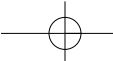
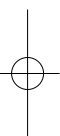
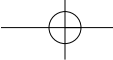


Kingston University London

DON'T PANIC!
READ THIS FIRST.
KEEP THIS DOCUMENT SAFE!
DON'T LEAVE HOME WITHOUT IT!

September 2010/11
Engineering Welcome &
Orientation Handbook





Welcome to Engineering at Kingston University

I welcome you most warmly to the Faculty of Engineering at Kingston University (KU).

Congratulations for making it here and I hope that you will have an enjoyable and enriching experience as a student whilst at KU.

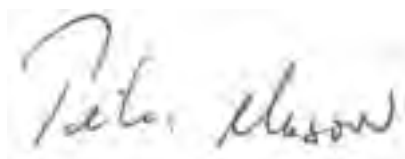
We are committed to providing stimulating and challenging degree programmes and aim to give you a forward-looking education.

You are joining a thriving diverse community with all sorts of backgrounds, interests and ambitions. Kingston University is committed to educating a diverse mix of people who reflect communities in the United Kingdom and Worldwide. Diversity is about inclusion of students from all cultures, beliefs and differing abilities and valuing those differences. You will find that the friendly and diverse nature of campus life is shared by the community at large.

At Kingston University, we have a wide range of services devoted to supporting your studies. As an Engineering student, you will have access to two well supported libraries, computing facilities, welfare and advice services. The Students' Union offer many services including an advice bureau to assist students with all their needs.

This Welcome and Orientation Handbook is designed to help you settle in as soon as possible by providing you with a range of important and interesting information so do make sure you not only read this document but you keep it safe and bring it with you when you start here.

Good luck and see you in September.



Dean of Engineering

Kingston University
Faculty of Engineering
Friars Avenue
Roehampton Vale
London SW15 3DW
UK

T: +44 (0)20 8417 4901 (student office)
E: engadmin@kingston.ac.uk

T: +44 (0)20 8417 4844 (admissions)
E: eng@kingston.ac.uk

www.kingston.ac.uk/engineering/induction

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How do I get to the University?

If you are coming from abroad, look at the pre-arrival information sent to you by the Student Advisory Centre which tells you about a special service to the University available to you. All students going to halls of residence should have already been sent detailed information on how to get to their allocated accommodation by either train or car. For many of you, your first activity as an Engineering student will be to register at Penrhyn Road campus on Sunday 19 September.

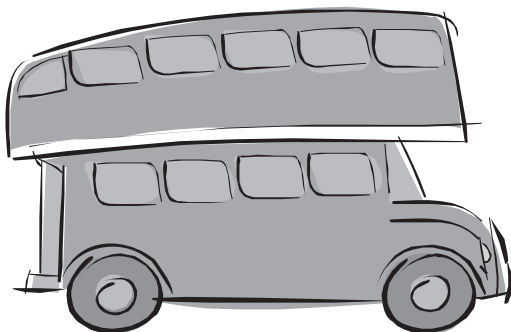
How to get to Penrhyn Road campus?

By train

If you are coming by train from somewhere in the UK, take the train from Waterloo to Surbiton. Exit the railway station to the left. You will enter the main high street. Cross the mini roundabout to Lloyds Bank in Claremont Road. The bus stops are in front of Waitrose. The following buses are routed via Penrhyn Road: 71, 281, 406, 465, 479, K2, K3. You can ask the driver to tell you when you arrive at the right stop.

By bus

From London, Kingston is served by buses from Streatham (57), Ealing (65), Chessington (71), Putney Bridge (85), Roehampton and Esher (K3), Heathrow (111 and 285), Sutton (213) and Staines (216). There are a large number of buses serving the Kingston area. For further information on the routes you can either go to the Cattle Market Bus station (Kingston main terminal) or call London Transport on +44 (0)843 222 1234. Alternatively visit www.tfl.gov.uk



By car

From the North – M1 to junction 6a (M25)

Stay on the M25 to junction 13 (A30). Take the A30 to the A308. When you get to the Hampton Court roundabout turn right and follow signs to Guildford A3, A309. This route avoids the one way system. Stay on the A309 until the Scilly Isles roundabout where you will take the first turn on the left onto the A307 to Kingston (Portsmouth Road, High Street). The river appears on the left. At the mini roundabout, turn right onto the Kingston Hall Road. Continue onto College roundabout where you will turn right and follow signs for University Penrhyn Road.

From the South

Take the M25 to junction 9 and pick up the A243. Continue on the A243 and follow signs for the A3. At the Hook roundabout go straight over onto Hook Road. At the next round about go straight over onto the Upper Brighton Road. At the T-junction, turn right onto the Portsmouth Road. The river will be on your left. At the mini roundabout, turn right onto the Kingston Hall Road. Continue onto College roundabout where you will turn right and follow signs for University Penrhyn Road.

From London

Take the A3 from London to Tolworth roundabout. Take the 3rd exit signposted A240. Continue on this road for about 2 miles. You will pass the Penrhyn Road campus.



What to do when you get to Kingston?

Maps directing you to the different halls of residence and university campus can be found at the back of this book. At every halls of residence and campus, Freshers' Angels will be on hand to answer all your questions.

If you are confused, lost or unclear about something, don't hesitate to ask them. Don't worry about how simple or silly a question may sound. They are students and know how daunting it can be coming to university. They will be around from Thursday 16 September until Friday 24 September.

If you are arriving over the weekend because you are moving into university accommodation, read your accommodation information which you will have been sent. It will explain what you need to do pre- and post-arrival (see page 7).

If you have access to a car on day of arrival you may wish to visit your local supermarket.

Details of the nearest supermarkets are on page 36.

Useful telephone numbers

National Rail Enquiries
T: 08457 48 49 50
www.nationalrail.co.uk

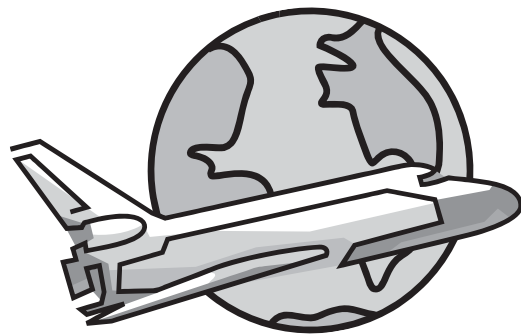
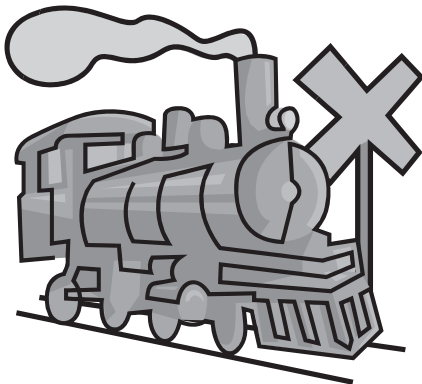
National Rail Enquiries from overseas
T: +44 (0)20 7278 5240
(Note that international rates apply)

Gatwick Airport Enquiries
T: +44 (0)844 335 1802
www.gatwickairport.com

Heathrow Airport Enquiries
T: +44 (0)844 335 1801
www.heathrowairport.com

National Express Coaches
T: +44 (0)8717 8181 78
www.nationalexpress.com

Transport for London
T: +44 (0)843 222 1234
www.tfl.gov.uk



How do I enrol and register?

What is a Faculty?

There are 7 Faculties at Kingston University of which Engineering is one. Engineering is spread out over 2 campus, Penrhyn Road and Roehampton Vale. Maps for these 2 campus can be found at the back of this book.

Why do I need to enrol with the University?

Enrolment is a process of registration with the University. You must enrol formally and fully to become a student. Enrolment allows you to gain access to University services, library (LRC), computing, sports and Students' Union (KUSU) membership and associated benefits such as your NUS extra discount card and reduced travel cards. Once you have arrived and completed your enrolment, any loan for which you have applied for from the Student Loan Company will be transferred into your bank account in two to three working days, provided you have received an SLC payment notification schedule.

How do I enrol with the University?

If you have met all the conditions of your offer, you will receive a pre-enrolment guide. If you have fulfilled your conditions and have not received your pre-enrolment guide by the end of August, you must contact Applicant Services on +44 (0)844 855 2177 as it contains important information about what you need to do before enrolment, at enrolment and after enrolment. Please make sure you read it carefully and fully.

Updating personal details and enrolling in person

You are required to use the University's online system to update your personal details such as term-time address, emergency contact details and whether or not you have any disabilities. If you have already done this at home before arriving at the University, it will speed up your in person enrolment. Don't forget to bring all the relevant documentation you need to FULLY REGISTER. The documentation you need to bring is in the pre-enrolment guide you should have received. If you cannot find this, visit the website at www.kingston.ac.uk/enrol If you don't bring all the necessary documentation, you may not be able to fully register which could prevent you having access to certain facilities and services.

As an Engineering student, you are required

to enrol in person on Sunday 19 September by surname following the table below:

Start Time	Surnames
1:00 pm	A – D
2:00 pm	E – L
3:00 pm	M – R
4:00 pm	S – Z

Please ensure you turn up at the relevant times to avoid delays. Enrolment finishes promptly at 4.00pm.

Enrolment will take place in the main hall on the Penrhyn Road campus (see the campus map at the back of this book). Depending on what time you arrive, there may be a queue of students waiting to register. Sometimes, the queue can extend outside so ensure that you bring warm and wet weather clothing on the day if it is cold or raining.

As part of your enrolment, you are required to check the course you have applied to undertake on the documentation. It is crucial that your course choice is correct as your personal timetable and personal tutorial group cannot be confirmed until this has been done. For further information on what course you should be undertaking, refer to your offer letter and the 'Orientation with the Faculty of Engineering' section on page 8 in this document.

If there is any confusion about your course code and title, talk to a member of Engineering staff on Sunday 19 September 2010 in the Picton Room at the Penrhyn Road campus. Or alternatively, you can contact the relevant academic listed below after 8 September.

Professor Mukesh Limbachiya
Civil Engineering and Construction
E: m.limbachiya@kingston.ac.uk

Dr Peter Barrington
Aerospace, Astronautics, Aviation
E: p.barrington@kingston.ac.uk

Professor Andrew Ordys
Mechanical, Motorcylce, Motorsport, HND
E: a.ordys@kingston.ac.uk

What if I am unable to update my details?

If you haven't updated your personal details online, you will be given the opportunity to do this during the in-person enrolment process.

Late registration

You should make every effort to attend your allocated enrolment session. If you are unable to do this because of special circumstances, please let the Student Support Officer in the Faculty of Engineering know as soon as possible. Her name is Catherine Cole and she is contactable via email (c.cole@kingston.ac.uk). Arrangements will be made for you to complete your enrolment at a later time. Please note though that this will affect your orientation programme.

Health Centre Registration and Advice

If you live in the Kingston area, you will be given the opportunity to register with the Fairhill Medical Centre based at Penrhyn Road in the Health Centre. **Engineering students can either do this at Enrolment on Sunday 19 September or you can visit the Health Centre between 9am and 5pm Monday to Friday.** It is advisable that all students should check whether they have had one Meningitis C and two doses of MMR (Measles, Mumps and Rubella) vaccinations before coming to University. If you cannot remember or find a record of it, then you can arrange with the Health Centre or your own GP to have the vaccinations.

Swine flu

If you have come from an affected area and are displaying flu-like symptoms, call the University Health Centre (020 8417 4901), or NHS Direct on 0845 4647. You should take measures to avoid spreading it to others. If you are unable to attend your orientation programme as a result, email Catherine Cole on c.cole@kingston.ac.uk

International Student Advice

As an international student you should have received pre arrival information from the International Student Advisory Centre. All the information you need to support your arrival at Kingston University is available on the internet at www.kingston.ac.uk/international If you do not have access to the internet you need to contact Applicant Services on aps@kingston.ac.uk who will send you a copy of the Pre Arrival Booklet. You are strongly advised to attend the Orientation Programme which starts on 16 September, details of this

can be found in the Pre Arrival Information on the website above or booklet.

The International Orientation Programme is designed to give you the opportunity to become familiar with your new surroundings, find out about Kingston University and make friends.

All Engineering international students are expected to attend enrolment on Sunday 19 September (see page 6) and start their orientation programme at Roehampton Vale on Monday 20 September (see page 8).

*Date right at time of print.

Accommodation

What do I do if I want to live in Halls of Residence?

We send out offers of accommodation to eligible students, who have applied for halls of residence, once course offers have been made unconditional firm. This is usually after your A-level results or confirmation of other qualifications. If you have been allocated a room, you will also receive an information pack letting you know when you can move in. Please make sure that you read all of the information and return the necessary forms within ten days. **Failure to do so could result in your offer being withdrawn.**

What if I am not eligible for Halls of Residence but would like to live independently?

