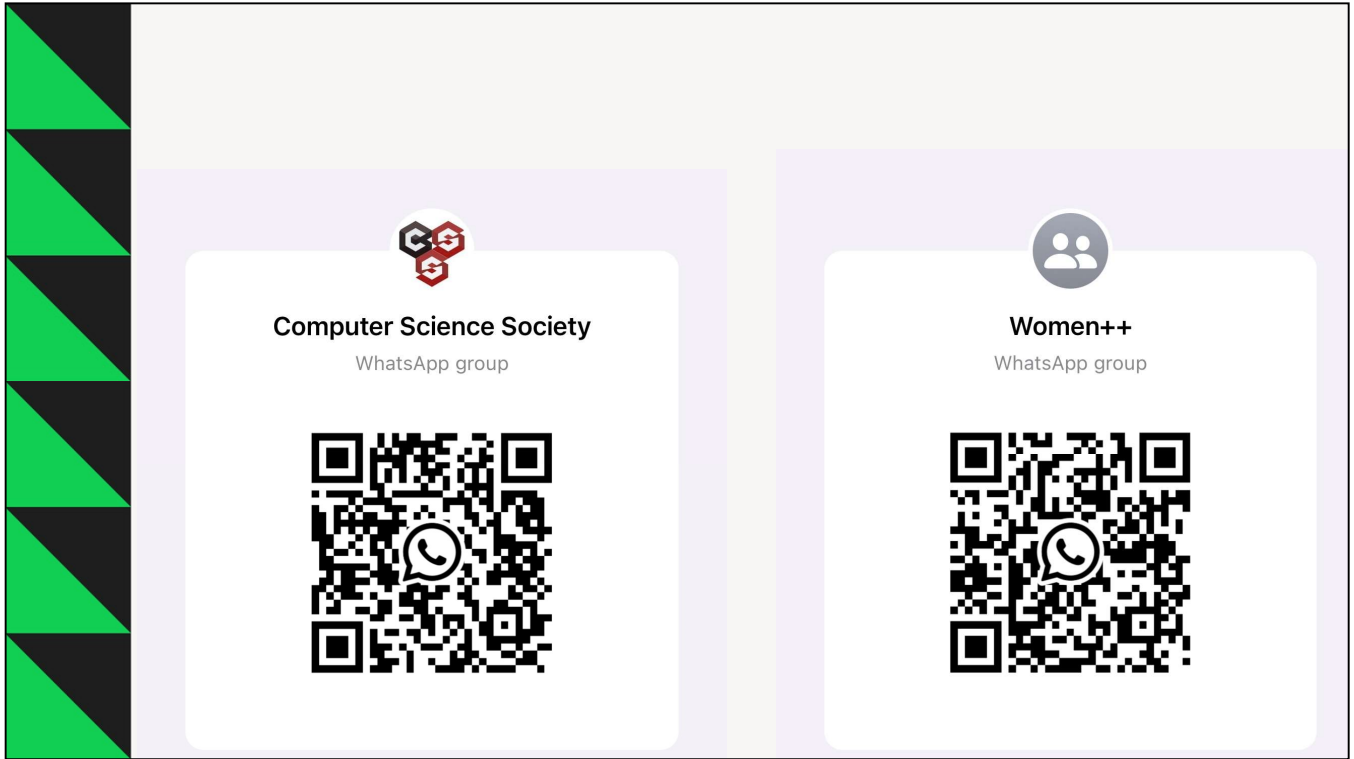
[www.city.ac.uk/about/schools/science-technology](http://www.city.ac.uk/about/schools/science-technology)



**[city.unitu.co.uk](http://city.unitu.co.uk)**

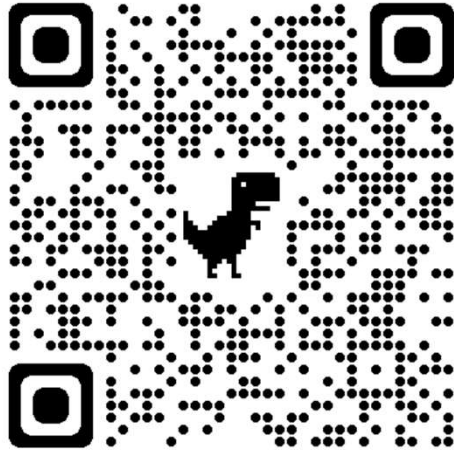


Thank you so much for your time today, everyone. The team really hope you enjoy studying with us as well as making connections with others and having a fun university experience!





**Ice Breaker activity follows – find your group and room number here:**



**Presentations (pdf)**

