

WHAT NEXT?

Preparing to leave university



A guide for postgraduates

Faculty of Engineering

Kingston University

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1 A farewell message

Well done and congratulations on completing your postgraduate qualification.

You have come through an amazing journey. Adapting to life post study can be both exciting and challenging. At Kingston, we are here to help you with that transition and journey.

This handbook is designed to give you practical advice and support to assist your transition from University to the work place or further study.

Undertaking postgraduate study has equipped you with an amazing array of skills such as being able to deal with complex issues, demonstrating self direction and problem solving, developing skills to a high level and being able to work independently. These are all desirable skills for employers.

Good luck in your career or future studies and I hope this handbook assists you in the next stage of your journey.

Dr Peter Mason, Dean of Engineering
June 2010

2 What next?

What to do next?

Further study- Doctoral study

Planning a gap year



Further Study-

Doctoral study



Doctoral study is a major commitment so it is important to really think about why you want to undertake this option. The following advice comes from The National Postgraduate Committee (NPC).

The reasons for undertaking a research postgraduate degree are diverse and usually driven by personal needs and desires. These include expanding knowledge of a specific subject, improving career progression, increasing the chances of getting a graduate job, a love of the subject and to enable lifestyle changes by raising salary

Questions to consider

There are a number of questions to consider if you are thinking of undertaking a postgraduate research degree such as reason for studying, motivation, when to study alongside the costs and benefits.

Money:

There is a financial commitment to studying a research degree, particularly if you are considering part-time study. A Local Education Authority will not fund postgraduate study and you would need to consider how finances impact on your decision to study a postgraduate research degree. Look at the financial guide for ideas on where to seek financial support.

Motivation:

This is especially important as the reality of a research degree is very different to an undergraduate degree. You need to consider whether you will enjoy the research techniques you will use.

Drawbacks

While there are considerable benefits from skills development to increased employability there are also drawbacks such as delaying employment and the financial cost and associated living costs of undertaking a postgraduate research degree.

Employment costs

While pursuing a research postgraduate degree to gain an employment advantage you are also delaying your entry into the job market.

Financial Costs

The cost of a research degree needs to be considered as a key factor in choosing to undertake a postgraduate research degree. Postgraduate research degrees can cost significant amounts. There are also associated living costs and research specific costs such as travel to conferences, and training costs.

Summary

So if you are thinking of doing a doctorate questions to consider are:

- **Academic background** - ask your current / prospective supervisor

- **Cost** - Financial support, self-funded or employer, funder funded

- **Motivation** - Be clear why you want to do a postgraduate research degree. Increased employment opportunities, necessary for job, interest in subject discipline.

- **Time** - After your first or masters degree, after working, part-time.

Source:<http://www.npc.org.uk/whatiswherecanifindhowdoi/postgraduatecoursesandcareers/whydoapostgraduatedegree>

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

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

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

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

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

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.

NUS

<http://www.nus.org.uk/cy/Student-Life/Student-Travel-Advice/Planning-a-Gap-Year/>

