Welcome to the School of Engineering and the Built Environment

Dear student,

I am delighted to welcome you to the School of Engineering and the Built Environment. We're looking forward to welcoming you and helping you to settle into the School, your course and your new environment.

Everyone is always a bit nervous about starting university, this is a good sign, and it means you’re keen to do well and make the most of this exciting opportunity. We’re all very friendly, and you’ll soon settle in very quickly. Remember, everyone is in the same boat!

Your personal tutor is a key person to get to know in the first few weeks, they can help with any queries, worries or concerns.

Please take the time to read the information below as it will help you settle in to the University more efficiently. Further information can be found on our welcome pages, including activities during Welcome Week at www.bcu.ac.uk/student-info/welcome-week.

Finally I’d like to wish you the best of luck for the start of your course. You are now a part of the School of Engineering and the Built Environment and Birmingham City University academic community, and we look forward to working in partnership with you to help you succeed.

With best wishes,

Professor David Proverbs
Head of School, Engineering and the Built Environment

Your first day with us

Your programme is based at the University’s City Centre Campus. To find out more about facilities, latest developments and accessibility at your campus, along with maps, travel directions and car parking arrangements, visit www.bcu.ac.uk/about-us/maps-and-campuses/city-centre-campus.

Your first day will begin with the following welcome session:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Wednesday, 21 September 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>9am</td>
</tr>
<tr>
<td>Location:</td>
<td>City Centre Campus, MP388, Level 3 Millennium Point</td>
</tr>
</tbody>
</table>

It is important that you attend this welcome session to receive essential information about studying at the University.
Before You Arrive

Level Up Pre Arrival Programme

Level Up is our online, interactive pre-arrival programme. It's designed to give you plenty of opportunities to get to know some of your future class mates, so that when you arrive for Welcome Week in September, it won’t feel that you’re entering a completely alien world. It will also allow you to pick the brains of some of our current students and recent graduates who know exactly what it’s like to be starting out at university.

This programme has been carefully planned by your Level Up Mentors, alongside the Faculty’s Student Success Advisors (SSAs), to make sure the right information and support is available to you and know where to go for advice should you need any extra help whilst you're a student here. You can start looking through the resources by visiting http://xoodle.bcu.ac.uk/course/view.php?id=274

Student Essentials

Timetable
You will be able to access your timetable during Induction Week on the homepage of iCity (icity.bcu.ac.uk). To get a longer-term view of your timetable, choose ‘Your Timetable’ from the top left menu.

iCity is the University’s web portal for staff and students. You can use it to access news, information and services. You can also access your timetable from the iBCU app, available on Apple iOS, Android and Windows. Search your app store for ‘iBCU’ and log in using the same details as above.

You can log in using the username and password stated in your online enrolment invitation email.

Programme Handbook
Your Programme Handbook contains detailed information including fees, placements and the content of your programme. You will receive a copy of your handbook in a Welcome Pack before you arrive at University. If you’re an international student, you’ll receive your Welcome Pack at Orientation Week.

Faculty/School Office
You can find your Faculty Office at Millennium Point, level 4 Reception, City Centre Campus. This office is open 08:00 am – 06:00pm, Monday to Friday.

Your University ID card
Remember to keep your University ID card with you at all times as you will need it to access all campuses and libraries, as well as using printers on campus. Using your ID card also helps us to record your attendance at teaching sessions, making sure you get the best out of your studies.

Your University email address
Your University e-mail address will be used for ALL communications. Remember to check your e-mail account regularly to ensure that you don’t miss important updates and information about your studies. You can even link it to your smartphone.
Rules and regulations
One of your responsibilities as a student at Birmingham City University is to follow the rules and regulations which apply to all students. It's really important that you’re aware of these, so we've picked out some of the key areas to help you: www.bcu.ac.uk/about-us/corporate-information/policies-and-procedures/rules-and-regulations

Key University Services
There's a lot to get your head around in your first few weeks at university, but don't worry - help is at hand. We have a number of services at the University to help you get started, find answers to questions and receive general advice and support.

More information: city.bcu.ac.uk/marketing/Student-Essentials

And finally...
We very much hope you enjoy your time with us at the University! For more information on what you can get involved in when you get here, visit www.bcu.ac.uk/student-info/welcome-week

Information for International Students

Meet and Greet service
We operate a free ‘Meet and Greet’ service at Birmingham Airport for all of our new international and EU students starting a course at the University from July to September only. If you have any queries about the service or travelling to the University please email meet.greet@bcu.ac.uk.

More information: www.bcu.ac.uk/international/preparing-for-the-uk/meet-and-greet-service/

Orientation Week
Our September Orientation Programme gives you the opportunity to meet other students, get essential information and learn more about the University, Birmingham and the UK. If you have any questions regarding orientation please email orientation@bcu.ac.uk.

More information: www.bcu.ac.uk/international/preparing-for-the-uk/orientation