Accommodation Services publish a daily vacancy list which is updated on a daily basis. It can be viewed at reception in Cooper House (see maps at the back of this book). They also manage a Student-to-Student noticeboard over the summer period. Both services can be requested from www.kingston.ac.uk/househunting. It is important that you organise your accommodation before arrival. It will take a lot of stress out of the first 2 weeks of your life as a student if you do so. If you have any queries or questions about your accommodation, contact Accommodation Services on +44 (0)20 8417 3829 or email accommodation@kingston.ac.uk

Car parking for students in Halls of Residence

There are car parks scattered across the different campuses but daily demand in term time exceeds the supply of spaces. There is very limited parking at Kingston Hill. Students in halls of residence must apply for a permit at each hall

8

site from the Halls Manager. There is NO STUDENT parking at the Penrhyn Road, Knights Park or Roehampton Vale campuses. If you need to visit these campuses, use the FREE inter-site bus service. All campuses provide parking spaces for students who are a disability badge holder. If you require a disabled parking permit, you should apply to the Disability Support Service (DSS), preferably before the start of the academic year. Application forms are available from the DSS and main receptions at each campus. Car park passes must be clearly displayed at all times.

Car parking for students not living in Halls of Residence

Please consider using public transport or cycling to campus if possible, particularly if you will be living in the centre of Kingston, from where there are regular bus and train services and a cycle track. If you want to bring a bicycle, the University has installed secure bicycle racks and bicycle sheds at the campus and halls of residence sites. There is no student parking at Roehampton Vale campus.



Orientation with the Faculty of Engineering

On Monday 20 September, you will start your orientation programme in the Faculty of Engineering. The programme has been designed to help settle you into your studies as soon as possible. You are expected to attend all of the activities on your orientation timetable. You will be kept busy throughout the week but it will be fun! It is crucial that you have registered on the correct course on Sunday 19 September. There are descriptions of the different type of degrees available and a grid for you to check your course on page 11 and 12. If you think the course you are on is incorrect, **DON'T PANIC**. You will have further opportunities to talk to Engineering staff on Monday 20.

You are a student in the Faculty of Engineering but you will broadly belong to one of 3 schools'. These are:

School of Aerospace, Astronautics and Aviation
School of Civil Engineering and Construction
School of Mechanical, Motorcycle and Motorsport

You will undertake a number of important and fun activities within these schools. You will be able to mix and make friends with fellow students. You will find an outline of the typical induction programme on page 14.

Arrival on Monday 20 September at Roehampton Vale campus

International students (Overseas and EU)

You are an international student if you normally reside within the EU (excluding UK) or outside EU. If you are an international student, you are required to attend an induction briefing at Roehampton Vale campus at 9.30am. Be sure to arrive by 9.25am. A map and directions to the campus can be found at the back of this book. If arriving by public transport or the inter-site bus, ensure you leave plenty of time to get to the Roehampton Vale campus.

United Kingdom Students (UK)

If you are a UK student, you need to arrive at the Roehampton Vale campus at 10.45am (see the map at the back of this book and the inter-site bus details on page 34). This will give you time to find the room where you will have your first session. If arriving by public transport or the inter-site bus, ensure you leave plenty of time to get to the Roehampton Vale campus.

There will be clear signage and student helpers on hand to help you find the right room **so don't panic**.

Your first session will be with students from across the Faculty. You will need to go to room 18LT. Student helpers will be able to assist you.

You will be given important information throughout the day. Bring paper and a pen or pencil with you. We will provide you with a folder for you to put the various pieces of information you will be given in it.

If you don't, ask a student helper or member of staff, they're there to help you!



Checklist of items required for enrolment

9

Before enrolment

If you are eligible for Financial Support, make sure you have contacted your funding authority to apply for a Tuition Fee Loan, Maintenance Loan and any other support that you may be eligible for, eg Maintenance Grant. Entitlement to Kingston University Bursary is also assessed through this process. Please ensure that you have completed the Loan request page of the application form.

☐

If you are a postgraduate student, complete the Direct Debit Instruction (enclosed) if this is how you will be paying your tuition fees.

☐

All undergraduate and postgraduate students with a fee status of Overseas and Island should arrange payment in cleared funds of 50% of their tuition fees in order to enrol.

☐

Arrange payment of your tuition fee deposit (if applicable). Your faculty will have notified you if a deposit is required.

☐

Arrange payment of your accommodation fee deposit (if you will be living in University halls of residence accommodation).

☐

If a sponsor is paying your fees, send any sponsor letters or purchase orders from sponsors to Credit Control prior to enrolment if possible.

☐

At Enrolment...

... make sure you bring:

Your confirmation of place letter (at the front of this pack).

☐

Your ES1 Completion Form confirming that you have completed enrolment stage 1 of your enrolment online.

☐

Passport and visa (international students), CitizenCard, photographic driving licence, EU national identity card or other formal original documents (home/EU students) as proof of your identity.

☐

Completed Direct Debit or Bank Details (if applicable) or arrangements for other method of payment.

☐

Undergraduate students – confirmation of your Tuition Fee Loan (if applicable).

☐

Overseas or Island students - payment in cleared funds or evidence (if possible) of prior payment of 50% of your tuition fees.

☐

Sponsored students - a copy of sponsor letter or sponsor's purchase order.

☐

A pen!

☐

A hairbrush, mirror and other essentials. During enrolment you may be photographed for your student ID card so you will want to look your best!

☐

After Enrolment

If you will be studying and living in Kingston, you can register with a doctor at the Fairhill Medical Practice at the Penrhyn Road health centre. Please bring your medical card and completed health questionnaire, included in this pack.

☐

If you are a full-time student, you can apply for a council tax exemption certificate from the information points in any LRCs at Kingston Hill and Penrhyn Road, once the main enrolments have been completed.

☐

Visit the Student Funding team at Cooper House for information on financial support and entitlement to benefits, and advice on budgeting and money management.

☐

If you are a full-time student, you can apply for discounted travel on the Transport for London network. Links are available on StudentSpace once you have enrolled.

☐

If you will be studying at our Kingston Hill campus, you can apply for a car parking permit from Kingston Hill reception.

☐

Visit the Freshers' Fayre on September 23 and 24 in the KUSU marquee at the Penrhyn Road campus.

☐

Log on to StudentSpace – the best source of information about what's happening in and around Kingston and the University.

☐

Which Degree?

You can choose from different types of courses to match your aspirations and present skill base. You may find that you now have more entry qualifications than originally expected allowing you to undertake a different type of degree or that you want to undertake a more practical rather than theoretical degree. Below explains the differences between the degrees we offer in Engineering at Kingston University. Registering on the correct degree is important because it may affect your timetable and the documentation you receive.

Students doing an IEng degree largely have a common first year. This means that if you decide that you don't enjoy Civil Engineering but feel Aerospace suits you better then transferring later in the year should not be a problem. The same applies to degrees which are CEng degrees. However, you cannot transfer from a IEng degree to a CEng degree unless your entry qualifications permit it. To understand the differences between the different types of degrees, look at the definitions below in the section titled 'What are the difference between the different types of degrees'.

After you have read these, look at the table on page 12 and check whether the title of your degree matches the type of degree you were expecting to undertake (eg Sandwich, IEng / CEng) and whether you have the right entry qualifications.

What are the differences between the different types of degrees?

Higher National Diploma (HND)

The typical entry qualifications points are 80 and this is a good course for someone who prefers the support of a College and not university. This is taught at Kingston College and designed to provide a general understanding of engineering principles. It enables students to specialise in either aerospace, mechanical, motorcycle or motorsport engineering. Successful completion gives direct entry to year 3 of the IEng degrees.

Foundation Degree

This degree is an industry based, vocational qualification designed for people who want to get a practical start in the engineering industry. Typical entry is normally determined by an interview. Each foundation degree has been carefully designed in consultation with industry. It is a full-time 2 year course.

Engineering Foundation Course (Year 0)

This is a one year full-time preparatory period of study before starting a BEng(Hons) engineering degree. Typical entry requirements are 120 points.

IEng Degrees

These incorporated degrees are for students who typically have entry points of 160. The IEng degree will give students a good grounding in engineering principles but they will also study the practical aspects of engineering. Incorporated engineers offer applied expertise based on today's technology and its application.

CEng Degrees

Students undertaking a CEng degree will not only get a broad appreciation of engineering as a whole but they will focus primarily on the more analytical aspects of design, construction and manufacture. Students can either undertake a 3 year (BEng) or 4 year degree (MEng). Chartered engineers focus on tomorrow's technology and systems and are often more theoretical and mathematically orientated.

Sandwich Degrees

If you want to undertake a placement, then you need to add an extra year to the length of your degree. For example, BEng degree which is 3 years long becomes a 4 year sandwich degree. The final decision whether you want to take a sandwich degree or not can be made at the end of the first year.

Course Entry Information

Title of Course SW = Sandwich	UCAS Code	University Code	Degree Route Points	Typical Entry Requirements	Professional Status
Aerospace Engineering Foundation	H408	GAAEN	Foundation	120	None
Civil Engineering Foundation	H208	GACEN	Foundation	120	None
Engineering HND	011H	GBENG	HND	80	None
Mechanical Engineering Foundation	H308	GAMEN	Foundation	120	None
BSc Aerospace Engineering	H400	GFAED	IEng	160	Accredited
BSc Aerospace Engineering SW	H401	GWAED	IEng	160	Accredited
BSc Automotive Engineering	H330	GFAUD	IEng	160	Accredited
BSc Automotive Engineering SW	H331	GWAUD	IEng	160	Accredited
BEng Civil Engineering	H200	GFCEE	CEng	240	Accredited
BEng Civil Engineering SW	H201	GWCEE	CEng	240	Accredited
BSc Mechanical Engineering	H302	GFMED	IEng	160	Accredited
BSc Mechanical Engineering SW	H305	GWMED	IEng	160	Accredited
BSc Motorcycle Engineering	H345	GFMTD	IEng	160	Accredited
BSc Motorcycle Engineering SW	H346	GWMTD	IEng	160	Accredited
BSc Motorsport Engineering	H337	GFMOT	IEng	160	Accreditation pending
BSc Motorsport Engineering SW	H338	GWMOT	IEng	160	Accredited
BSc Civil Engineering	H202	GFCEB	IEng	160	Accredited
BSc Civil Engineering SW	H205	GWCEB	IEng	160	Accredited
BSc Construction Engineering Final year top up	–	GFBECE	–	Foundation	Partial accredited
BSc Construction Management	K251	GFBCM	IEng/MCIOB	160	Accredited
BSc Construction Management SW	K252	GWBCM	IEng/MCIOB	160	Accredited
BSc Product Design (FADA)*	HW12	K84		240	
BEng Mechanical Engineering	H300	GFMECE	CEng	240	Accredited
BEng Mechanical Engineering SW	H301	GWMECE	CEng	240	Accredited
BEng Aerospace Engineering	H421	GFAEE	CEng	240	Accredited
BEng Aerospace Engineering SW	H422	GWAECE	CEng	240	Accredited
BEng Aerospace, Engineering, Astronautics and Space Technology	H430	GFAEA	CEng	240	Accredited
BEng Aerospace, Engineering, Astronautics and Space Technology SW	H427	GWAEA	CEng	240	Accredited
MEng Aerospace Engineering	H425	GUAECE	CEng	300	Accredited
MEng Aerospace Engineering SW	H426	GYAECE	CEng	300	Accredited
MEng Aerospace, Engineering, Astronautics and Space Technology	H428	GUAEA	CEng	300	Accredited
MEng Aerospace, Engineering, Astronautics and Space Technology	H429	GYAEA	CEng	300	Accredited

**You must attend all enrolment and orientation sessions in the Faculty of Art and Design (FADA)*

What is Freshers' Week about?

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Freshers' Week is the nickname for the period when new undergraduates are introduced to University life and undertake a range of induction activities.

We want you to:

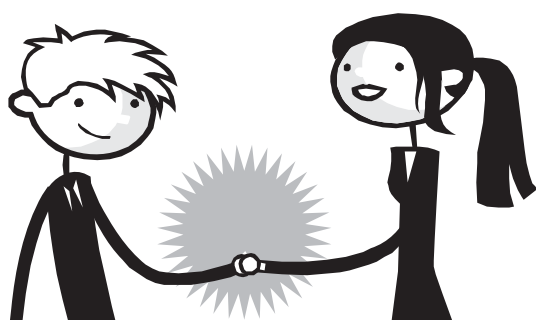
- Have the best possible first experience of the University.
- Rapidly feel at home.
- Settle into your studies as quickly as possible.

