

WHAT NEXT?

Preparing to leave university



A guide for graduates

**Faculty of Science, Engineering and Computing
Kingston University**

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1 A farewell message

Well done and congratulations on completing your degree.

If you haven't already thought about it, now is the time to start thinking about the next stage of your journey whether it be going onto further study or preparing to enter the job market.

You have come through an amazing journey. Adapting to life post study can be both exciting and challenging. This handbook is designed to give you practical advice and support to assist your journey from being an undergraduate student to a graduate.

Coming to the end of a degree, can sometimes feel like an anticlimax. This is normal! The expected jubilation of completing the last exam is often absent and instead, students can feel exhausted, deflated and even nervous about what the future holds. Although some students may know what they intend to do next, many don't. So **DON'T PANIC!**

It can be hard to grasp exactly what you have achieved by the end of a course apart from a certificate saying you have a degree. Your journey over the past 2-4 years has equipped you with an amazing array of skills and talents. These will become clearer as a graduand (what a student is called before they graduate) and a graduate, when you start to reflect on how you have grown as an individual and have recognised the skills and attributes you have obtained over the duration of your degree.

At Kingston, we are here to help you with that transition and journey.

Good luck and we hope this handbook assists you in the next stage of your journey.

Professor Edith Sim,
Dean

Dean and Dr Lucy Jones,
Associate Dean

2 What next?

The re-entry experience

What to do next?

Postgraduate study

Planning a gap year



The re-entry experience

Whether you are a UK, EU or international student, you will have changed significantly from when you first entered university. Your values, interests, thought processes, political and religious beliefs are likely to have changed.

If you are going home to live with family, you may think you know what to expect. However, you are a different person than when you left and it is important to recognise these changes and differences. Going home to live with your family or returning home to a different country can be unsettling and it can take time before you feel confident again. When students arrive at university they often experience a culture shock. Some students experience this again when they leave.

Any form of major change and adjustment can result in four phases. These are excitement of a new environment, establishing oneself in that environment, frustration and adaption.

These four phases can arise in a range of areas when a student leaves university. There are some examples listed below.

Educational issues

- You are no longer are studying in an academic environment
- If you are international student, it may be hard to reconcile the aspects of the UK education system to your own especially if you go onto further study in your own country
- Once out of the educational system, it may be harder to keep up with developments and knowledge in your field.

Social Adjustments

- Conflict of attitudes and values whether it be family, your social grouping or country
- Loss of “what you know” and lifestyle
- Confusion and uncertainty about the future

Professional Issues

- Inability to find work in your chosen field
- High expectations
- Concern with quick material success
- Perceived as being a threat by new co-workers/employers
- Inability to communicate and put into practice what you have learnt

The political situation

- Adoption of new political views
- Political climate not conducive to professional activity
- Impact of changes in international politics if you are an international student

Further Study- Postgraduate study



Postgraduate study is a major commitment so it is important to really think about why you want to undertake this option. The following questions and advice comes from HERO, which is a higher education portal giving advice on studying.

“.....the belief that postgraduate study will give you the edge

While postgraduate study will give you the edge and enhance your job prospects in many areas, some careers look for relevant experience over qualifications. Research your chosen career area and find out what kind of things employers are looking for. It's possible that time used to gain experience, through related voluntary work, for example, could be more useful than years of extra study.”

“.....the need to study for a professional qualification to achieve your career goals

An interest in your chosen subject is a compelling reason for postgraduate study. However, it's crucial that you consider the long-term implications of your choice. For instance, would your chosen subject fit in with any long-term career ambitions? While it's not essential to restrict yourself to programmes related to your career goals, some programmes will be more useful than others. That said, all postgraduate courses will allow you to develop key skills that you could market to a future employer.”

.....the need to study for a professional qualification to achieve your career goals

Some career options will require a postgraduate qualification. University lecturing, law, teaching, librarianship and clinical psychology are good examples. Many other career options will give you a distinct advantage over other candidates. It's worth taking some time to research the career area that interests you and finding out whether a postgraduate course would be essential or provide a distinct advantage. The Prospects.ac.uk site contains detailed career profiles that will prove useful.”