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

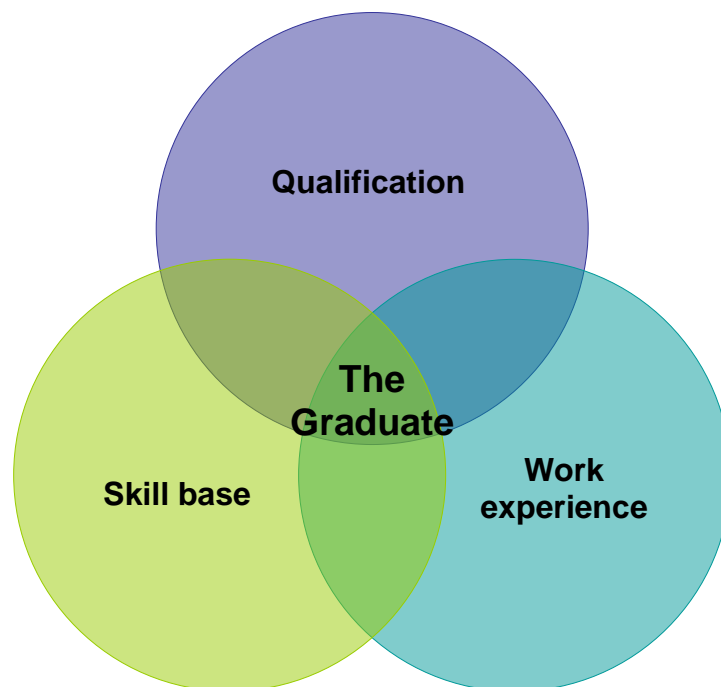


Employer's perspectives

As a postgraduate, you will have a range of skills that employers are looking for in a graduate but they will not just look at your qualification. You may be competing against a number of graduates who are as highly qualified as you for each job so it is important that you show to employers what skills and experience you possess.



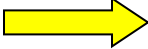
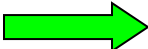

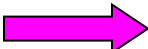
Employers are looking for more than just graduates who have a good qualification. They are looking for a graduates who posses work experience and an ability to effectively demonstrate their skills.

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. You will have gained a lot of experience through your postgraduate qualification.

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 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 even as a postgraduate

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. You are able to access Kingston Universities Graduate 2 Business service (g2b) a support initiative designed to help graduates living in Kingston by providing practical skills and employment advice.

You are able to use the g2b service if you:

- Live in Kingston or surrounding local areas
- Have a degree or level 4FE qualification (from any University)
- Are unemployed, in temporary employment or at risk of unemployment

In addition the Engineering Faculty has an Employability Coordinator, Catherine Sercombe, who you can contact to help you with any careers related queries you may have. G2b and Catherine can be contacted in the following ways:

.....
: g2b@kingston.ac.uk :
: 020 8417 7445 :
: or :
: c.sercombe@kingston.ac.uk :
: 020 8417 6208 :
.....

The Careers and Employability service at Cooper House 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 Cooper House are:

Monday – Friday 10.00 – 16.30.

In addition, graduate2business, a FREE service available to unemployed graduates is available for you to use. Funded by HEFCE (The Higher Education Funding Council) and various local partners, including Kingston University, Kingston Council, Kingston College & The Kingston Chamber of Commerce; g2b offers employment support and advice.

It's free so use it!

A Knowledge Transfer Partnership (KTP) is a three-way project between a graduate, an organisation and a university.

KTP can help you enhance your career prospects by providing you with an opportunity to manage a challenging project central to an organisation's strategic development and long-term growth, whilst being supported by a dedicated academic supervisor.

If you want to apply your degree, start a 'real' job and have access to a generous training allowance to gain a further professional qualification, then go to www.ktponline.org.uk/graduates

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 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**
- **Technical skills**
- **Membership of professional bodies**
- **Interests**
- **Referees**

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.

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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. If you are applying for an technical role you should give details of the engineering software packages you can use and the context you have used them in.

- 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** no more than **two pages** long.
- 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 should **not** include a **photograph**.

Check this website out for more advice on CV writing.

http://www.kingston.ac.uk/careers/graduates/graduates_howto_cv.html

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.
 - 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 surgery	http://jobsadvice.guardian.co.uk/cvsurgery
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.goinglobal.com

Engineering specific sources of information

Below are a number of useful specific websites for Engineering students.

Automotive Engineering



Auto Industry is maintained by the Automotive Unit of the Government Department of Business, Enterprise and Regulatory Reform. It includes a list of automotive companies and their contact details.