By the end of the week, you should have:

- Undertaken enrolment and registration.
- Started to feel at home in the University and in Kingston.
- Been introduced to the range of University services on campus to support and develop your learning and broader social life.
- Acquired a useful course handbook and accessed the University Student Handbook.

- Been shown how to access any other University information you need.
- Taken part in a Faculty or Field based social event.
- Started your academic work and started the process of reflecting on what you learn and on how you learn.
- Enjoyed some Students' Union social and other activities.
- Had fun!
- Started to make friends!

If you feel that these aims and objectives have not been met, talk to your Year Director, Personal Tutor, Student Support Officer, Student Induction Helper or SOMEONE!



An example of a typical orientation programme

This is a rough outline of your orientation programme. What with getting to know Kingston, settling into the University and the Faculty of Engineering, and participating in Freshers' Week, you will be busy so expect to be exhausted!

We will get you over the hurdle's of settling in. You will get your full timetable on Monday 20 September 2010.

Orientation programme

Monday of Freshers' Week 2010

- am Faculty welcome.
Introduction with the Faculty of Engineering.
- pm Course information distribution.
Academic induction.
School welcome.

Tuesday of Freshers' Week 2010

- am Computing facilities induction.
Learning Resources induction.
- pm Health and safety talk.
School lecture.

Wednesday of Freshers' Week 2010

- am Introduction to studying at university.
- pm Personal Tutor meeting.

Thursday of Freshers' Week 2010

- am Activity sessions.
- pm Freshers' Fair including Jobs Fair.

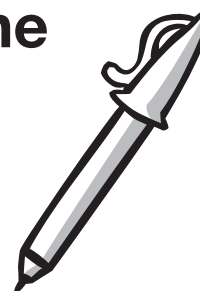
Friday of Freshers' Week 2010

- am Activities day.



Tick list of what I should have done by the end of Freshers' Week!!!

15



Tick when completed

Have I

Enrolled with the University []

Registered with my Faculty []

Have I received my

Course Handbook []

University Handbook []

Reading List []

Teaching Timetable []

Have I undertaken my

ICT Induction Session []

Library Session []

Study Skills Lectures []

Met my Pastoral Tutor []

NUS Extra Discount Card []

Just as important as the things above, have I

Started to Make Friends []

Had Fun []

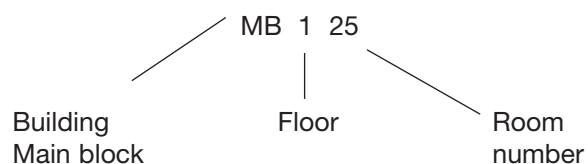
How to find your way around the different Kingston campuses

One of the most important activities you will undertake in your first couple weeks at Kingston is to orientate yourself with the campus. It is no mean feat to find your way around but you will quickly learn where everything is situated. If you can't find a building or room, don't feel embarrassed or fretful, just stop and ask someone. There will be Engineering Student Helpers in blue sweatshirts walking around the Roehampton Vale campus during the first week to help you if you don't want to stop another new student or member of staff. There will also be Freshers' Angels in yellow T-shirts on hand who will be based at all halls of residence and campus (apart from Roehampton Vale) for you to ask questions and advice.

Once you get your timetable, it is a good idea to spend some time finding out where your lecture and seminar rooms are before teaching starts. At the back of this handbook, there are maps of the campuses showing you the location and name of all of the buildings on this campus. Finger posts around campus point you in the direction of the building. The name of the building is marked on each finger. Key buildings will have a 'building badge' on them so you can easily see their names. Most buildings on each campus have multiple entrances.

When you enter a building, how do you work out the direction in which to go? Look at the room number directions which tend to be by the door openings and by stairs. This will guide you in the direction you need to go. On the whole, room numbers follow on from one another. However, always remember that there are exceptions to the rule! Generally, when you are given a room number, it should contain all the information you need to identify where the room is based. It should tell you the building, the floor and the number of the room.

Below is an example of a room number (125) in the Main Block at Penrhyn Road campus.



If you are a student with a mobility or sensory impairment, and you need further advice, ask at the main reception at each campus.

Don't forget, if you are confused or lost, just stop someone and ask for directions. Staff and students will be happy to help you.

When you are having a lecture or workshop at Roehampton Vale campus, ensure you give yourself plenty of time to get there. You don't want to be late for a lecture or workshop!



Advice on starting University

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An insider's guide for all students

You're here! Take a deep breath and accept our congratulations on getting a place at University. After all the effort you will have made to get here, we want to make it as easy as possible for you to enjoy your time and succeed in your studies. That's why we've created this short guide. Based on comments by past and current students, it will help you fit in and look confident (even if you don't feel that way at first).

Getting to know people

Unless you were the first person to arrive in your flat or corridor, it's easy to assume that all the people you see talking to each other have been friends for years. It's not true! Most new arrivals will actually be speaking with family members or friends from home. Other new students may simply be sticking with the first person they met. Either way, they'll be very happy for you to introduce yourself.

Our top confidence tricks are:

- **Do** go up to people and say hello. Even if you feel boring just asking them where they've travelled from, they'll wish they had had the confidence to make the first move.
- **Do** knock on doors and pop your head round. Some people are too intimidated to stand in the communal areas and are secretly hoping someone will rescue them!
- **Do** offer to make tea for everyone. It's the easiest way to get a large group relaxed.
- **Do** suggest a group outing – a trip to the pub or a walk round town.
- **Don't** ask everyone what they did for A-level. It doesn't lead on to other topics and they may already have been asked a hundred times.

If you'll be living at home, with a host family or in an off campus university house, it's particularly important that you screw up your courage and go along to social events even if you go alone.

But don't worry if you don't meet many people – as soon as classes start there are lots of ways to make firm friends then (see below).

And some extra tips for students living at home:

- **Do** agree some ground rules with your parents (or children if you're a mature student!). You may need to keep very different hours than you have before, if you are to get the most out of your university experience.
- **Do** invite other new students back to your place. This way your family members will feel included in your new lifestyle (and will be less protective as a result). It's also a great way to make friends, as most students will be glad of a good home-cooked meal!

Getting your bearings

Homesickness can be avoided if you make an early effort to get to know the place as well as people. There are lots of activities in the first week for you to enjoy, but if you want to become the person that everyone else comes to for information (always a good ego boost!), then try the following:

- **Do** go walk about Kingston so you can get your bearings and find out where the various shops are based.
- **Do** go to the local supermarket, rather than relying on the campus cafeterias or the local chip shop. If you get into the habit of doing a weekly shop, you'll not only save money but can also turn it into a regular social event for the people you share with.
- **Do** join some clubs or societies so you aren't totally reliant on the first friends you make in your accommodation area. If you're not a 'group' person, why not get some work in one of the campus bars or cafes instead? That way you can meet loads of other students and get paid for it!
- **Don't** be afraid to ask for help around campus. In the first week there will be lots of helpers in university sweatshirts to guide you. After that, grab anyone. (When someone asks you for directions, you'll know that you're starting to look at home!)

But if you're living at home:

- **Do** exploit your local knowledge! Whenever you meet someone new, don't hide the fact that you live at home – instead suggest that you'd be happy to show them round the local pubs or the best student shops.

Preparing for the start of term

Teaching doesn't start right away, so use Freshers' Week to get all the basics sorted out. You don't want to buy books for your first class because you didn't get round to picking up your Learning Resource Centre (LRC) pass! It can be boring filling out endless forms when you want to start enjoying social events, but it's a good idea to put aside one day where you do everything in one go.

- **Do** open a bank account, if you don't already have one.
- **Do** get your loan or make enquiries about it.
- **Do** make sure you've registered everywhere: with the doctor and dentist as well as for computer and library access.
- **Do** sort out travel passes and timetables if you are travelling into campus each day. Don't forget the free inter-site bus service.
- **Do** visit Freshers' Job Fair on Thursday 24 September at Penrhyn Road campus, if you're interested in part-time work.
- **Do** find out who your Personal Tutor is and make a visit.
- **Do** find out how to locate books in the LRC. If you get all the main books mentioned on your reading list early on, you won't have to spend money buying your own copies.
- **Do** attend your Faculty ICT Induction session. You will receive free useful software and information.

Research shows that good attendance at classes and other study-based events has a significant effect on how well students do in all areas of their life at University. So even if a lecture or social event is not compulsory do make the effort to attend.

- **Do** speak to your tutors if you are confused or feel daunted by anything they have set for you. Some students may just be pretending to understand, so set a good example by being honest! Tutors can advise on how to get specialist help with specific areas of concern such as essay-writing or grammar.
- **Do** suggest that everyone from your seminar group go out together outside classes (or maybe suggest this to the tutor, if you're too shy to say it yourself). Or just ask the most friendly looking person in the group. Too many new students rely on the friends that they make in accommodation, and forget that people in class probably share more of their interests.
- **Don't** ever assume that you are the most stupid person in the room! Some students sound very assured from day one, but they aren't always the ones who graduate with the best results. If you're struggling for something to say, why not ask questions instead? You'll learn more and will make a better contribution to the group than someone who pretends to know it all!
- **Do** pace yourself. Your early work will not contribute directly to your degree result, so consider your first essays a practice run.

And DO remember what got you here in the first place: brains and a lot of determination! In fact, you probably won't need our help at all...

Professor David Mackintosh
Deputy-Vice-Chancellor



Success at Kingston

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Tips on starting University as a mature student

Congratulations on getting a place at Kingston University! We are sure that you will enjoy your time with us and that you will successfully complete your studies here.

Most mature students have made a clear decision to study and have made sacrifices in order to take on their studies. This short guide is designed to help you make the most of your time with us. It is drawn from the experiences of many other students and provides information on how best to succeed at University.

Settling in during Freshers' Week

You will no doubt have mixed feelings about being here. Of course excitement is one of them but you probably feel apprehension too. Don't worry if you are nervous or worried about whether you have made the right decision. Many students feel that way, it is a natural reaction to a big life change; talk to others and you will soon find you are not the only one. Hopefully you have already found some of these useful and fun, you will be much more able to cope with your studies later if you have got to know the layout of the campus and how to get to different places. During your first week there will be lots of students wearing Kingston University t-shirts/sweatshirts who can guide you if you get lost... Ask them for help.

Getting to know fellow students

As a mature student, it can be quite daunting to find so many younger people studying with you. It is useful to remember that they are probably as nervous as you are and many of them will have left home for the first time in their lives, so your life experience may well be helpful to them at a mutually difficult time. There will be opportunities during your first week to meet everyone who is studying your course, do go to this meeting and talk to other students there.

If you are living locally, don't be tempted to skip events in the early stages, do your best to be involved. Social events are planned to ensure that as many different people can get to know other students during that first week. Don't be shy, approach others and just start talking, it is amazing how successful that can be.

Preparing for the start of term

Freshers' Week will not include too much work. There will be some, and you will meet some of the people who will teach you but it is really designed to help you settle into life at Kingston, so you can start work properly when term starts the next week. Here are some things that you should do during Freshers' Week to ensure you are ready for studying. If you are getting a loan or some other form of financial assistance, try to get this sorted out immediately.

Ensure that all your enrolment is completed so you can start your studies and gain access to ICT and Learning Resource Centre (LRC) facilities. Some mature students live on campus and are away from their own homes, if you are, think about registering with a doctor and a dentist. If you are living at home and travelling into campus, have you sorted out how you will travel and ensure you are in the university on time?

Find out what your timetable is – where do you need to be, and when do you need to be there, for each of the courses you are studying. This may involve you in seeking out the lecture theatres, workshops, labs or seminar rooms during Freshers' Week. Some tutors set work for their students. Make sure if you have been given any work to do that it is completed before the start of term. Make a visit to the LRC to see the layout and get to know how to use the online catalogue. It is sometimes best to do this with a friend as you can work it out together. There will be follow up sessions during the term as well in case you have any difficulty.

If you have caring responsibilities, have you managed to organise someone to help you during your first year when it is most difficult finding your feet? Think about study time, visits to the library as well as lecture and workshop / seminar time. Studying, as you will know, changes your pattern of activities. Make sure you have discussed this with your family and friends so that they understand what will change in your life as a student. Get to know where you can get advice if you need it. You may not ever need to take advantage of these services but it is as well to know about them. Your student handbook has details of all the support services on campus.

If you are in paid employment, have you discussed the changes that are likely to occur to your work routine as a result of your studies with your manager? On the other hand, if you are thinking about getting a job, we have an excellent service to help you find a suitable part-time job. Get to know who your Personal Tutor is. You will meet them during Freshers' Week.