.....the desire to change career path

Many postgraduate programmes provide a way to effectively change your career path. These generally take the form of taught masters or diploma/certificate qualifications. For example, the MSc Information Technology is a good way for non-IT graduates to enter the world of computing and non-law Students (and Scottish law students) could embark on the Common Professional Examination (CPE)/Graduate Diploma in Law (GDL), a one-year programme that includes all the core elements of a law degree.

However, postgraduate study is not the only way to change career path - many employers offer opportunities for graduates of any discipline to convert to new areas through a range of professional training.”

“.....the belief that postgraduate study will give you time to decide what to do

If you are unsure which career path you want to follow, postgraduate study may well give you more time to decide. However, it is vital to use your time on the course wisely to work out what options are open to you, what skills you have and what you want from your career.

That said, a range of temporary or voluntary work options may prove just as useful.”

“.....the recommendation to study at postgraduate level by your tutors

If you are already studying at undergraduate level, tutors are well-placed to offer advice and guidance. Some may well offer you postgraduate places, possibly with funding attached. While these offers can be tempting it's important to carefully consider whether any offers are really what you want? Is the course of relevance, of interest and link with your career goals? Staying at the same institution may well not be the right option - other universities or colleges may offer something that is more appropriate for you.”

Source: HERO

You can get further advice by checking out the site below.

<http://www.rcuk.ac.uk/>

So when you are thinking about postgraduate study consider the following questions:

- Do you really need a postgraduate qualification? Is it essential or desirable?
- Does the employer in your field value relevant experience more than a postgraduate qualification?
- Would you receive a higher starting salary or advance more rapidly within your chosen field or a particular organisation with a postgraduate degree?

It is worth looking at **Prospects** which is a graduate website which provides advice, support and information. You can access the site by copying the link below into the search bar.

http://www.prospects.ac.uk/cms/ShowPage/Home_page/About_postgrad_study/why_do_postgrad_study /p!ekIFeFX

Planning a gap year



For some students, taking a gap year to travel or travel and work is a real opportunity to achieve a range of things.

Why take a gap year?

- It may be that you want to realise a dream and now is the opportune moment to do it just after completing your studies.
- Travelling can increase your self confidence, independence and maturity.
- New skills or enhanced existing skills obtained through your gap year can enhance your CV or get you relevant work experience in your chosen field.
- Employers look for graduates who have strong transferable skills. You can find out more about this in the Career Planning section.
- If you are not sure what you want to do, taking time out to consider your options and explore what is important to you in terms of values and priorities can be helpful in determining what you want to do for a career.

Doing something which enhances your CV is always positive but a year potentially without money can be difficult. **Don't forget you can Work and travel** whilst exploring what you want to do as a career.

There are many websites which can give you advice on travelling, working abroad and volunteering. Check some out on page 12.

Read the Career Planning chapter to see how your experience gained during your gap year should be incorporated into the job seeking process.

niDirect Government Services

<http://www.nidirect.gov.uk/index/young-people/work-and-careers/work-experience-and-volunteering/planning-a-gap-year.htm>

DirectGov

http://www.direct.gov.uk/en/YoungPeople/Workandcareers/Workexperienceandvolunteering/DG_066213

Merlin

<http://www.merlinhelpsstudents.com/studentlife/afteruniversity/gapyear/gapyear.asp>