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

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

<http://www.autosport.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/>

The Motor Sport 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>

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

Civil Engineering and Construction



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

New Civil Engineer

They publish two important databases called Consultants file and Contractors file. They are very useful databases containing information on vacancies and contact detail.

www.nce.co.uk

Manufacturing, Mechanical, Mechatronics (3Ms) and Engineering Management

This web site is dedicated to finding job vacancies in a wide range of industries, including Manufacturing, Utilities, IT, Management, Energy and Telecommunications

www.totaljobs.com/

This web site provides a wide selection of UK jobs suitable for PG graduates, including Consultancy, Engineering, IT & Telecoms, Manufacturing etc.

www.Jobs.Guardian.co.uk

This is a dedicated web site specially designed for job search in Manufacturing, Project Management, Quality Engineer and, Production Management.

www.themanufacturingjob.com

This is one of the biggest UK job site, which has a dedicated section for manufacturing job vacancies, including Factory Management, Maintenance Management, Operation Management, Production Management, Quality Control, Waste Management etc. www.reed.co.uk/manufacturing

This web site covers all the technical & management jobs in the manufacturing and other engineering. Examples include Engineering Design, Maintenance Engineer, Production Engineer, Quality Assurance, Service Engineer, Project Manager, Systems Engineer. www.jimfinder.com

GlobalSpec is a dedicated Engineering Search which covers a wide engineering discipline. It covers Industrial Automation, Industrial and Engineering Software,

Manufacturing and Process Equipment, Materials Handling and Packaging, Materials, Mechatronics motion and control, Test and Measurement Equipment. What particularly useful to PG graduates is that it has a news bulletin which can be subscribed by individuals if they want the latest engineering news and events emailed to them. www.globalspec.com/

Other job sites include:

www.engineersjobs.co.uk

www.gradcracker.co.uk

www.insidecareers.co.uk

www.jobsearch.co.uk

www.tensor-manpower.com

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

<https://recruitment.kingston.ac.uk/>

EC UK

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

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

Professional bodies and associations



Professional bodies play an important role in the lives of Engineering graduates. For further information look at the sites below.

British Engineering Manufacturers' Association - A UK established trade association to support manufacturing industry <http://www.bema.co.uk>

Engineering Council UK- Regulates the engineering sector
<http://www.engc.org.uk/>

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

Institution of Engineering Designers www.ied.org.uk

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

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

Institution of Structural Engineers www.istructe.org.uk

Royal Aeronautical Society www.aerosociety.com

A UK based organisation dedicated to advancing the science of project management and the professional development of project www.Apm.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. The most common category is Tier 1 Post-Study Work Scheme.

Categories

UKBA PROPOSED CHANGES TO THE IMMIGRATION RULES TO THE POST-STUDY WORK SCHEME

As part of the Government's plans to reduce net migration to the UK a proposal to either close or restrict the Post-Study Work Scheme (PSW) was included in a consultation document published on 7 December 2010. The deadline for responses is 31 January 2011. It is unknown as to what the outcome will be but there have been strong recommendations that whatever changes are implemented to the PSW scheme that transitional arrangements are put in place for students currently studying in the UK.

For more information on the consultation document please click on the link below:

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/consultations/students/>

The International Student Advisory Centre will put any news regarding any changes to PSW as it is published on the Kingston University website and on StudentSpace/InternationalStudents/WorkingintheUK/Afteryourstudies.

1) Tier 1 Post Study Work (PSW) – Under the current immigration rules

Note: this scheme replaced the International Graduates Scheme (IGS) and the Fresh Talent: Working in Scotland Scheme (FT:WISS) on 30 June 2008. The IGS replaced the Science and Engineering Graduates Scheme (SEGS) on 1 May 2007.

This scheme enables non-EEA students who have successfully completed their UK bachelor's or postgraduate degree, a Postgraduate Certificate in Education (PGCE), or a Professional Graduate Diploma in Education (PGDE) to work in the UK for up to two years to take employment, or to be self-employed or set up in business. If you want to remain in the UK beyond this time, you can switch into an appropriate immigration category to pursue your career, provided you meet the relevant requirements.