Starting term

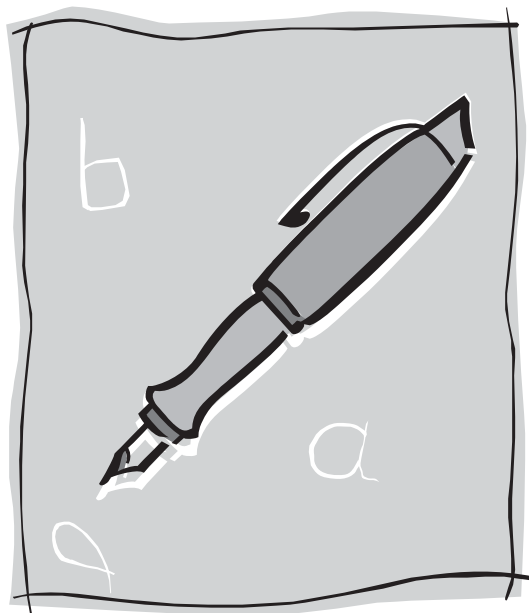
Talk to the people who are studying with you and get to know your tutors. This will help you with your studies as there are a range of people who could help you with any difficulties you may encounter during the course of the year.

Think about setting up a study group with others on your course. Some schools organise mature student study groups, others have study skills sessions. Take advantage of these if you feel they will build your confidence and support your studies. Be sure you know what is expected of you and that you know when you have to meet a deadline for your work. Deadlines are kept at Kingston and we expect students to be responsible for their own study and to hand work in on time. If you are unsure of dates or the content of an assignment, ask your tutor.

Do attend all sessions that you are allocated to attend. Our research shows that **attendance** has a significant effect on how well our students do. Of course this is not surprising but it makes the point that skipping sessions, for work or other reasons is simply not worth it. If you miss a session, make sure you go to the next one. Don't let it become a habit. If you find that you are having trouble with your studies, speak to your Personal Tutor in your faculty. If you do not know who these people are, ask at the main office in your Faculty and they will help you.

Enjoy your free time and relax when you can. Balancing studies, work and trying to have a family and social life is often difficult but it is essential that you find a good mix for you. Don't leave any problem and hope they will go away, get them sorted out as soon as possible. Find an appropriate person to talk to. If you are unsure who to talk to, ask your Personal Tutor or Catherine Cole, the Student Support Officer. Remember that you are a capable, intelligent person, you would not have got a place at the University otherwise! Some planning will avoid unnecessary difficulties but believe in yourself and you will succeed. Very best of luck for your studies!

Professor David Mackintosh
Deputy-Vice-Chancellor



How to study at University

Studying at university is exciting, rewarding and challenging. You will be studying new and fascinating ideas in ways that may be very different to what you are used to in school or college. At Kingston our aim is that you enjoy your subject, gain experience in different ways of thinking and working and leave with the knowledge and skills to take control of your future. University study involves an approach that you may never have experienced before.

You will find that you have access to a wide range of resources and support; you will be able to make your own decisions and study things that really interest you; you will become increasingly independent in your work, yet skilful at working with others. Your patterns of study will be different, depending on your degree, but the opportunity to study at the cutting edge of your subject and to commit yourself to achieving your full potential is the same for everyone.

Learning and teaching

- For most students the workload will involve a combination of lectures, seminars and tutorials (plus laboratory or practical classes and fieldwork in the sciences) as well as time for private study.
- The number of teaching sessions will vary according to your subject, but they normally occupy most days of the week.
- For the remainder of the time you will be expected to study independently, so you will need to organise your time efficiently and develop good study habits.

Lectures

- Many courses are built around a series of lectures, each lasting 2 hours.
- Lectures usually take place in specially designed lecture theatres and offer a regular opportunity for the whole student group to be taught together.
- Lectures are given by members of teaching staff on a particular prepared subject.

- Often a number of different lecturers will contribute to a series covering a broad subject area.
- Lectures provide a number of different opportunities for you to learn: key information can be disseminated as the basis for further study or practicals a framework of ideas can be established for exploration through further reading and research within the format of the lecture, small break-out discussion groups can be formed key terms can be defined and explained.

Lectures – and the lecture notes that will be posted on the web – are essential, but they only represent a starting point – you will need to build on what you learn through your own reading and independent study!

Seminars

Lectures are often supported by seminars, in which a group of students and their tutor talk through ideas, question assumptions and discuss aspects of a topic in depth. Sometimes a student presentation or problem exercise provides the starting point for discussion.

Tutorials

In a tutorial you can ask questions, check your understanding, solve problems and discuss work assignments individually with a tutor or in a small group. This encourages you to be self-reliant, analyse problems, think imaginatively, develop new ideas and argue your case.

Exercise classes

Exercise classes are similar to tutorials, with a larger group of students working through exercises set by the lecturer.

Laboratory and practical work

Laboratory and practical classes are an important opportunity for science students to test the concepts and methods introduced in lectures and tutorials. You will usually work in partnership with another student. Working collaboratively and writing a report of the experiment and your observations are important elements of this work.

Group work

You may also be involved in group work, in which you collaborate with other students on a project, preparing for a presentation or in a production task. This encourages you to take different roles and responsibilities, to share expertise and tackle tasks that you would not be able to undertake alone. The ability to work effectively in groups is much sought after by employers.

Independent study

- Independent reading and study, guided by lecturers, will enable you to prepare for – and follow up – topics in greater depth. This is especially important when you are undertaking an assignment: a coursework essay, a presentation or preparation for an exam.
- Much of your learning will depend on you: how you use the learning resources available to you; the extent to which you participate in discussions and practical or group work; and how you tackle course assignments and assessments.
- During your second and third years there is greater emphasis on seminars and project work. In many disciplines, greater independence in the final year is combined with more in-depth study of a particular topic. So, as well as having a broad understanding of your subject and its context, you develop a specialist interest and expertise. This breadth and depth of study – and the skills that it nurtures – will prove invaluable in your future career.

Learning support

We understand that starting anything new can seem quite overwhelming, so we put great effort into ensuring that your first terms go well and leave you feeling positive and confident. Some of the things we do to support you will be organised alongside your studies. You will have a thorough induction programme to get you going. Your Personal Tutor will advise and help you choose options and review how you are doing.

Assessment

At Kingston, a range of assessments are designed to give you the best opportunities to demonstrate your achievements. This means that your entire degree does not just depend on how well you do in your final year exams. Instead, a variety of assessment methods measure different aspects of your progress.

For example:

- A project evaluates your capacity to apply research.
- An unseen exam tests your grasp of the breadth of a subject. All science students and most arts students have exams at the end of each Semester Year (apart from Semester 1 of the first year).
- A dissertation examines your ability to sustain an original argument.
- An essay encourages you to read widely to answer a specific question.

Other methods of assessment include:

- Oral tests.
- Portfolios of material compiled during a course.
- Take-away papers in which you are given up to three days to answer questions.

Newer assessment methods include independent study projects, where you negotiate with a tutor about the nature of the project, what you aim to learn and the evidence you will provide to show that you have achieved your aims. This requires competence in organising your time and resources, some prior knowledge and understanding of the topic and a certain level of confidence.

Personal Development Planning (PDP)

Whilst studying for your qualification in Engineering, you will find that you will be exposed to many experiences that will enable you to develop personally and educationally and will also enhance your scope for employment. These experiences may be gained both within your course and also through other opportunities you might access whilst studying (such as student volunteering; part-time working). You will be encouraged to reflect on your learning and achievement whilst undertaking the course and to record and plan your development so that you can maximise your experience whilst at Kingston University. You will be given more information about this as you embark on your course. Satisfactory completion of assessed work is required for you to progress from one year to the next.

Professor David Mackintosh
Deputy-Vice-Chancellor

Academic support for International Students

How to improve your academic English Language skills

At Kingston University, Paul Booth is available to help international students whose first language is not English. Much of his teaching is to help students write or speak better English in order for them to achieve their potential in their studies. It is also about students' thinking skills as much as their writing because the two are closely linked. Throughout the semester there will be weekly workshops to help you develop your English. Previous students have found the following particularly useful:

- Study skills.
- Referencing: how to cite and paraphrase other authors.
- Data commentary: analysing, interpreting and evaluating data.
- Report writing: how to organise and write a technical report.
- Academic vocabulary.
- Simple and complex sentence structure.
- Giving presentations.

If you successfully complete 60% of the course, you will be awarded an attendance certificate.

You will be required to attend an information session during your orientation. You will find out when the session will be taking place via your orientation programme.

About Paul Booth

I've always had a fascination for how things work and how people learn – from taking apart motorcycle engines when I was in my teens to volunteering to teach a class while I was still at school. I guess that it was while I was working in an advertising agency that I realised there must be a better job than trying to persuade people to buy things they didn't need or want. Teaching seemed like a better job to do.

While working in Brussels, I realised that speaking just one language was not enough. All the job adverts out there required candidates to know at least three languages – even for the most basic jobs. So while I was in Brussels I started learning French while at the same time started teaching English. I guess that it was the struggle of learning a second language that helped me to understand the complexities of teaching my mother tongue.

It was while I was living and working in France that I really understood what it is like to write in a second language. As part of my continuous education I had to write a dissertation in French. My research into second language vocabulary development and aptitude also informs the work I do with students. Their learning has been a great source of interest.



Managing my money at University

Budgeting is a vital part of getting to grips with your finances and while living on a limited student income it can be the key to avoiding financial difficulties. Knowing exactly how much money you have to spend is the only way to avoid over spending. Being able to account for exactly where your money goes will also help if you come to apply for an overdraft or for a payment from the Access to Learning Fund.

You can pick up sample budget sheets and money management fact sheets from the Kingston University Students' Union (KUSU). The KUSU Money Matters student finance resource guide also contains lots of useful information about budgeting, money management and additional sources of income. Pick it up from the Freshers' Fair on Thursday 23 or Friday 24 September at Penrhyn Road campus.

Your income

When drawing up a budget remember to list all your income but be realistic, eg only take into account what your parent(s) / guardian(s) / spouses / partners / carers actually contribute towards your maintenance not what your local education authority says they should contribute. Remember too that you have to plan for the long summer vacation.

Student Funding in Cooper House can check that you are receiving all the income to which you are entitled. For example they can advise you upon welfare benefits and tax credits entitlement, check that you are receiving all the additional grants for which you may be eligible, etc.

Your expenditure

As with your income, remember to list all your expenditure – it can be very easy to forget things like toiletries, haircuts, contents insurance, etc!

Rent

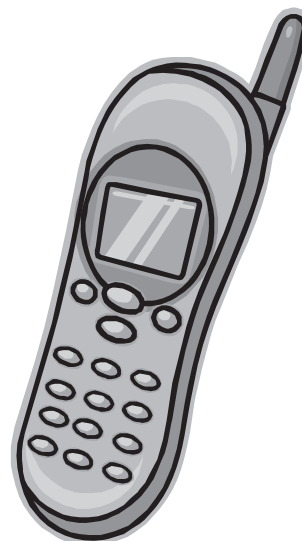
Rent is likely to be your largest regular outgoing. In the private rented sector landlords generally want at least one month's rent in advance and a deposit (usually equal to another month's rent), and you should always get a receipt for these. For further information please see Accommodation under Student Space on the internet.

Council tax

Generally you will not have to pay Council Tax whether you live in halls or in the private rented sector. If you live with non-students then it is likely that the property will attract a Council Tax bill but as a full-time student you will not be liable to make any contribution towards this.

Telephone bills

A telephone can be expensive, particularly if you share with other people. You can keep the costs down by calling after 6pm on weekdays or throughout the weekend (including international calls). Using a mobile phone can be expensive and it is worth thinking carefully about the relative merits of a contract or a 'pay as you go' phone. A 'pay as you go' phone can help you budget if used effectively and there is less chance of getting into financial difficulties.



Utility bills

These include gas, electric and water rates bills. If you are living in privately rented accommodation you will need to pay these bills. You may be able to pay these in instalments and through a coin / key meter. Be careful with estimated bills – check the meter reading and if there is a significant difference then get in touch with the supplier and ask for your meter to be read, or read it yourself. When moving in or out of a property always inform the utility companies so you do not get billed for previous or subsequent occupants.

Food

The large supermarkets are generally cheaper than local shops, and fruit and vegetables are usually cheaper if you buy them from local markets. Supermarkets' own brand products will be significantly cheaper than named brands and generally taste no different! Why not try the local market in Kingston which is based in Market Place. You can get fruit and vegetables reasonably priced. If you go between 4–5pm on a Saturday, you can normally get some great bargains.

