I am delighted you have chosen to study at one of our partner institutions. Our commitment to academic excellence is shared by our partners so you can be assured that the course you have chosen will be delivered to the same exacting standards as ours.

City is a special place. We are committed to academic excellence, focused on business and the professions and offer the academic, employment, cultural, sporting and social opportunities you would expect from a prestigious University in a major world city. City joined the University of London in September 2016.

We have a rich Victorian heritage with close links to the City of London, Tech City in Shoreditch and the design quarter of Clerkenwell.

City is ranked eleventh in the UK for graduate starting salary according to *The Times* and *The Sunday Times Good University Guide 2019* and second in the UK for graduate salaries after six months according to *The Student Room 2018*. City received a Silver award in the 2017 Teaching Excellence Framework (TEF).

During your studies I hope you will feel proud to be part of City and benefit from some of our resources. Your qualification is validated by City and you will automatically become one of our worldwide alumni.

I take this opportunity to wish you every success with your endeavours and hope you will find this introductory guide useful.

Professor Sir Paul Curran
President
City, University of London
Welcome from the Academic Director

Welcome to City, University of London. We are very pleased that you have chosen to study a course at one of our partner institutions. Successful completion of your studies will result in a degree from City and the beneficial rewards of membership of our Alumni Network.

Validation is a process through which City recognises specific courses as equivalent in standard to its own degree, diploma and certificate courses. Upon completion, you will be awarded a City, University of London degree, diploma or certificate and will become a graduate of City. City, University of London takes overall responsibility for the quality and standard of your course but your institution is responsible for its teaching and the facilities to support it.

This guide is intended to provide you with information about the relationship between your institution and City, University of London and the services available to you from City.

We know that you will have closer contact with your institution than with City, particularly if you are studying outside London. We hope that you are able to take advantage of the facilities and services of City that are available to you from City.

Throughout your time as a student you will be given opportunities to tell your institution what you think of your experience and to participate in decision-making relating to your course. There will also be an opportunity, each year, for students to meet with representatives from City, University of London to provide feedback. Your views help us to shape the course for you and for future students. I look forward to meeting some of you during your course and in the meantime, I welcome you to City and wish you well with your studies.

Professor Laurence Solkin
Academic Director (Collaborative Provision)

About City

City, University of London is a leading international university, committed to academic excellence and focused on business and the professions. For over a century, with skill and dedication, we have been using education, research and enterprise to transform the lives of our students, our community and the world for over a century. Our partner institutions share our ambitions: they recruit capable and enterprising students who, after a period of dedicated study, achieve a City qualification.

A central London location
City is located in the heart of London, which means that our students are close to the capital's leading financial, legal, media and medical institutions. We are also close to leading theatres, music and dance venues, galleries, museums and sports clubs. Professionally and personally, students at City and its partner institutions have the opportunity to benefit from all that London has to offer.

Academic excellence
Academic excellence is at the heart of everything we do at City. Our students are educated by academic staff, many of whom are leaders in their fields engaged in world-leading and internationally excellent research. They come from over 50 countries and bring a global perspective and a commitment to providing City students with a supportive learning experience.

Expertise in education
We have a strong tradition of expertise in education. Our close links to business and the professions, which developed from our establishment in 1894, have ensured that throughout our history, we have offered undergraduate, postgraduate and professional courses that are inspiring, challenging and above all relevant. With the majority of our courses accredited by professional bodies, both at City and at our partner institutions, City students enjoy exceptional employment prospects upon graduation.

University of London
In September 2016, City joined the University of London, a collegiate university consisting of 18 self-governing colleges and 10 other smaller specialist research institutes. The University of London was founded by Royal Charter in 1836 and is one of the oldest, largest and most diverse universities in the UK. Today, it is renowned across the globe for its historic strengths and reputation for excellence in education and research.
How does the validation relationship work?

We work with staff at your institution through our Student and Academic Services Department and appoint a senior member of our academic staff, the Course Board Chair, to oversee the academic matters relating to your course.

Your institution will have various committees to oversee the development of your course. One of them will report to the City Course Board, which has representatives from your institution, City and an external advisor. As City monitors your progress at the end of each year and makes awards at the end of your course, it is also responsible for chairing the Assessment Board, comprised of members from your institution and external examiner(s).

