



Validation 2023/24

Your guide to City, University of London



The University of
business, practice
and the professions.

www.city.ac.uk

Welcome from the President

I am delighted that you have chosen to study at one of City, University of London's partners.

As President I have the privilege of leading City. I identify strongly with its distinctive mission focussed on business, practice and the professions. That distinctive mission is what brings together a rich and varied community across the globe. Our students are known for being highly employable, excelling at critical thinking, and demonstrating leadership in their chosen careers.

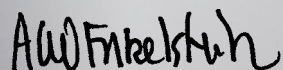
We cannot promise it will be easy but if you have made it this far, you already have what it takes to succeed.

City is committed to student satisfaction. As a student, we rely on you to use student representation processes to make your views heard; we strive to continually improve our courses, learning and teaching, staff wellbeing, and the student experience. I encourage you to use your voice in your institution to foster change and growth.

Your qualification is validated by City and you will automatically become one of our worldwide alumni. Once a part of City, your connection with the University is for life. City is committed to supporting student success. Please take some time to familiarise yourself with the support services available to you. Ask for support from your tutors if you need it.

City is committed to creating a culture of diversity and equality and to being an inclusive higher education institution so that you feel welcome. This commitment extends to our entire view of education and how it is delivered. We share this with our partners.

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



Professor Anthony Finkelstein
President
City, University of London

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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. When you have completed your studies we hope you will be proud to be a graduate of City, University of London as well as of your own institution.

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.

A stylized signature in black ink.

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.

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.

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. City continues to develop its standing as a leading global institution for education and research.

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.

Validation

How does the validation relationship work?

We work with staff at your institution through our 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.

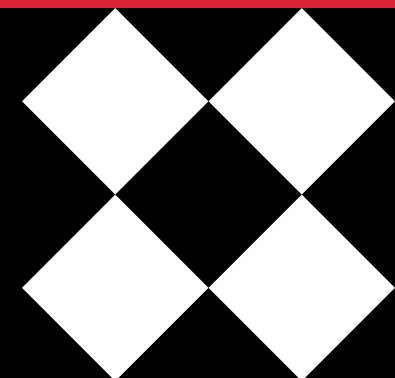
If you do need to contact City and are not sure where to direct your query, you can email or telephone Academic Services on city-validation@city.ac.uk or 020 7040 4132.

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

CertHE Foundation Acting

CertHE Foundation Musical Theatre

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.

Travel information and information about how to find the City are at the back of this guide.

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.

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 six Schools. Each is committed to providing undergraduate, postgraduate and professional degrees that are inspiring, challenging and relevant.

Bayes Business School

www.bayes.city.ac.uk

Bayes Business School (formerly 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 Communication & Creativity

www.city.ac.uk/communication-creativity

Established in 2022 the School of Communication & Creativity brings together our renowned Department of Journalism, with two new departments: the Department of Media, Culture and Creative Industries; and the Department of Performing Arts – which incorporates the recently-acquired Urdang Academy, one of the UK's finest performing arts colleges, specialising in musical theatre and dance. Our students gain unrivalled experience of real-world workplaces, developing practical skills which enhance their employability after graduation.

School of Policy & Global Affairs

www.city.ac.uk/policy-global-affairs

The School of Policy & Global Affairs is located in one of the world's greatest financial and political centres. Formed in summer 2022, the School brings together the areas of Economics, International Politics, Sociology and Criminology. Our highly-rated courses in these subject areas equip students with the knowledge and skills to respond to the world's most pressing policy challenges. With strong links to industry and policy organisations, we engage our students and staff with the key challenges and debates that are shaping policy formation in a rapidly changing world.

School of Health and Psychological Sciences

www.city.ac.uk/health

The School of Health & Psychological 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, Radiography and Language and Communication Science, and Psychology. 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.

The City Law School

www.city.ac.uk/law

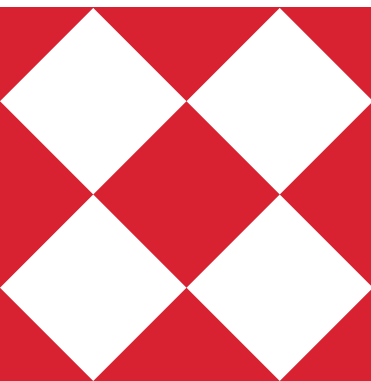
The City Law School is one of London's major law schools. Offering an impressive range of academic and professional courses, it was the first law school in London to provide courses for students and practitioners at all stages of legal education.

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 Science & Technology

www.city.ac.uk/science-technology

The School of Science & Technology has been offering outstanding courses tailored to the needs of the science and engineering 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 Computer Science, Biomedical Engineering, Mechanical and Aeronautical Engineering and Mathematics.



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.citystudents.co.uk

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

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

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



Travel information

City is located in central London and it has excellent transport links.

Our nearest London Underground stations are Angel (Northern Line) and Farringdon (Circle Line; Hammersmith & City Line; Metropolitan Line; Elizabeth Line; Thameslink; 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.

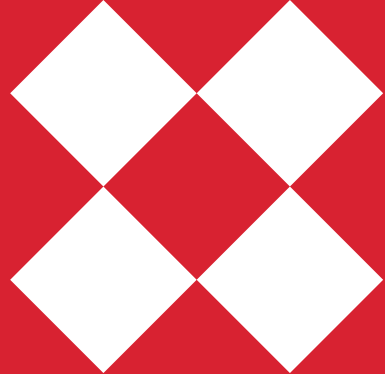
For further information on public transport in London, please visit www.tfl.gov.uk. Parking in central London is expensive and we recommend using public transport where possible. However, if you do plan to arrive at City by car, please visit www.ncp.co.uk to find details of convenient car parks. City 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.

Map



Key

-  Entrances
-  Accessible entrances
-  College Building
-  University Building
-  Tait Building
-  Rhind Building
-  Drysdale Building
-  Centenary Building
-  Sebastian St Building
-  Bayes Business School
-  Bayes Business School
-  Urdang



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www.city.ac.uk



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enquiries@city.ac.uk



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**UNIVERSITY
OF LONDON**

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 17 independent member institutions with outstanding global reputations and several prestigious central academic bodies and activities.