Entertainment

Remember that your registration / library / NUS card can entitle you to reduced entrance charges for many clubs, cheap drinks in Students' Union bars and discounts in lots of shops. To be eligible for discounts in some shops you will need a separate NUS Extra Discount Card – these are available from the Students' Union Reception at Penrhyn Road and cost £10.

Credit cards / Store cards / Personal loans

If at all possible avoid them as debts can mount up extremely quickly, they can have very high interest rates and you can end up barely paying off the interest each month and never clearing your debt. If you get into trouble, contact the Citizens Advice Centre immediately which is part of KUSU's Advice and Representation Centre at Penrhyn Road campus.



TV Licence

If you have a TV you must have a TV Licence, even if you live in halls. A colour TV Licence currently costs £145.50 (a black and white licence is £49). You will face a fine of up to £1,000 if you don't get one. You can pick up an application form from The Student Advice Centre or any post office and can now pay online at www.tvlicensing.co.uk If you are in halls of residence, you may not need to buy a year's license as you will only be there for 9 months. There are alternative methods of paying for your license which you can check out at the above website.

Travel costs

There are various cards you can buy which can help you reduce your travel costs, eg the Young Person's Railcard. Remember that full-time students of any age are eligible for a Young Person's Railcard. Contact the Students' Union Reception for further details.

Contents insurance

This is for your belongings. It may cost you a great deal of money to replace your belonging if you are not insured.

Health benefits

You may be entitled to free or reduced cost prescriptions, sight tests, glasses or contact lenses and dental treatment. Contact the Fairhill Medical Centre or visit their website at www.kingston.ac.uk/health

Dealing with debt

Dealing with debt can be very frightening and upsetting but **DO NOT PANIC!** THE STUDENT ADVICE CENTRE IS HERE TO HELP YOU! If you have unmanageable debts then contact the KUSU's Citizens Advice Bureau (CAB) as soon as possible. They will act non-judgmentally and in complete confidence. www.kusu.co.uk

You can also get help and advice from the Student Funding Service based in Cooper House. It employs experienced money advisors who can help you with all student money topics including claiming benefits and managing debt. The service offers you one to one confidential appointments. Money management talks and workshops are also organised throughout the year. For further information visit the website www.kingston.ac.uk/studentfunding

Help with your tuition fees

If you are a UK full-time student

As a UK student, there are things YOU can do to reduce your financial burden.

Bursary

You may be eligible for a Kingston University Bursary if you are paying £3,290 for your tuition fees. However, you must have given consent by signing the relevant section of the PN1 form. You will receive a letter from the University telling you whether you will receive a bursary and if so, how much. It will be paid in 2 instalments by the Student Loan Company (January 2011 and May 2011). The amount you will receive will depend on the course you are studying and your household income.

National Insurance Number

You must provide your national insurance number otherwise your loan will be withheld and you will have to fund your own tuition fees and living costs.

Tuition Fee Loan

Is available to most UK students studying full-time. This is a non means tested fee loan. The loan is paid directly to the University by the Student Loan Company. If you wanted to take advantage of this loan, you should have completed pages the relevant section of the PN1 form.

Bank details

You must provide bank details to the Student Loan Company (new students – complete the relevant section of the PN1 form).

If you are a part-time student from the UK or EU countries

Different fee and loan rates apply. For the latest information, please see: www.direct.gov.uk/studentfinance

If you are a student from the European Union countries

You can apply for a tuition fee loan. This is a non means tested fee loan. The loan is paid directly to the University by the Student Loan Company. If you wanted to take advantage of this loan, you should have completed the relevant section of the PN1 form.

If you are an International Student

You will not be eligible for the tuition fee loan. You must make sure that 50% of your fees are received before you enrol or at enrolment to speed up your enrolment process.

Students who will not be charged the £3,290 fee

- Students studying a Foundation course in art and design.
- Students studying a Foundation year 0 in science, engineering or computing and mathematics.
- Students studying nursing, midwifery, physiotherapy and radiography courses.

If you are unsure about your fees, please refer to the university's website www.kingston.ac.uk/fees

If you have a query about your application, you can contact "Student Finance England" via www.studentfinance.direct.gov.uk



My conduct at University

As a new student at the University, you are joining a community where all members are expected to conduct themselves as adults working together to achieve a friendly, safe and comfortable environment. We spell out what this means in practice via several codes of conduct, which you will find listed below, along with the references where you can access them.

Code of Student Behaviour

As members of the Kingston University community all students are expected to conduct themselves with due regard for its good name and reputation. They are required to comply with the University's Regulations at all times.

At Kingston University we believe that to maximise student achievements we must provide a friendly, safe environment where students feel comfortable. Accordingly, the University's Code of Student Behaviour sets out the conduct expected of students and outlines the procedures for dealing with allegations of misconduct. You can find further details at www.kingston.ac.uk/studentlife

Policies and Regulations

Students are required to read the General Student Regulations and Academic regulations, Policies and Procedures. These can be found at www.kingston.ac.uk/regulations

Kingston University Disability Equality Policy

Kingston University is committed to the fair and equal treatment of all individuals regardless of disablement as stated in its Equal Opportunities Policy Statement. You can find further details at www.kingston.ac.uk/regulations

Other useful information

Students can find some other useful information at www.kingston.ac.uk/regulations to help you during your time at Kingston University.

- Dignity at Work and During Study Policy and Procedure.
- Disability Equality Policy.
- Diversity and Equality Policy statement.
- Equal Opportunities Policy.
- Freedom of Information Publication scheme.
- Race Equality Policy.
- Sexual Orientation Policy.
- Substance Use and Misuse Policy.
- Student Complaints Procedure.
- Safety and Security Statement.

When using Kingston University IT facilities you are expected to behave in an appropriate manner and you must agree to abide by the Kingston University IT Regulations in the handbook "Information Technology getting you started with IT at Kingston", or at www.kingston.ac.uk/ithandbook Please be aware that it is the responsibility of the student to ensure that they have read and understood these regulations.



Agreement of Expectations

When you sign your enrolment form you agree to follow the rules of the University set out in the Code of Conduct. We can only keep the promises we make to you if you agree to behave responsibly whilst you are here. In Engineering, we wish to create a positive learning environment for both students and staff. In addition to abiding by the University's rules and regulations, our Agreement of Expectations outlines what you can expect as a student as well as your responsibilities in your studies.

As an Engineering student you can expect to receive:

- Clear information about the course you will be studying and the assessment requirements for each module and your degree.
- A quality learning experience drawing on the skills and expertise of academic staff.
- Feedback on your work in the agreed time.
- Access to learning support services and resources to enhance your studies and support your course of study both within Engineering and the University.
- Access to a range of information technology facilities.
- Access to a range of appropriate additional support within the University for students with specific learning needs.
- The support of a personal tutor.
- Access to a wide range of University welfare services.
- A safe, pleasant and appropriate learning environment.

As an Engineering student your responsibilities are to:

- Attend every session which makes up your learning programme.
- Notify your lecturer in advance by email where an absence is unavoidable.
- Be punctual to all sessions which make up your learning programme.
- Be polite and considerate at all times to your peers and staff.
- Avoid disruptions and noise in all learning sessions.
- Submit all your work set on time and in the correct manner.
- Submit work which is your own unless it contains the appropriate acknowledgements to others.
- Read your Kingston University email on a daily basis as this is the main method of communicating with you!
- Carry your ID card with you at all times and show it to staff if requested.
- Develop the necessary skills to become an independent learner.

Learning etiquette

- 1** You are expected to attend all sessions which make up your learning programme.
- 2** You are required to turn your mobile phone OFF during all lectures, seminars, tutorials, workshops, site visits and field course sessions.
- 3** You must not cause a disturbance or breach health and safety rules of any kind during a lecture, seminar, tutorial or workshop or whilst working in one of the Silent Study Areas in the LRC. This could include inappropriate chatting to fellow students or talking on your mobile phone.
- 4** You will be expected to address your lecturer by title unless you are told otherwise.
- 5** You are required to turn up to lectures on time. Do not expect to be allowed access to the lecture if you are late.
- 6** Laptops are not allowed unless prior approval has been given by the lecturer.
- 7** You are expected to leave any study area as you found it. This means removing any rubbish and ensuring the furniture is put back in order.
- 8** You are expected to be polite to staff and students when expressing views or opinions in your learning environment.
- 9** Discourteous emails and emails which are not titled clearly will be ignored.
- 10** You are required to bring your own steel toe capped boots and overalls to all laboratory classes. Failure to do so will result in NON-ADMISSION. Civil Engineering students are required to bring and wear all necessary personal protective equipment (safety helmets, footwear etc) on field visits.
- 11** You must not install third party software unless it has been provided via University supplied software application icons.
- 12** Laptop power supplies and mobile phone charges are not permitted in the classrooms or laboratories.
- 13** You are not permitted to bring food to classrooms or laboratories. Bottled water is permitted in lecture theatres and classrooms.

Health and safety on campus

EMERGENCY

For any emergency, incident or accident call the **Emergency Hotline** on extension **66666**.

The Emergency Hotline is staffed 24 hours a day, all year round.

FIRE

If you discover a fire:

- Operate the nearest emergency call point then call the **Emergency Hotline** on extension **66666** from a place of safety. The Security Office will call the Fire Brigade.

Never put yourself at risk:

- Leave the building by the nearest exit, and go to your local building control point.
- Do not stop to collect personal belongings.
- Do not use the lifts.

If you hear the alarm:

- Leave the building by the nearest exit.
- Do not stop to collect any personal belongings.
- Go to the local building assembly point.

Fire evacuation procedures for disabled people, including personal evacuation plan guidance, are available from the Safety Office.

You must never go back into the building until the Fire Brigade, or a member of Security, or the Emergency Team say it is safe to do so.

If you accidentally set the fire alarm off:

- Call the **Emergency Hotline IMMEDIATELY** on extension **66666**.

Your health and safety responsibilities

You have a responsibility to yourself and others to look after your health and safety. This means acting in a responsible way and reporting anything that you think could cause injury or harm to yourself or others.

You can report an accident on any University networked PC.



ACCIDENT REPORTING

If you have an accident it is important you report it so that the circumstances can be investigated, to put measures in place to help prevent any repetition.

You can report an accident on any university networked computer or on the University Health and Safety intranet pages.

Ten tips for keeping safe in the residences

These tips have been developed as result of incidences that have occurred in the residences on this campus.

- Chip pans are banned, they easily catch fire – oven chips are better and healthier!
- Don't burn candles or joss sticks, they are a major cause of fire and are also banned in our residences.
- Never leave cooking unattended, even just for a few minutes – fire takes hold very quickly.
- Don't prop open fire doors, these are designed to stop smoke spreading through the building.
- Don't interfere with any equipment provided for your own safety. It is particularly important that you don't interfere with fire extinguishers or fire blankets – be aware that this is an offence for which you can be prosecuted.
- Don't cover smoke detectors. These are installed to warn everybody in the event of a fire. Make sure that all of your electrical equipment is in good condition. Plugs should be correctly wired and there should be no exposed wires or leads in poor condition. If you think something is electrically unsafe. Don't use it. Seek advice from your Hall Manager. Never overload plugs and electrical sockets. Cables can over heat and start a fire. All electrical equipment brought onto university property must be PAT tested.
- Don't use multi-plugs as these are easily overloaded.
- Cables can over heat and start a fire. All electrical equipment brought onto University property, must be subject to Portable Appliance Testing (PAT) – please contact the student office for more details.
- Don't be a victim of food poisoning. Keep cooking equipment and surfaces clean. Put rubbish in the bins provided outside your building – don't attract rats or other wildlife, squirrels bite and seagulls attack from on high.

Remember, we want you to have a good time and enjoy your stay at the University, but please remember that this guidance comes to you as a result of real events that have happened in the residences on this campus.



EXIT

Security on campus

Security Office known as the Control Room is contactable 24 hours a day, 7 days a week.

Role of the Security Service

The function of Security is to create a safe environment for the University to operate in, not to make life difficult for the University. The manned Security Service works to the stated University aims for the provision of a crime free environment for students, staff and visitors and in accordance with appropriate agreed Service Level Agreements.

Advice on protection of personal belongings

24 Hour Security Reception can offer advice on how to protect your belongings in your room, your bicycle, and personal security. If you wish to use this facility, please contact the Control Room on +44 (0)20 8547 8182.

It is a University requirement that you carry your ID card with you at all times whilst on University premises.

Security Officers

- Officers are distinctly dressed and carry their ID cards in full view.
- Security Officers are all trained in First Aid and have the authority to request and inspect KU identity cards.
- They are also subjected to rigorous vetting procedures that comply fully with BS7858. These include 10-year work record and Police record check.