3 Career planning

Employers' perspectives

Career planning

Top ten tips

How the Careers Service at KU can help you

Writing a CV and supporting letter

Job websites

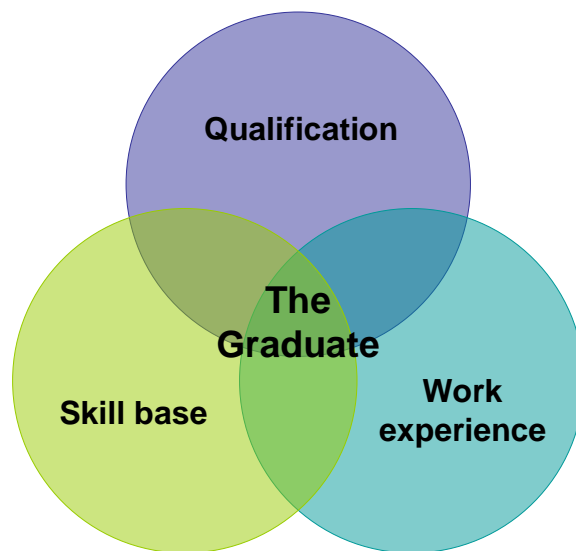


Employer's perspectives

Employers are looking for a range of skills in a graduate. They will not just look at your qualification. You may be competing against at least 80 other graduates for each job so it is important that you show to employers what skills and experience you possess.



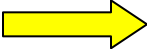
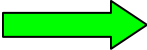

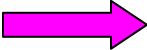
Employers are looking for more than just graduates who have a good qualification. They are looking for a graduates who posses work experience and an ability to effectively demonstrate their skills.

The Employer's Graduate

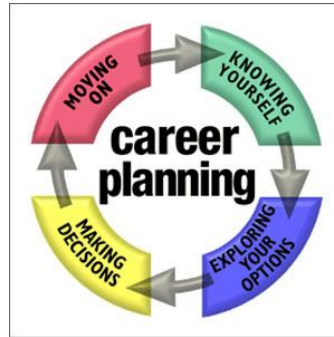


So it is important when you are looking for work and planning your career that you reflect on all the skills, knowledge and experience you possess.

Employers want graduates who can demonstrate they have the skills below. Make sure you give specific examples in your CV or supporting statement.

- Problem solving  e.g. a difficult situation you resolved
- Communication  e.g. a time when you were persuasive or diplomatic, or motivated people
- Organisational  e.g. a task that you managed to a deadline
- Teamwork  e.g. the part you played in a team
- Leadership  e.g. a time when you led a team or group
- Business awareness  e.g. a process that you improved

Top ten tips to career planning



This is a very important activity and there are a number of steps you can undertake to help you in this task.

1) Recognise that you need to plan your career

2) Gather information about yourself and your skills

3) Identify what careers appeal to you and where!

4) Prioritise your choice of career

5) Talk to people working in the career you wish to pursue

6) Research the job market and compare with your skill base

7) If you have gaps in your knowledge or skill base, work towards filling these gaps

8) Use opportunities to help you reach your goal

9) Keep revisiting and updating your CV and letters of application

10) Keep evaluating your career path

How the Careers Service at Kingston University can help you

Even after you have finished your degree, the Careers and Employability Service at Kingston University can help you in your job and course search. You can use the service for up to 3 years after you have left your course.

In addition the SEC Faculty has an Employability Coordinator, Helen Green, who you can contact to help you with any careers related queries you may have. The Careers and Employability Service and Helen can be contacted on:

Helen Green
h.green@kingston.ac.uk
0208 417 3523
careers@kingston.ac.uk
020 8417 3523

The Careers and Employability Service in Town House Room 4 on the Penrhyn Road Campus has some useful resources and information that can help you to take advantage of any of the following:

- Help with job searching, filling in application forms and CV writing
- UK and International Work Experience Information (including studying and volunteering abroad)
- International Students, Equal Opportunity Legislation and information (including diversity and disability)
- Postgraduate Study and Entrepreneurship information

- Information on what to do after university
- Free use of computers to browse the JobShop, write your CV or conduct job research

Additional information can be found in the “Careers” section in the University LRC’s.

You can still access Jobshop via the Careers service page on the Kingston University website <http://www.kingston.ac.uk/careers/>

The opening hours of Town House are:

Monday – Friday 9.00 – 5.30.

It's free so use it!

Writing a CV



Getting your CV right is critical in helping you succeed in your career planning.

Target your CV at the job you are applying for. Look at the job and make sure that what you write is aimed at getting an interview for that job.

Targeting means that you include information and skills that are relevant to the job. That includes your personal profile.

The headings you can use are:

- Profile which includes your Career objective
- Education
- Professional Experience
- Membership of professional bodies
- Technical Skills
- Interests
- Referees

Each section should allow you to show your employability skills and provide examples of where you have used them!