We meet with students from your institution each year to discuss your course. We also have a process of revalidation that takes place every few years where courses are fully reviewed, which provides a further opportunity for students to meet with City staff.

Contacting City

Queries about your course should be directed to your institution in the first instance.

If you do need to contact City and are not sure where to direct your query, you can email or telephone Student and Academic Services on city-validation@city.ac.uk or 020 7040 4132.

The benefits of validation

- A degree, diploma or certificate awarded by City, University of London on completion of your course
- Access to our student community
- Access to our campus and a City ID card
- Associate membership of our Students’ Union and access to all the facilities and services it offers
- Use of our library and library service. Our libraries hold 350,000 volumes and 1,800 periodical titles. Please note, due to licensing requirements access to some online resources may be restricted – contact the library for more information.
- Opportunities to join our range of sports teams, including the chance to represent City at a competitive level
- Opportunities to join our many clubs and societies
- Use of our Computing Services
- Opportunities to attend our prestigious lecture series and other events
- Upon graduation, you will become a City alumnus and will have access to all the associated benefits.
Which courses does City validate?

City is very selective about the courses it validates and forms relationships with institutions that complement its mission in professional education. Currently City validates courses at the following five institutions.

- Arts Educational Schools London
  - BA (Hons) Acting
  - BA (Hons) Musical Theatre
  - MA Acting
- ESCP Europe Business School
  - European MSc in Management (two-year and three-year pathways)
- Guildhall School of Music & Drama
  - MPhil/PhD/DMus research degrees
- Chamber and Committees Team
  - House of Commons
  - PGDip Parliamentary Reporting
  - PGCert Advising MPs on Parliamentary Procedure
- Trinity Laban Conservatoire of Music and Dance
  - MPhil/PhD research degrees
City and you

Course handbook
Everything you need to know about your course will be contained in your handbook. This is written by your institution to guide you through your studies and is an invaluable resource to help explain the expectations of your course and to provide details on support available to you.

Contacting City
There may be fellow students at City you would like to contact, such as those on our music or cultural management courses or students on our business courses. Please contact Student and Academic Services at City who will be happy to put you in contact with other students.

City ID cards
Your institution will ask you to complete a City registration form. Once we have received and processed it we will provide you with an ID card which is sent to you through your institution. Your ID card will enable you to access the main City campus where you will find the library, Computing Services and Students’ Union. Please carry your card at all times when you visit. Should you require a replacement card (if, for example, it is lost or stolen), you should contact the course administrator at your institution who can arrange a replacement.

Feedback
We welcome your feedback. There are several ways of contacting us: through your student representative, via feedback questionnaires or by contributing to staff/student liaison meetings.
Travel information and information about how to find the City are at the back of this guide.

Useful information

Equal opportunities
City, University of London, in conformity with its Charter, confirms its commitment to equal opportunities in all its activities. It is intended that all students should receive equal treatment irrespective of political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.

Disclosures
To comply with statutory and government requirements we must provide data to other organisations. Wherever possible, you will be informed about these disclosures but in some cases it will not be possible to do this. City may also be obliged to release information to the police and similar law officers as part of criminal investigations and, in some instances, to officers of the court in relation to civil proceedings. When you register with City you will be giving us permission to process data about you.

Complaints
Your institution will publish details of how to make a formal complaint in your course handbook. If the complaint relates to the quality of the academic programme and if, having pursued your complaint within your institution, you feel it has not been dealt with satisfactorily, you may request a review of the outcome by City, University of London.

Academic misconduct
Academic misconduct is any action that produces improper advantage for the student in relation to their assessment or deliberately and unnecessarily disadvantages other students. It includes, but is not limited to, plagiarism, impersonation, collusion and disruption.

Cases of suspected academic misconduct will be reported to an Academic Misconduct Panel who will investigate the matter and consider an appropriate course of action. Where academic misconduct is established the Panel may recommend a range of penalties. Full information on the issues surrounding academic misconduct should be published in your course handbook and other institutional student resources.

Any form of academic misconduct is taken very seriously both by City and our partner institutions and we will act to ensure that students found breaching the guidelines are dealt with appropriately.

Appeals
Your institution will provide you with details of the City appeals process. All appeals should be made directly to City.
City, University of London’s Schools

City, University of London has five Schools. Each is committed to providing undergraduate, postgraduate and professional degrees that are inspiring, challenging and relevant.