Patrols

Security Officers patrol KU campus 24 hours a day, 7 days a week and are available to assist in any Security or Emergency incident.

CCTV

CCTV system is in operation across all the University campus and is managed in accordance with the Data Protection Act 1998.

Mobile Security Officer (24 hour)

The Mobile Security Officer can be contacted at any time by calling:

078 3113 6082

Mobile Security Officer

The Mobile Security Officer can be contacted at any time by calling:

07831 791113

Non-Emergency internal telephone

The number to dial is:

62966

Emergency number on your mobile

You can dial the emergency number on your mobile phone using:

999

This will give you access to the fire brigade, police and ambulance services.





The **emergency telephone number** which can be used from any of the **residences** or **university internal** phones is:

666666

Please note that this number is the emergency telephone number so only use it in an emergency.

Inter-site bus timetable

**Monday 20 September 2010
to Friday 17 December 2010**

Monday to Fridays only

Please note that this timetable is only provisional at the time of printing, new timetables will be available at Enrolment on Sunday 20 September.

Route 1 Main inter-site service

Route 1 Main inter-site service

Seething Wells (Halls of Residence)	0754	Then at these	05	25	45 until
Penrhyn Road (KU Bus Stop)	0750	mins past each	10	30	50 until
Via Kingston (Cromwell Road Stop A2)	–	hour			
Kingston Hill (Campus)	0805		25	45	05 until
Roehampton Vale (Campus)	0810		30	50	10 until

Seething Wells to Roehampton Vale

Route 1 Main inter-site service

Seething Wells (Halls of Residence)	1745	1825
Penrhyn Road (KU Bus Stop)	1750	1830
Via Kingston (Cromwell Road Stop A2)	–	–
Kingston Hill (Campus)	1805	1845
Roehampton Vale (Campus)	1810	–

Seething Wells to Roehampton Vale continued

Route 1 Main inter-site service

Roehampton Vale (Campus)	0755	Then at these	15	35	55 until
Kingston Hill (Campus)	0800	mins past	20	40	00 until
Via Kingston (Cromwell Road Stop A2)	–	each hour			
Penrhyn Road (KU Bus Stop)	0815		35	55	15 until
Seething Wells (Halls of Residence)	0820		40	00	20 until

Roehampton Vale to Seething Wells

Route 1 Main inter-site service

Roehampton Vale (Campus)	1815	–
Kingston Hill (Campus)	1820	1845
Via Kingston (Cromwell Road Stop A2)	–	–
Penrhyn Road (KU Bus Stop)	1835	1900
Seething Wells (Halls of Residence)	1840	1905

Roehampton Vale to Seething Wells continued

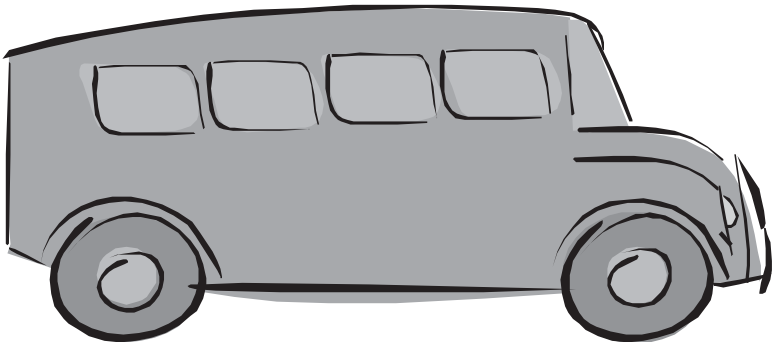
Please note that this timetable is only provisional at the time of printing, new timetables will be available at Enrolment on Sunday 19 September.

Route 2 Main inter-site service

Route 2 Clayhill feeder service	Clayhill to Clayhill		CLOCKWISE SERVICE				
Clayhill (Halls of Residence)	0752	Then at these	12	32	52	until	1352
Surbiton Station (St Marks Hill)	0757	mins past	17	37	57		1357
Penrhyn Road (County Hall Stop)	0800	each hour	20	40	00		1400
Knights Park (Denmark Road)	0802		22	42	02		1402
Clayhill (Halls of Residence)	0808		28	48	08		1408

Route 2 Clayhill feeder service	Clayhill to Clayhill		ANTI-CLOCKWISE SERVICE				
Clayhill (Halls of Residence)	1412	Then at these	32	52	12	until	1912
Knights Park (Denmark Road)	1418	mins past	38	58	18		1918
Penrhyn Road (County Hall Stop)	1420	each hour	40	00	20		1920
Surbiton Station (St Marks Hill)	1422		42	02	22		1922
Clayhill (Halls of Residence)	1428		48	08	28		1928

Please note smoking is not permitted on any bus. Drivers are required to comply with permitted loading numbers so make sure you give yourself plenty of time to get to your required campus especially during peak travel times. No food or drink is permitted on the inter-site buses.



My local supermarkets

Here are the locations of the most accessible of the main supermarkets in the area, as well as to a few of Kingston's more specialist outlets. In common with other cities, some of the major supermarkets are on the outskirts of the city and may not be easily accessible by public transport. However, there are supermarkets that are very easy to reach by bus. Where possible we would encourage you to think green and to remember that city centre parking is both scarce and expensive, whereas most bus routes have a £2.00 flat fare. Get an Oyster card and a bus fare will cost you around £1.00.



ASDA

There are 2 stores in the Kingston area. The biggest is at Roehampton Vale across the road from the University campus. In this store, you should be able to find all the ingredients you need. They also sell a range of household goods. If you are based at Kingston Hill, ASDA is a short bus ride away by either the free University bus or the 85 public bus. The other ASDA store is at 142 London Road (2nd bus stop after the one way system in Kingston). There are a number of buses from Kingston Centre which stop across the road from the supermarket.

Sainsbury's

There are 3 supermarkets in the Kingston area. The stores at 53 Eden Walk (near Primary and the bus stops) and 50-58 Victoria Road, Surbiton (in the main High Street) are fairly small. The store on Richmond Road is larger and has a much larger choice of goods. This store is behind Kingston railway station as you walk away from the town centre.

Tesco

This store is only accessible if you have a car or live close by in New Malden. The shop is open 24 hours from Monday until Saturday at 10pm. The store opens on Sunday between 10am and 4pm.



Specialist food shops and supermarkets

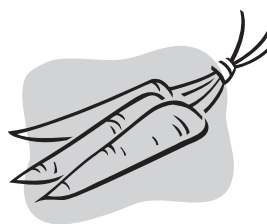
There are a number of specialist food shops in the Kingston area. These are listed below:

Food for Thought – Health food shop
38 Market Place, Kingston upon Thames
+44 (0)20 8546 7806

Surrey Halal Meat Store – Halal meat shop
131 Kingston Road, New Malden, KT3 3NX
+44 (0)20 8942 5054

The Open Market

Located in Market Place. Many of the stalls provide fresh fruit and vegetables and there is also a meat and fish market. If you go to the market on a Saturday between 4pm and 5pm, you can often pick up some great bargains. As the market doesn't open on a Sunday, the stall holders are keen to sell off the unsold veg!



Easy recipes

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Whether you are in halls of residence, living at home or living with friends, cook up an easy meal and invite everyone down to the kitchen. Below are three which are easy to cook, cheap and quick. You don't need the skills of Jamie Oliver to dish up an interesting, cheap and tasty meal.

Tagliatelle with Mushrooms and Olives

Serves 4

Ingredients

450g Tagliatelle pasta, 2 tablespoons (30ml) of oil, 2 chopped onions, 2 crushed garlic cloves, 400g can of chopped tomatoes, 100g sliced mushrooms, 50g stoned black olives.

Method

Cook the pasta in plenty of boiling water according to the packet instructions. Meanwhile, heat the oil and fry the onions and garlic until soft and starting to brown. Add the mushrooms. Then add the tomatoes and simmer, uncovered, for 5 minutes. When the pasta is cooked, drain and divide between 4 serving bowls. Stir the olives into the sauce and spoon over the pasta.

Pasta Pie

Serves 4–6 vegetarian

Ingredients

1 tablespoon (15ml) of oil, 450g sliced leeks, 1 crushed garlic clove, 4 beaten eggs, 142ml carton of single cream, 125g Gruyère grated cheese, 125g roughly chopped cooked pasta, salt and pepper.

Method

Preheat the oven to 180°C / 350° F / Gas 4. Heat the oil and fry the leeks and garlic until soft and starting to brown. Mix the leeks and garlic with all the remaining ingredients, season and place in a greased ovenproof dish or tin. Bake in the preheated oven for 25–30 minutes until the eggs have set and the top is a golden brown colour. Serve hot or cold in wedges.

Paella

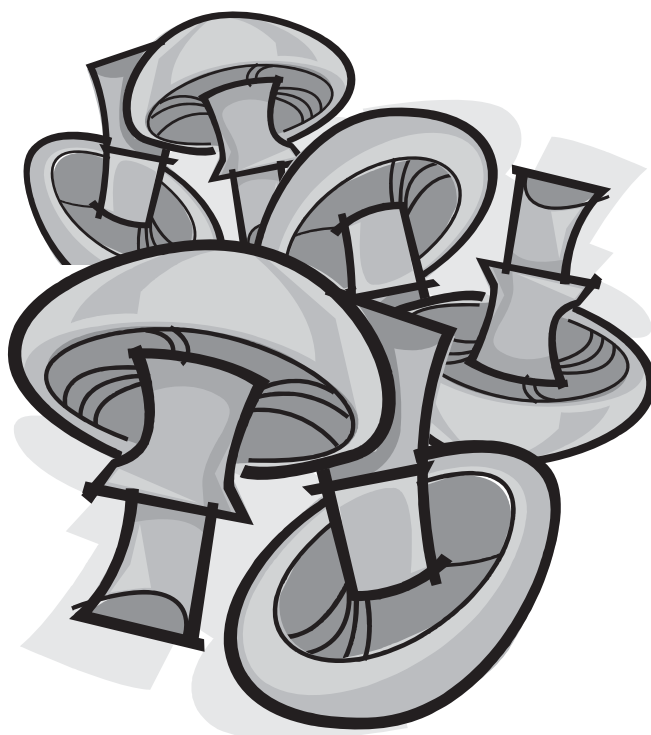
Serves 4

Ingredients

1 chopped onion, 2 cloves crushed garlic, 1 red deseeded red pepper, 3 tablespoons of oil, 225g of long grain rice, 600ml chicken stock, salt, pepper, 225g cooked sliced chicken, 100g diced ham, 100g frozen peas, pinch of turmeric and chopped parsley.

Method

Heat the oil and fry the onion, garlic and red pepper for a few minutes until soft and starting to brown. Add the rice until it is lightly fried. Stir in the stock, turmeric, salt and pepper. Cover and simmer for 15 minutes. Stir at regular intervals to prevent rice sticking to the pan. Add all the remaining ingredients and cover. Cook for a further 5–10 minutes until almost all of the liquid has been absorbed. Stir at regular intervals. Sprinkle with parsley and serve immediately.



Where to eat during arrival weekend and Freshers' Week

This information is provisional at the time of print.

Arrival period (9 – 19 Sept)

Kingston Hill campus

Starting Wednesday 10 September

The Food Store (disabled access)

Opening Hours

Monday – Friday 8.00am to 4.00pm

The Learning Resource Centre

Opening Hours

Monday – Friday 8.00am to 6.30pm

Penrhyn Road campus

Starting Monday 6 September

Hot and cold food and snacks available all day.

The Picton Room (disabled access)

Opening Hours

Monday – Friday 8.00am to 4.00pm

Freshers' Week (20–24 Sept)

Roehampton Vale campus

Monday 20 September to Friday 24 September

The Food Store (disabled access)

Opening Hours

Monday – Thursday 8.00am to 4.00pm

Friday 8.00am to 2.00pm

8.00am – 10.30am

Full breakfast (vegetarian option available), Danish pastries, and a range of coffees and teas.

10.30am – 11.00am

Snacks (pasties, sausage rolls, pastries, crisps, chocolate) throughout the day.

11.30am – 2.00pm

Lunch – meal of the day with a vegetarian option, soup and pudding.

2.00pm – 4.00pm

Snacks, homemade cake, sandwiches and a range of coffees and teas.

The Learning Resource Centre

Opening Hours

Monday – Friday 9–5.30pm (times may change).

Knights Park campus

Student's Union Bar – Gannets

Opening Hours

Monday – Friday

8.00am – 11.30pm

Sandwiches and snack food.



Freshers' Week cont.