If you have completed your course and obtained the relevant qualification, we strongly advise applying for the PSW Scheme before you travel out of the UK. If you travel home before doing so, you will need to apply for entry clearance again to return to the UK, even if you have leave remaining on your student visa. Please note that if you are applying from within the UK, you will need to have had at least £800 in your bank account for a consecutive 90 day period before the date of your application to qualify for the Post Study Work Scheme. If you are applying from outside the UK, you need to have at least £2,800. For more information on Tier 1 Post-Study Work and to download the application form and guidance please follow the link below:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/applying/initial/>

To help you prepare your Post-Study Work (PSW) application please visit StudentSpace/International Students/Working in the UK/after your studies. There is a link to the application form and guidance and also a pdf guide to help you complete the PSW application form. There is also information about the maintenance requirements and how and when to request your PSW letter from the Faculty/student office. If you no longer have access to StudentSpace please

email isac@kingston.ac.uk and we will send you a link to the pdf guide. Once you have completed your application form and gathered your supporting documents the International Student Advisory Centre (ISAC) can offer a 15 minute appointment to look at Section 3 of the application form, your PSW letter and your bank statements only. Please ring 0208 417 3645 to make an appointment when you have all the required documents.

Guidance is also available on UKCISA's "Working in the UK after your studies" website and the Government "Working in the UK" site which includes information about the work schemes mentioned above. The URL links can be found below.

http://www.ukcisa.org.uk/student/working_after.php

http://www.ukcisa.org.uk/files/pdf/info_sheets/working_after_studies_print.pdf

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

If after reading the information above you still have questions please phone the International Student Advisory Centre (ISAC) on 020 8417 3645 or email isac@kingston.ac.uk

2) Tier 1 General (Highly Skilled Workers, Investors and Entrepreneurs)

CHANGES MADE TO THE CURRENT IMMIGRATION RULES FOR TIER 1 (GENERAL)

Please note: On 23 December 2010 the UKBA stopped accepting applications from overseas for Tier 1 (General). Tier 1 (General) overseas will not reopen for applications.

Tier 1 (General) in the UK will remain open until 5 April 2011. There will be transitional arrangements beyond 6 April 2011 for some applicants who are already in the UK. Details will be announced by the UKBA in due course.

Please click on the following link for further information on these changes:

<http://www.ukba.homeoffice.gov.uk/sitecontent/newsarticles/2010/dec/61-t1g-closure-overseas>

This scheme is for those with degrees, work experience and prior earnings at a certain level. It replaces the Highly Skilled Migrants Programme (HSMP). For more information about Tier 1 (General) please click on the link below:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/>

For a Tier 1 (General) application form and guidance notes please click on the link below:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/general/applying>

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.litrq.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 Engineering's Graduation Ceremony will take place at the Rose Theatre in Kingston Upon Thames. For further information go to 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 student can initially buy two guest tickets. We will be in contact with you closer to the time of the ceremony if there is opportunity to buy additional tickets.

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 will be on our website nearer the time.

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 let the Faculty know on your booking form 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?

Make sure that you leave time to park and walk to the Rose Theatre which is next to Wagamama's Restaurant and opposite the Police Station.

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 at your graduation.





Contact Details

International Student Advisory Centre

Swan House, River House
ISAC@kingston.ac.uk
0208 417 3645

Careers Service

Cooper House
careers@kingston.ac.uk
020 8417 3523

Student Advice and Representation Centre (ARC)

For Academic Appeals
Struan Campbell
Struan.Campbell@kingston.ac.uk

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 Engineering

International Liaison Officer

Katie Barnes
K.Barnes@kingston.ac.uk
020 8417 4838

Student Office

G Floor Hawker Wing,RV
/2nd Floor Town House PR
engadmin@kingston.ac.uk
Tel:020 8417 7901
Fax:020 8417 7810

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!

Written and compiled by

Shell 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.