School of Arts & Social Sciences
www.city.ac.uk/arts-social-sciences
The School of Arts & Social Sciences provides its students with a dynamic, academically rigorous environment for undergraduate and postgraduate study. We focus on four disciplines in the social sciences – Economics, International Politics, Psychology and Sociology – and on English, History, Music and Journalism. In all subject areas, our students benefit from City’s central London location, its close links with the professions and its reputation for excellence in research and education.

Cass Business School
www.cass.city.ac.uk
Cass Business School is among the top one per cent of business schools worldwide. We offer undergraduate, specialist Masters, MBA, Executive Education and PhD programmes. Our research has a global reputation and we have an outstanding employment record after graduation.

School of Mathematics, Computer Science & Engineering
www.city.ac.uk/mathematics-computer-science-engineering
The School of Mathematics, Computer Science & Engineering has been offering outstanding courses tailored to the needs of the professions for more than 100 years. Academic staff are at the forefront of research and enterprise activity in their fields. Undergraduate and postgraduate courses are designed to incorporate the latest developments in academic research and industrial practice in diverse fields including civil engineering, mechanical and aeronautical engineering, library and information science and mathematics.

The City Law School
www.city.ac.uk/law
The City Law School is one of London’s major law schools. Offering an impressive range of academic and professional courses, it was the first law school in London to provide courses for students and practitioners at all stages of legal education.

The School offers undergraduate, postgraduate and professional education together with a wide range of tailored continuing professional development courses for qualified lawyers and those in associated professions. Our courses are among the best in the country, attracting high-calibre students who achieve significant success in the legal field and in other professions after graduating from City.

School of Health Sciences
www.city.ac.uk/health
The School of Health Sciences is dedicated to the education and development of health and community-based professionals. It brings together areas including Nursing and Midwifery, Optometry and Visual Science, Health Management, Healthcare Education Development, Radiography and Language and Communication Science. These departments are committed to excellence in education, training and research; advancing evidence-based practice; the creative development of multi-professional learning and practice; rigorous education in the basic sciences; innovative use of technology to facilitate distance and flexible learning; and enhancing the health and human resources of the local community.
Useful sources of information

City Events
Find out more about City’s extensive events programme.
www.city.ac.uk/events

City Students’ Union
Find out about the services offered by City Students’ Union as well as the clubs and societies that are affiliated with the SU.
www.culsu.co.uk

Sports
You can take part in the many sports offered by City and if you choose, compete on behalf of City.
www.city.ac.uk/sport-and-leisure

Alumni Network
Our Alumni Network offers free and lifelong membership to all former students and staff of City.

We currently have over 100,000 members worldwide and the Network is increasing every year.

Visit our website to find out more about our exclusive range of benefits and services.
www.city.ac.uk/alumni

Useful links
www.timeout.com/london
Information on living, sightseeing, entertainment, eating and drinking and shopping in London

www.tfl.gov.uk
Tube and bus travel information

www.nationalrail.co.uk
Train information and timetables

www.nus.org.uk
National Union of Students
Our nearest London Underground stations are Angel (Northern Line) and Farringdon (Circle Line; Hammersmith & City Lines; National Rail Services), both of which can be accessed from London Kings Cross Station and are approximately ten minutes’ walk from Northampton Square.

There are several bus routes which run by Northampton Square, including the following: 4, 19, 30, 38, 43, 55, 56, 73, 153, 205, 214, 243, 274, 341, 394, 476.

For further information on public transport in London, please visit www.tfl.gov.uk.

Parking in central London is expensive and we recommend using public transport where possible. However, if you do plan to arrive at City by car, please visit www.ncp.co.uk to find details of convenient car parks. City is unable to provide visitor parking on campus.

At the back of this guide you will find a map of our campus and the local area.
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London
EC1V 0HB
United Kingdom

Email enquiries
enquiries@city.ac.uk

Telephone enquiries
+44 (0) 20 7040 5060

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facebook.com/
cityuniversitylondon

Follow us on
twitter.com/
cityunilondon

Watch us on
youtube.com/
mycityunilondon

City, University of London is an independent member institution of the University of London. Established by Royal Charter in 1836, the University of London consists of 18 independent member institutions with outstanding global reputations and several prestigious central academic bodies and activities.

www.city.ac.uk