Penrhyn Road campus

The Food Store (disabled access)

Opening Hours

Monday – Friday 8.00am to 4.00pm

8.00am – 10.30am

Full breakfast (vegetarian option available),
Danish pastries, and a range of coffees and teas.

10.30am – 11.00am

Snacks (pasties, sausage rolls, pastries, crisps,
chocolate) throughout the day.

11.30am – 2.00pm

Lunch – meal of the day with a vegetarian
option, soup and pudding.

2.00pm – 5.00pm

Snacks, cake, sandwiches and a range of
coffees and teas.

Student's Union – The Space

Opening Hours

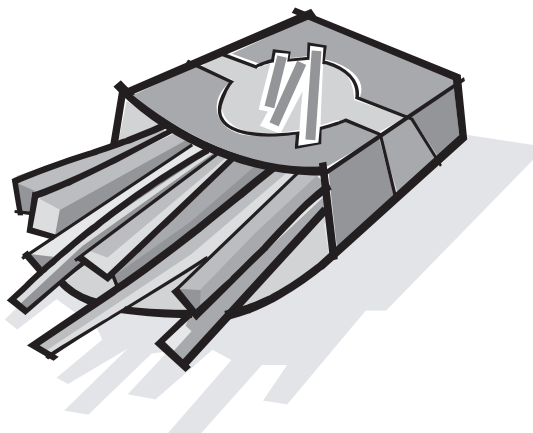
Monday – Friday

8.00am – 11.30pm

Food all day.

Subway

Food all day.



There are a large number of places
in Kingston where you can eat
relatively cheaply

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Riverside Vegetaria

64 High Street, Kingston (020 8546 7992)

Creative meat free meals are available in this
vegetarian restaurant. It also offer gluten, wheat
free and organic Kingston goods.

Pizza Hut

105 Clarence Street, Kingston (020 8547 1117)

Pizza and pasta dishes with prices starting from
around £5.99. During the weekday, a lunchtime
buffet offers all you can eat for about £5.

Student discounts Sunday – Thursday.

Wagamama

16–18 High Street, Kingston (020 8546 1117)

Noodle bar reasonably priced. A main course is
approximately £6–7.

Many pubs and bars around Kingston serve
hot food.

The Hogshead

The Market Place, Kingston

Serves food.

Monday – Friday 12 noon to 9pm

Saturday 12 noon to 7pm

Sunday 12 noon to 9pm

Wetherspoons

153–157— Clarence Street, Kingston

(020 8547 3827)

Food served between 11am and 10pm daily.



The Kingston Jargon Buster

Alumni

A person who has attended or has graduated from a particular school, college, or university.

Bridge

This is the University's staff magazine.

Campus

The buildings and grounds at which a university or college is based. Sometimes universities have a number of different campuses. The word campus is only used to refer to buildings grouped together in one area.

Citizen's Advice Bureau (CAB)

The CAB is situated in the KUSU Advice and Representation Centre above The Space.

Cooper House

This is where most of the student support services are based such as Funding, Accommodation, Bursary and Loans, Fees (Credit Control), Careers and Student Affairs.

Course

An undergraduate full-time degree is a three or four year degree made up of courses which are units of study. An undergraduate part-time degree or postgraduate degree can vary in duration.

Course representative

A student who is the spokesperson for the course he or she is on. They attend a range of faculty meetings to discuss issues affecting students.

Credit

Every course you study will have a specified amount of credit attached to it. This credit will also be at a specified level.

Credit Level

Credit is also described by 'level'. This represents the difficulty of your course, so that normally, you will find your first year courses are rated as Level 1, your second year courses as Level 2 and your final year courses as Level 3. Postgraduate courses are rated as Level M. Occasionally, you may take courses where the level does not equate with your year of study. For example, in some degrees, you may take some Level 2 work in your first year.

Dean

The Dean is responsible for the overall management of the school and the welfare of its staff and students.

Disability and Dyslexia Support

This service is based at Portland Road.

Dissertation

A detailed and heavily researched piece of writing, usually between 6 to 8 thousand words and is usually a main assessment exercise submitted at the end of the final year of a degree.

Eadweard Muybridge Building

This building is part of the Penrhyn Road campus and house the Sopwith Lecture Theatre which is the University's largest lecture theatre.

Emergency

Dial 66666 from any internal phone to get security (see page on security in this handbook).

Enrolment

An activity a student must undertake in order to obtain their ID card and therefore use University facilities.

Engineering News

The Faculty of Engineering's newsletter.

EU Student

Students whose normal home is outside the UK but within one of the other 25 member countries of the European Union, and who are registered on a full-time degree programme of more than one year.

Faculty

Every full-time undergraduate student belongs to one of 7 Faculties which are made up of schools (subject areas). Your Faculty Office is the administrative centre for your Faculty. In Engineering you have 2 Student Offices. One is based at the Penrhyn Road campus in the Town House on the top floor and the other one is based at Roehampton Vale campus on the ground floor of the Hawker Wing.

Faculty Staff

This usually means the academic staff of the School. Teaching Faculty (Lecturers, Senior Lecturers, Readers and Professors) divide their time between teaching, research and administration. There are also Research Faculty who work with the various research groups, often on a fixed-term contract. Professors are usually addressed by their title but everyone else is either a Dr (has a doctorate) or a Mr / Mrs / Miss / Ms.

First degree

This is normally a bachelor's degree, eg BA, BSc, BEng, LLB (see Honours degree).

Food Store

This is the refectory for all students. There is one based on each campus.

Foundation Degree

This is a year long your providing you with an entry qualification to a BA / BSc honours degree.

Fresher

A new undergraduate student.

Freshers' Week

Week beginning 21 September 2009, before the teaching term commences, when registration, welcome, induction and social events are scheduled.

Foundation Year

A year preceding the usual three year degree programme.

Getting Ready

The University website providing guidance for new students coming to university.
www.kingston.ac.uk/gettingready

Graduate

A person who has completed and passed his or her degree and has it officially conferred by a Graduation Ceremony. Between passing your exams and the graduation ceremony, you are officially termed a graduand.

Halls of Residence

University owned accommodation in which students often live while studying.

Hawker Wing

This is a teaching building on the Roehampton Vale campus. One of the Faculty of Engineering student offices is located on the ground floor.

Health Centre

You can find this service in the Health Centre building next to Crescent House.

Higher Degree

This is a postgraduate degree such as master's degree or doctorate. MA / MSc degrees are awarded to graduates who have undertaken a further course of study after an honours first degree. Masters degrees may be taken following a period of work experience, and some courses take the form of company

training programmes. MPhil degrees are a masters degree which a student is awarded after a period of research or a taught course.

Honours Degree

A first course of higher education study undertaken at university, normally lasting three or four years.

ICT

Stands for Information and Communications Technology. This is the KU's University wide computing service.

International Student

A term used to describe students whose normal home is outside the UK and European Union. This term is sometimes used to include those from the European Union.

International Student Advisory Service

Provides information and support for international students. Based in Swan House.

Inter-site Bus Service

This is the free University bus service which runs from Seething Wells via Penrhyn Road, Kingston Hill and Roehampton Vale campus. Just show your ID card.

John Galsworthy Building

This is a teaching building on the Penrhyn Road site.

Joint Major

A first degree where a student studies two subjects, normally split 50% / 50%.

Kingston Hill

One of a number of University campus. The campus contains both teaching space and halls of residence.

Knights Park

One of the teaching campus not far from Penrhyn Road. It looks like a tall tower block.

KUSU

University of Kingston's Students' Union (located in Town House, Penrhyn Road campus above Bar Zen).

Laboratory Class

A workshop held in a laboratory which tends to be practical based.

LEA

Local Education Authority, to which UK undergraduates apply for assessment (in full or part) of their contribution towards tuition fees, which are then processed via the Student Loan Company (SLC). Your application to your LEA should be made prior to arrival, although in some cases the outcome may not be known until after term commences.

Learning Resources Centre (LRC)

The LRC operates a facility at all campus. You will need your ID card to enter and use LRC facilities.

Lecture

A formal instructive talk given by a subject specialist to a group of students. Students listen and make notes although some involve interaction between the lecturer and students.

Major / Minor Subject

A degree where a student studies two subjects, but concentrates on one, which is their major subject (normally 75%), and also studies a second subject (normally 25%), and this is known as their minor subject.

Mature Student

An undergraduate student aged over 21 on entry.

Module

A unit of study that explores a specific area within a subject, for example Thermo Fluid Design. A number of courses make up a programme which then leads to a degree. Courses all have code and a title. Each module has a set number of credits which will vary from course to course.

Module leader

An academic who organises a module. This is your first point of contact if you are having difficulties or there is a problem with the running of a module.

Module Team

The module team is made up technical, support and academic staff who help run a module.

NUP

The New University Project looking at improving the learning and studying environment of students and staff.

NUS

National Union of Students. The University of Kingston's Students' Union (KUSU) is a member of the NUS and as a member of the KUSU, you will receive benefits from their membership.

NUS Extra Discount Card

Pay £10 for it but get fantastic discounts across nationwide outlets such as Pizza Hut, Odeon, Specs Saver, Topshop and Topman.

Oceana

This is the biggest, award winning nightclub in the Southwest.

Personal Tutor

All undergraduate students are allocated a Pastoral Tutor (a member of academic staff in their faculty) to whom students can go for advice. You will meet him or her as part of your Faculty orientation programme and at several points in the first year. They look after your academic and non-academic needs.

PDP

Personal Development Planning which is an activity you will undertake as part of your studies. It will enhance your learning and future employability. It will be introduced to you during orientation week and professional practice.

Penrhyn Road

This is the University's main campus.

Picton Room

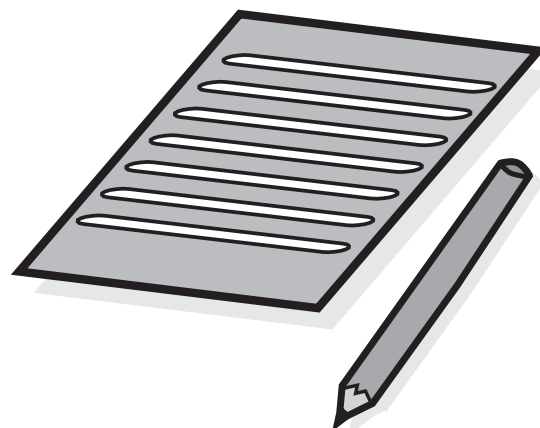
This is the refectory for staff and postgraduate students on the Penrhyn Road campus.

Placement

A year, which is part of a university course, but where the student gains experience in the workplace. A placement year is usually the last but one year of any course.

Plagiarism

Using or copying another person's work without acknowledgement. Anyone found to be plagiarising will be subject to disciplinary procedures.



Quick Stop

This is the KU Students' Union Shop next to Bar Zen at Penrhyn Road campus and next to the Food Store at Kingston Hill campus. The shop sells everything a student needs!

River House

This is where the senior management are based.

Roehampton Vale

Also known as Roe Vale. This is where majority of the Engineering students are based. However, teaching takes place at Roehampton Vale campus and Penrhyn Road campus.

Sandwich

A course of study which includes a year of practical work undertaken in an organisation outside the university, but which has some relevance to the student's programme of study. The sandwich year is usually the penultimate year of a degree programme. (Also see placement)

Schools

A Faculty is made up of schools. There are three schools in the Faculty of Engineering.

Semester

Teaching is taught over 2 semesters in blocks of 14 weeks.

Seething Wells

A halls of residence site.

SLC

Student Loan Company, which deals with the payment of tuition fees to the University on behalf of eligible UK / EU students and the provision of student loans to UK students.

Sopwith Lecture Theatre

This is one of the biggest lecture theatre's on campus. It is often used for visiting guest lectures.

Student Oyster photocard

Allows students to purchase discounted travel cards. For further information visit www.tfl.gov.uk/tickets

Student and Staff Committee

This is a talking shop for elected student representatives to discuss good practice and a broad spectrum of issues.

Sublime

The Students' Union's award-winning fortnightly magazine.

Subway

Food outlet in Bar Zen at Penrhyn Road campus and Hannaford's Bar at Kingston Hill campus.

Term Dates

Each academic year is divided into three blocks of study. For 2009/10, these are:

- **Autumn teaching term:** Monday 27 September 2010 to Friday 17 December 2010.
- **Spring teaching term:** Monday 3 January 2011 to Friday 15 April 2011.
- **Summer teaching term:** Monday 2 May 2011 to Friday 8 July 2011.

The River

KU Student newspaper by KU students journalists.

UK Student

Students whose normal home is the UK (also called 'home' students).