You do not have to include all these headings but if you do it will show that you have a broad range of skills to offer an employer.

Your skills should be integrated into each of the headings in order to show using examples from your Part time work and degree how you have utilised each skill rather than as a separate section. Also, if you are applying for an IT job you would include a section showing your IT skills in detail.

- Before you send your CV check it **for spelling errors or grammatical mistakes**. Get someone to read over it for you. Remember, spell-checker does not always give you the correct English version of words.

- Use **action verbs** to show how proactive you are. For example; managed; budgeted; organised; installed; supervised. These show what you actually did in a situation but also demonstrate your skills at the same time.

- Common **skills** that employers want graduates to have include: teamwork; communication; (interpersonal -putting people at ease); organisational; time management; IT; numeracy. There are more but look at the job advertisement or job specification to find out exactly what they want.

- You do not need to include everything you have ever done in a CV. You can be **selective** in the information to include but do not leave significant chronological gaps.

- Include your **nationality** if it is to your advantage for the job for which you are applying. If you are from outside the EU, you should state your work/visa status.
- The CV **should be** 1 or 2 **full pages** in total.
- You do **not** need to include your **age/ date of birth**.
- You do **not** need to include your **marital status** or how many **children** you have.
- You do **not** need to write your CV on **coloured paper** and **do not** include a **photograph**.

Writing a covering letter



- Every CV should have one! If a CV is going by email the message you can attach a covering letter to a short email.
- The covering letter should be **one page** long.
- The letter should be **targeted** at the job you are applying for, just like the CV.
- Try to send the letter and CV to a **named person** in an organisation.
- The covering letter should include these **broad areas**;
 - The job you are applying for and where you saw the advertisement.
 - Your current position (e.g. currently a graduate in....From....)
 - Why you would be an asset to the employer.
 - Your skills for the job by referring to your CV.
 - Why you are interested in the specific employer.
 - Your enthusiasm for the job.

The best CV and covering letter is the one that best shows your skills targeted at the job you are applying for.

Useful job websites

There are a number of general and specific websites you can access when looking for a job and career advice. Below are a few sites which should be helpful.

General sources of job information

Prospects	www.prospects.ac.uk
Targetjobs	http://targetjobs.co.uk
GET	www.get.hobsons.co.uk
Impressive CV site (also includes many links to other sites offering CV help and advice)	http://www.impressivecv.co.uk/links/index.shtml
Guardian jobs CV advice	http://jobs.guardian.co.uk/profile/
Milkround	www.milkround.co.uk
Graduate Jobs	www.graduate-jobs.com
Reed Graduate	www.reed.co.uk
Gradplus	www.gradplus.com
Going Global Subscription needed for full access	www.goingglobal.com

Science, Engineering and Computing

specific sources of information

Below are a number of useful specific websites for Science, Engineering and Computing students.

Automotive Engineering



Autosport is an information site for the auto sport industry including jobs.

<http://www.autosport.com/>

The Motorsport Industry Association (MIA) web site represents the motor sport industry. This link includes member companies with their contact details and web site addresses. <http://www.the-mia.com>

The Society of Motor Manufacturers and Traders Ltd has a list of Automotive companies in Industry Directory section.

<http://www.smmt.co.uk/>

Fista jobs is a global recruitment web site just for automotive engineers

<http://www.fisitajobs.com/>

Motor Sports Association has some useful information, particularly about how to get started in Motorsport.

<http://www.msauk.org/custom/asp/home/default.asp>

SAE International is a useful resource for all vehicles

<http://www.sae.org/>

Aviation and aerospace



SBAC is the Society of British Aerospace Companies- The UK's trade association for aerospace companies, including civil air transport, aerospace defence, homeland security and space. The web site includes a list of member companies found in the members area.

<http://www.sbac.co.uk/>

Flight Global includes news items and jobs from the aviation industry.

<http://www.flightglobal.com/>

British National Space Centre: <http://www.bnsc.gov.uk/>

The Centre describes itself as being 'at the heart of UK efforts to explore and exploit space.' They co-ordinate UK civil space activity; support academic research; nurture the UK space industry; work to increase understanding of space science and its practical benefits.