Undergraduate

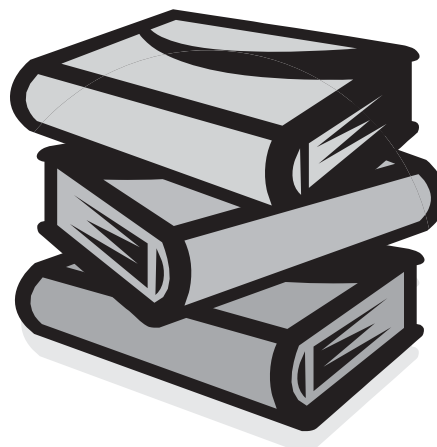
A person who is studying for a first degree.

Visiting & Exchange (V&E)

Abbreviation used to describe international students (both postgraduate and undergraduate) on a 'visiting' or an 'exchange' scheme.

Year Tutor

This academic is responsible for overseeing the student experience of year 0 and 1 students. They look after both academic and non-academic. Personal Tutors help support the work of the year tutor.



Useful contact details

University Switchboard

Open Monday – Friday 9.00am to 5.00pm

From overseas:

T: +44 (0)20 8417 9000

From the UK:

T: +44 (0)20 8574 2000

Queries about your offer

Applicant Services

T: +44 (0)844 855 2177

E: aps@kingston.ac.uk

Student Services

Accommodation Services

T: +44 (0)20 8417 3829

E: accommodation@kingston.ac.uk

www.kingston.ac.uk/accommodation

Credit Control (finance issues)

Calls made in UK

T: 0844 855 2309

Calls made from abroad

T: +44 (0)20 8417 3827

E: creditcontrol@kingston.ac.uk

Disability and Dyslexia Office

T: +44 (0)20 8417 4252

E: disability@kingston.ac.uk

www.kingston.ac.uk/disability

International Student Advisory Centre

T: +44 (0)20 8417 3645

E: isac@kingston.ac.uk

www.kingston.ac.uk/international

Student Funding Service

T: +44 (0)20 8417 3553

E: studentfunding@kingston.ac.uk

www.kingston.ac.uk/studentfunding

Students' Union Services

Students' Union (KUSU)

Town House, Penrhyn Road (above Bar Zen)

T: +44 (0)20 8417 2868

E: studentsunion@kingston.ac.uk

www.kusu.co.uk

Students' Union Advice and Representation Centre

First Floor, Town House, Penrhyn Road

T: +44 (0)20 8547 7974

E: support@kingston.ac.uk

www.kusu.co.uk

Drop in sessions:

Normally run from Mon – Fri 10am to 4pm

KUSU Citizens Advice Bureau:

Tue – Thu 10am to 4pm

T: +44 (0)20 8417 7088

Students' Union Activities Centre

T: +44 (0)20 8547 8868

E: activities@kingston.ac.uk

www.kusu.co.uk

The Students Union

Provide information and support for all forms of student activity: sports, societies, student media and volunteering. It also offers a student resource room and training.

Chaplaincy Services

The Chaplaincy is a University resource for spirituality, faith and pastoral support. For more information and places of worship visit www.kingston.ac.uk/chaplaincy

T: +44 (0)20 8417 2940

E: chaplaincy@kingston.ac.uk

Counselling

T: +44 (0)20 8417 7172

E: healthandcounselling@kingston.ac.uk

Health

Fairhill Medical Practice

T: +44 (0)20 8417 2204

University Health Centre

Engineering Faculty contacts

Student Support Officer

Catherine Cole

E: c.cole@kingston.ac.uk

Student Office

T: +44 (0)20 8417 4901

E: eng@kingston.ac.uk

Other information

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Confidential listening,
support and information
for students

Open every night of
term,
6pm - 8am

Students there for
students

020 7631 0101

listening@nightline.org.uk

Free calls on Skype,
or talk to us online via
our website

www.nightline.org.uk



Volunteer for us!

Are you a good listener?
Can you commit to just
3 nights a term helping
other students in London?

For more information email
volunteer@nightline.org.uk



We're here to help and represent you with:

-  Disciplinary Hearings
-  Academic Issues and Appeals
-  Complaints
-  'Notice to quit' from halls and University



Contact:
susupport@kingston.ac.uk

A large, stylized flower graphic with several petals, some solid black and some outlined, is positioned in the bottom right corner of the page, partially overlapping the contact information.



need advice on...

tax

legal issues

consumer issues

employment

accommodation

Contact **Jackie** at:
j.terry@kingston.ac.uk
+44 (0)20 8417 7088

Or call in and see her in the
Students' Union on a Tuesday,
Wednesday or Thursday

**citizens
advice
bureau**

Want to represent your fellow students?

Want to play a part in the decision making process of the University?

Want to build skills and experience?

Become a course representative and help ensure all students have a say on issues affecting their education.

For more information visit
www.kusu.co.uk/course reps

or email
course reps@kingston.ac.uk




Course Reps

Kingston University Students' Union


Accounting and Finance, Afro-caribbean, Ahlul Bayt, Alternative Music, Amnesty International, BAR, Catholic, Cheerleading, Chess, Circus and Juggling, Christian Union, East African, Entrepreneurs, Film and Culture TV, French, History, Islamic, International, Pharmacy, Exploration of Space and Development, Lesbian-Gay-Bisexual-Trans, Life Drawing and Art, Living Word, KU:Music, Neighbours, People and Planet, RadSoc, Scandinavian, Sikh, Turkish, United Nations, Wine

SOCIETIES

Generating friendship, fun and passions



Whatever your interests, there's a society for you!



For more information:

VP Activities on
activities@kingston.ac.uk
 020 8547 8883

International, Pharmacy, Exploration of Space and Development, Lesbian-Gay-Bisexual-Trans,


American Football, Athletics, Badminton, Basketball, Boat, Boxing

Cricket, Fencing, Football, Hockey, Jitsu, Karate, Karting, Kayak


SPORTS

Providing fitness, fun and adventure

Windsurfing, Wakeboarding, Volleyball, Tennis, Taekwondo, Surf, Sub Aqua, Mountainbiking, Netball, Rugby, Sailing, Ski & Snowboarding



Whatever sport you love, we have it for you!



For more information:

Contact Susie on
s.finnis@kingston.ac.uk
 020 8547 8830
 or
 VP Activities on
activities@kingston.ac.uk
 020 8547 8883

Volunteering

Kingston University Students' Union
Making Life Better for Kingston Students



Mentor a vulnerable child

Lead your own project

Promote environmental issues and sustainability

Assist in a local school

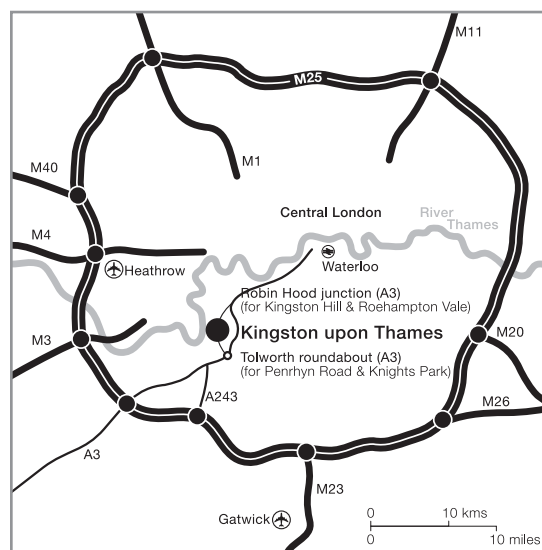


Help with one-off charity events

volunteering@kingston.ac.uk
www.kusu.co.uk/volunteering
0208 417 2548

Map of Kingston





Buses

The following buses run from London:

- 85 (from Putney Bridge)
- 57 (from Streatham)
- 65 (from Ealing)
- 281 (from Hounslow)
- 285 (from Heathrow via Feltham)
- 111 (from Heathrow)
- 131 (from Wimbledon)
- 213 (from Sutton)
- 371 (from Richmond)
- 71 (from Chessington)

For further information, visit the Transport for London website: www.tfl.gov.uk

From Heathrow

- Take the 111 or 285 bus to Kingston upon Thames.
- By tube / train: take the Piccadilly Line underground service to Earls Court, change to District Line to Wimbledon, and catch a main line train for Kingston or Surbiton.

From Gatwick

- Take a train to Clapham Junction, and catch a Kingston or Surbiton bound train.

Further information

For detailed instructions on travelling to the Kingston area and University campuses, see the University's website: www.kingston.ac.uk/directions

Kingston University London
ROEHAMPTON VALE CAMPUS
 Frank Avenue, London SW15 3DW

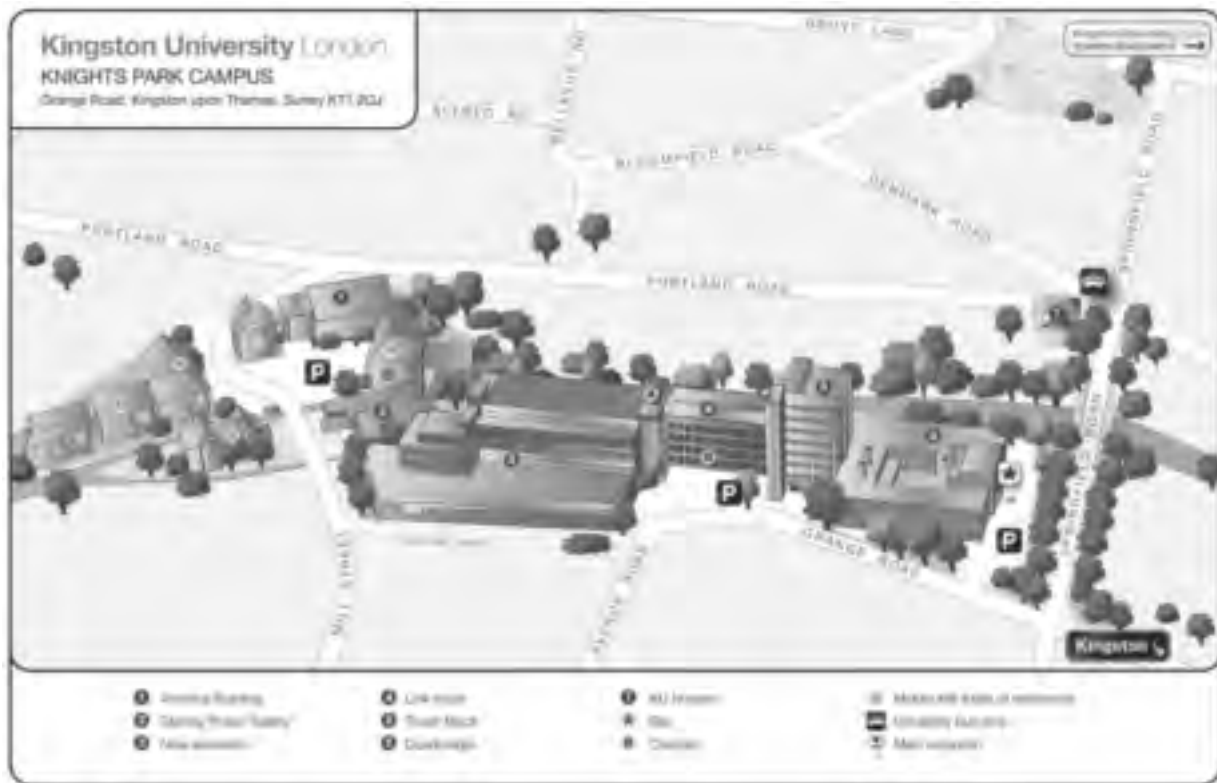
Map showing the Roehampton Vale Campus layout, including roads (Frank Avenue, Roehampton Vale Rd), buildings, and surrounding areas. Directional arrows indicate routes to A3 London and Kingston.

Legend:

- Public Way
- Main Building
- Acad. Support
- University Bus Stop
- Main Reception

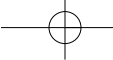
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Knights Park



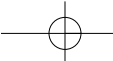
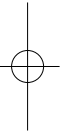
Kingston Hill





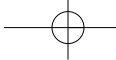
Notes

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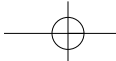
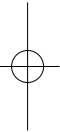


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Notes

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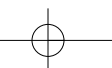
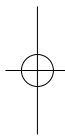
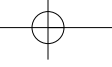
Notes

Acknowledgements

Written and compiled by Shell Morgan.

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 can not accept responsibility for omissions, errors or subsequent changes that may occur.



Kingston University London

T: +44 (0)20 8417 4901 (student office)
E: engadmin@kingston.ac.uk
T: +44 (0)20 8417 4844 (admissions)
E: eng@kingston.ac.uk
www.kingston.ac.uk/engineering/induction