Aviation Job Search contains news from the aviation industry including jobs. www.aviationjobsearch.com

Aero Engineer is a website dedicated to providing everything related to Aviation and aerospace engineering. It has a chat forum and includes links to job web sites. www.aeroengineer.com

Agency Central

www.agencycentral.co.uk/jobseeker/aviation.htm

Clickajob

www.clickajob.co.uk/catalog/aviation_aerospace_5.html

Chemistry and Pharmacy



Royal Society for Chemistry careers page

<http://www.rsc.org/careers-jobs/>

The Association of the British Pharmaceutical Industry careers page

<http://careers.abpi.org.uk/Pages/default.aspx>

Other useful pharmacy sites

<http://www.pharmafield.co.uk/jobs/>

<http://www.pharmiweb.com/>

<http://www.pharmacareers.co.uk/>

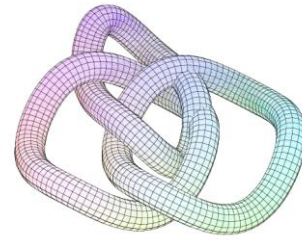
<http://www.jobsinpharma.co.uk/>

<http://www.jobsp Pharm.com/>

<http://www.britishpharmajobs.com/>

<http://www.allaboutmedicalsales.com/jobs/>

Computer and information Systems



TIGA is the trade body for the computer games industry, of which Kingston University is a member.

www.tiga.org/

Creative Industries Skills Sector Council

www.skillset.org/

Gamesindustry.biz

www.gamesindustry.biz/

Aardvark Swift is a recruitment agency

www.aswift.com/

Interactive Selection is a leading games recruitment agency

www.interactiveselection.com/

Other useful computing websites

www.cwjobs.co.uk/

www.computing.co.uk/

www.itjobswatch.co.uk/

www.theitjobboard.co.uk/

www.computingcareers.co.uk/

Construction and Civil



Jobs1 Offers links to vacancy web sites for the construction and civil engineering sectors.

www.jobs1.co.uk/directory/recruitment_industry_construction.html

Icerecruit is the official civil engineering job site of the Institution of Civil Engineers.

www.icerecruit.com

UK Civil Engineering

www.ukcivilengineering.co.uk

All Construction Jobs Now is a construction industry vacancy web site.

www.allconstructionjobs.co.uk

Construction News

www.cnplus.co.uk

Geography, Geology and the Environment



Royal Geographical Society is the UK's learned society and professional body for geography, founded in 1830. It advances geography and support its practitioners in the UK and across the world.

<http://www.rgs.org>

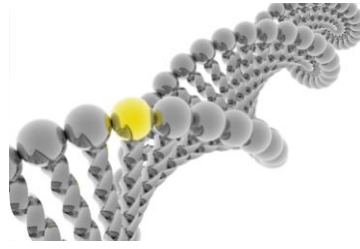
The Geological Society offers geoscientists continuity and support through every phase of scientific and professional life. There is an appropriate grade of membership for each career stage, from student to retirement.

<http://www.geolsoc.org.uk>

The Geologists' Association (GA) is a charitable organization that exists for all geologists and earth scientists, both professional and amateur, bringing together enthusiasts of all ages and backgrounds to meet people with similar interests.

<http://www.geologistsassociation.org.uk>

Life Sciences



Society for Applied Microbiology
<http://www.sfam.org.uk/>

Society for General Microbiology
<http://www.sgm.ac.uk/>

Biochemical Society
<http://www.biochemistry.org/>

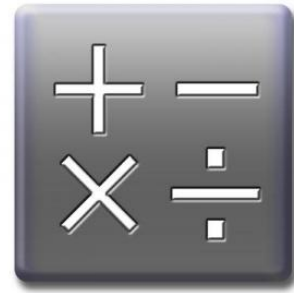
Society of Biology
<http://www.societyofbiology.org/home>

Association for Nutrition
<http://www.associationfornutrition.org/>

Nutrition Society
<http://www.nutritionociety.org/>

The Forensic Science Society
<http://www.forensic-science-society.org.uk/home>

Mathematics, Statistics and Actuarial



The Institute of Mathematics and its Applications (IMA) Careers page:
<http://www.ima.org.uk/careers.cfm>

The Royal Statistical Society (RSS) Careers page:
<http://www.rss.org.uk/site/cms/contentChapterView.asp?chapter=10>

The London Mathematical Society (LMS) Careers page:
<http://www.lms.ac.uk/content/careers>

The Actuarial Profession Careers/becoming an actuary:
<http://www.actuaries.org.uk/becoming-actuary/pages/becoming-actuary>

Qualifying as an actuary: <http://www.actuaries.org.uk/students>

Other useful Mathematics, Statistics and Actuarial websites

www.plus.maths.org

www.maths-jobs.co.uk

www.mathscareers.org.uk

www.insidecareers.co.uk/actuaries

www.insidecareers.co.uk/insurance

www.ima.org.uk/Careers/careers.htm

General job sites:

www.engineersjobs.co.uk

www.gradcracker.co.uk

www.insidecareers.co.uk

www.jobsearch.co.uk

www.tensor-manpower.com

www.scienceandmaths.net/

www.nationalstemcentre.org.uk/

www.careersinconstruction.com

www.gsk.com/

www.statistics.gov.uk/

www.totaljobs.com

www.monster.co.uk

www.careers.lon.ac.uk

www.myscience.me.uk/

www.jobs.guardian.co.uk

www.graduatetalentpool.direct.gov.uk

www.prospects.ac.uk

www.milkround.co.uk

www.targetjobs.co.uk/

www.thebigchoice.com/

www.adsgroup.org.uk/

www.smmmt.co.uk/home.cfm

www.raes.org.uk/

www.uk-engineering.net

www.vault.com

Relevant Career Social Networking Site
LinkedIn www.linkedin.com

Professional bodies and associations



Professional bodies and associations for Science, Engineering and Computing graduates.

The Actuarial Profession <http://www.actuaries.org.uk/>

British Computer Society (BCS) is the Chartered Institute for IT. This is the one graduates should belong to. If you join before leaving, you will get a preferential student rate. Join some of the specialist groups within the BCS as they hold talks and are great for networking.

www.bcs.org/

Engineering Council UK- Regulates the engineering sector

<http://www.engc.org.uk/>

The Geological Society <http://www.geolsoc.org.uk>

The Institute of Biomedical Science.

<http://www.ibms.org/>

The Institution of Civil Engineers <http://www.ice.org.uk>

The Institution of Engineering Designers www.ied.org.uk

The Institution of Engineering and Technology <http://www.theiet.org/>

The Institute of Mathematics and its Applications (IMA)

<http://www.ima.org.uk/>

The Institution of Mechanical Engineers <http://www.imeche.org.uk/>

The Institution of Structural Engineers www.istructe.org.uk

The Royal Aeronautical Society www.aerosociety.com

The Royal Geographical Society <http://www.rgs.org>

The Royal Pharmaceutical Society <http://www.rpharms.com/home/home.asp>

The Royal Society for Chemistry <http://www.rsc.org/>

The Royal Statistical Society (RSS) <http://www.rss.org.uk/>

4 International student advice and information

Staying in the UK

Leaving the UK

Your tax return



Staying in the UK

If you would like to work in the UK at the end of your studies, it may be possible for you to extend your stay in the UK and work as there are a number of schemes available. These categories are listed below.

Categories

The International Student Advisory Centre will continue to update and publish any news regarding any changes to PSW as it is published on the Kingston University website and on:

<https://mykingston.kingston.ac.uk/mysupport/international/intheuk/Pages/afteryourstudies.aspx>

Summary of categories

Tier 1 Post-Study Work (PSW):

The current Post-Study Work route will be closed from April 2012. Those graduating from a UK university with a recognised degree, PGCE, or PGDE will be able to switch into Tier 2. There will not be a limit on these switchers. They will only be able to switch if they are in the UK, before their student visa expires. The normal Tier 2 requirements will apply, except for the Resident Labour Market Test. We will ensure that genuine student entrepreneurs with a great idea are able to stay on in the UK to develop their business proposition.

Tier 2

This route is for skilled migrant workers who have an offer of employment. Graduates of Kingston University, who are still in the UK with a current

student visa, may be eligible to switch into a Tier 2 work visa. Tier 2 applicants will need to find an employer who holds a Tier 2 Sponsor License and who has certificates of sponsorship available.

When you apply, you are awarded points based on your:

- Salary and allowances;
- sponsorship;
- English language skills; and available maintenance (funds).

Whilst 70 points will be required for a Tier 2 visa, it seems you will not need 30 points for the Resident Labour Market test so the most important issue will be the need to be in a job with a salary of at least £20,000 per year gross or to be paid the appropriate rate for your occupation if that rate exceeds £20,000.

Find out more on the UK Border Agency (UKBA) website and the UK Council for International Student Affairs (UKCISA) website

<http://www.ukcisa.org.uk>

<http://www.ukba.homeoffice.gov.uk>

Leaving the UK

Do I have to pay tax if I work while I study?

If you earn more than a specified personal allowance in any tax year, you will have to pay income tax. The HM Revenue & Customs and the Low Incomes Tax Reform Group provide detailed information about how the tax system in the UK applies to students.

Find out more about how the tax system works for International Students at: www.litr.org.uk or www.inlandrevenue.gov.uk/students

Other websites which may be of help include:

<http://www.hmrc.gov.uk/rates/it.htm> or <http://www.hmrc.gov.uk/students/>



6 Things to do- checklists

Personal Leaving Check List

University Leaving Check List



Personal Leaving Check List

1) Accommodation



Give notice in writing of the date you will be leaving your accommodation

Do this within the specified time stated on your lease agreement

Arrange for an inspection and request of your deposit

Hand your keys in

2) Utilities



Arrange for utilities such as gas/electricity and telephone accounts to be closed

3) Bank and postal mail



Arrange for your post to be re-directed

Close or transfer bank accounts

4) Passport and travel arrangements



Book flights

Sort out any visa requirements

Settle any outstanding financial commitments such as tax bills

University Leaving Check List



1) University books or equipment.

This is important because an outstanding bill or commitment to the university could stop you from graduating!

2) Personal

Complete and submit a 'Change of personal details' form

Think about university merchandise to take back with you

Check the Alumni website for events at home which may assist you

Say goodbye to friends and exchange contact details

Remove your name from your GP and Dentist's list

7 How to keep in touch

Your graduation

Contact details

Being an Alumni



Your graduation



Your graduation is the culmination of all your hard work following an amazing journey. It is an opportunity to celebrate with family, friends and fellow students.

The Faculty of Science, Engineering and Computing's Graduation Ceremony will take place at the Rose Theatre in Kingston Upon Thames. Dates have not yet been confirmed but will be placed onto our website as soon as they are available. For further information go to <http://www.kingston.ac.uk/graduation>

How do I obtain my tickets?

Information on how you can obtain your tickets will be on the University website. Every graduate can initially buy two guest tickets in order to allow the maximum number of graduates to attend the ceremony. Closer to the time of the ceremony if there is opportunity to buy additional tickets this will be advertised on the website.

What if I cannot attend the presentation ceremony?

If you cannot attend, you will be able to get your certificate and transcript sent to you after the ceremony. Details of how to apply for this can be found on the graduation website.

How do I order my robe?

Instructions on how to order your robe will be on the graduation website.

How do I get photographs of the ceremony?

Instructions on how to order your photographs will be on our website.

What if I have any disability requirements?

Please ensure you complete the relevant section when booking your tickets to let us know if you or your guests have a disability. The Theatre has ten wheelchair spaces in the auditorium and facilities for hearing enhancement and headsets. Please refer to

<http://www.rosetheatrekingston.org/access> for more information.

If I have any debts to the University, will I still be able to attend the ceremony?

No. All debts must be full paid otherwise your degree will be withheld. Credit Control will already have written to you to tell you that you owe money. Please contact them directly on 0844 855 2309 (calls from the UK) or on +44 (0)20 8547 8827 (international calls).

What time should I arrive?

Closer to the date of the ceremony a 'useful guide to graduation' will be available on the graduation website. This guide will provide timings for arrival and directions to where the various activities such as robbing and photography are taking place. You will also find details of parking, restaurants and hotels in this booklet. Please make sure you follow these guidelines to ensure you and your guests have the best experience on the day of your graduation.

Where do I park when I arrive?

The closest car park to the Rose is Rose Car Park (formerly Drapers Car Park) in Kingston, on Kingston Hall Road (the entrance is on High Street), two minutes walk from the theatre. More travel information is available from <http://www.rosetheatrekingston.org/venue-and-booking-information/getting-rose>

**We look forward to celebrating your success
later this year.**



Contact Details

International Student Advisory Centre
Swan House, River House
ISAC@kingston.ac.uk
0208 417 3645

Careers Service
Town House Room 4
careers@kingston.ac.uk
020 8417 3523

Credit Control
For payment of tuition fees
Cooper House
creditcontrol@kingston.ac.uk
0844 855 2309

Alumni department
Development Office
River House
alumni@kingston.ac.uk
020 84173299

Faculty of SEC

Student Office
G Floor Sopwith PR
secugstudentoffice_nb@kingston.ac.uk
Tel:020 8417 2809
Fax:020 8417 2887

University Switchboard
020 417 9000

Being an Alumni



Why join the Alumni network?

Kingston Alumni has a thriving community of more than 110 000 graduates. All Kingston students automatically become members when they finish their studies. Here are a few examples of what we can do for you:

Events and Reunions

As well as reunions, the alumni office arranges various formal and informal alumni events. This includes comedy nights, drinks receptions and exclusive events such as the Summer Party at Tower Bridge Walkways.

Details of all forthcoming events and the reviews/picture gallery from previous events are on our website: www.kingston.ac.uk/alumni

Organising your own reunion

We are happy to provide help and support if you are planning to organise your own reunion. We can help you track down missing members of your group, promote the event in our the events website and book venues within the university including the students union bar.

Networking

We offer a number of ways for you to keep in touch with Kingston friends through networking events, maintaining groups on social networking sites such as Facebook and LinkedIn and providing class lists. If you keep your profile updated especially when you move house, get married or get a new job it will allow us and your class mates to keep in touch with you.

Career Development

Graduates may use the University's careers service for up to 3 years after they graduate for consultations with advisors on careers options and postgraduate courses; graduates may also attend workshops, careers fairs and employers events.

Use of Kingston University Resources

Kingston graduates may still have access to the university's resources, including:

Library

Use the libraries at all four campuses, with a special rate for borrowing rights. Special membership costs only £60 per annum plus VAT, and allows you to use the reference stock and enquiry service, borrow items and renew by phone or on the web.

University Fitness Centre

The Fitness Centre on the Penrhyn Road campus has recently undergone a major refurbishment including new cutting edge equipment throughout with integrated TV screens on all cardiovascular equipment. The Fitness Centre also runs a wide range of aerobics, dance and wellbeing classes.

More for you

Graduation is not the end of your association with Kingston. As well as the above benefits, Kingston also produces a magazine which is sent to all Kingston graduates twice a year. If you prefer email you can receive updates from Kingston every 2 months, packed with news, events and job opportunities just for you. We also negotiate special deals with nationwide companies so that you can continue to benefit from your time at Kingston. Check out the Special Offers and Shop section of the alumni website.

How do I update my details?

There are currently 4 methods:

1. You can register online www.kingston.ac.uk/alumni
2. You can call us on 020 8417 3299
3. You can email us at alumni@kingston.ac.uk
4. You can write to us at the Development Office, Kingston University, River House, 53-57 High Street, Kingston upon Thames, KT1 1LQ

**And
finally.....**

**good bye
good luck
and do keep
in touch!**

Created, written and compiled by

Michelle Morgan

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Disclaimer

The information in this handbook is correct at the time of going to print. Every effort has been made to ensure the contents and statements are fair and accurate but the Faculty cannot accept responsibility omissions, errors or subsequent changes that may occur.