

# Questions or comments? Please use today's meet!

Go to [www.todaysmeet.com/sbspg](http://www.todaysmeet.com/sbspg)

The screenshot shows a Today's Meet chat room interface for a room named 'sbs'. On the left, under the 'Listen' tab, there is a message box containing the text 'Ask/comment away!' and 'less than a minute ago by Emma'. Below this is a 'Room Tools' button. On the right, under the 'Talk' tab, there is a 'Message:' input field with a character count of 'Characters remaining: 140' and a 'Say' button. At the bottom of the interface, there is a footer with links for 'Blog', 'About TodaysMeet', 'Need Help?', 'Privacy Policy', and 'Terms of Service', along with a copyright notice for '© 2008-2017 TodaysMeet LLC'.

# Welcome to Southampton Business School

**Professor Martin Broad**

**@ProfMartinBroad #sotonbusiness**

PhD, ACMA, CGMA, FHEA, BA(Hons), ATT

Head of Southampton Business School

# Your educational journey starts here...

- We offer
  - Educational experience based on rigour and relevance;
  - Underpinned by worldwide reputation in research;
  - A learning experience that will achieve the following goals
    - Independent learning skills;
    - Ability to apply theory to practice;
    - Ability to use analytical skills;
    - Effectively communicate; and
    - Become employable.



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# Welcome!

Prof Julia Bennell

# Welcome firstly to a dynamic, exciting, innovative University



## **Come and talk to us.**

- You'll be finding out today about various people in the School who will support you – Personal Academic Tutor, Programme Leader, administration staff, specialist support people...
- And we can point you to lots of other support within the University

# Key Contacts

Head of School (Professor Martin Broad)  
Deputy Head of School (Prof Julia Bennell)  
Director of Postgraduate Programmes

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Student  
Administrative Office  
(Building 02; Level 2)

PG Senior Tutor  
(Dr Shahnaz Ibrahim)  
(Building 28; Level 2)

Programme  
Leaders

Education  
Development Office  
(Dr Mary Morrison)  
(Building 02; Level 4)

Personal Academic  
Tutors

Module Leaders

Peer Advisers  
(Building 02; Level 4)

# Programme Structure

- Programme specification & Module profile (available on SUSSED)
- Core, compulsory and optional modules
- Lecture, seminar, workshop, computer lab, guest speaker session.....
- Assessment method: exam, group/individual assignment, presentation, report.....

# Engagement & Activities

- Regulations:
  - University Calendar
  - Quality Handbook
  - Faculty Student Handbook
  - PG Dissertation Handbook
- SUSSED and Blackboard
- Office hours
- PG Dissertation conference
- Newsletters, tea/coffee events, visiting tours, class photo.....



# Exciting opportunity

We still have places available on our MBA  
You need to have at least 3 years work  
experience.

Dr Nuno Da Camara - MBA Director



Dr Swarna Prasad - MBA Manager





**So work hard – but enjoy your experience!**

# Health & Safety Awareness

# The University Health & Safety Management Policy

## **All taught students (UG and PG) to:**

Take reasonable care of themselves and others.

Cooperate with the University and its staff.

Report any health and safety incidents or risks to a member of staff.

## **Security**

The University of Southampton Security Service operate 24 hours a day **Enquiries:** ext. 22811 or **externally** 02380 592811

## **First Aid**

List of first aiders by lifts, all security staff are first aiders.

**N.B... if an ambulance is required for a medical emergency, call 999 immediately.**

# When the fire alarm sounds

**DO** join the flow of people exiting the building  
***DON'T*** walk against the flow and deeper into the building

**DO** walk to the designated assembly point  
***DON'T*** risk impeding emergency service access  
*by standing in an alternative location.*

For further clarification or to pass on information during a building evacuation, look for the Fire Wardens wearing yellow or red hi-viz vests.

Campus Fire Safety Video: [https://www.streaming.soton.ac.uk/video-v2/player.php?vidid=b80325c&\\_ga=1.40893154.1392119445.1411983478](https://www.streaming.soton.ac.uk/video-v2/player.php?vidid=b80325c&_ga=1.40893154.1392119445.1411983478)





**MINDFULNESS**

# *Personal Academic Tutor System*

*“Supporting and developing students”*

Dr Shahnaz Ibrahim, PG Senior Tutor

[si1g10@soton.ac.uk](mailto:si1g10@soton.ac.uk)

27/09/2017

# Contact Details



Dr. Shahnaz Ibrahim

Senior Teaching Fellow in Strategy, Innovation & Entrepreneurship

Postgraduate Senior Tutor

Faculty of Business and Law

Building 28, Room 2027

Tel: 02380597256

Tel: Internal (27256)

E-mail: [si1g10@soton.ac.uk](mailto:si1g10@soton.ac.uk)

# Your Personal Academic Tutor



- Each student is assigned a personal tutor who is normally a member of academic staff on his own area or closely related subject area
- A source of advice, or suggestions where to get advice
- Provides an extra layer of general **academic** and **pastoral** support, beyond what is offered by the module tutor
- ✓ **Academic:** advice on your choices of options for your programme, progress of your academic work and exam marks, review of assessment outcomes
- Follow up with tutees who are not making satisfactory progress
- ✓ **Pastoral:** Provides a point of contact with the School during your time at the university and details of University support groups
- May write a reference for jobs or further study applications

# Personal Academic Tutor

Education  
Development  
Office

Enabling Services

Peer Advisors

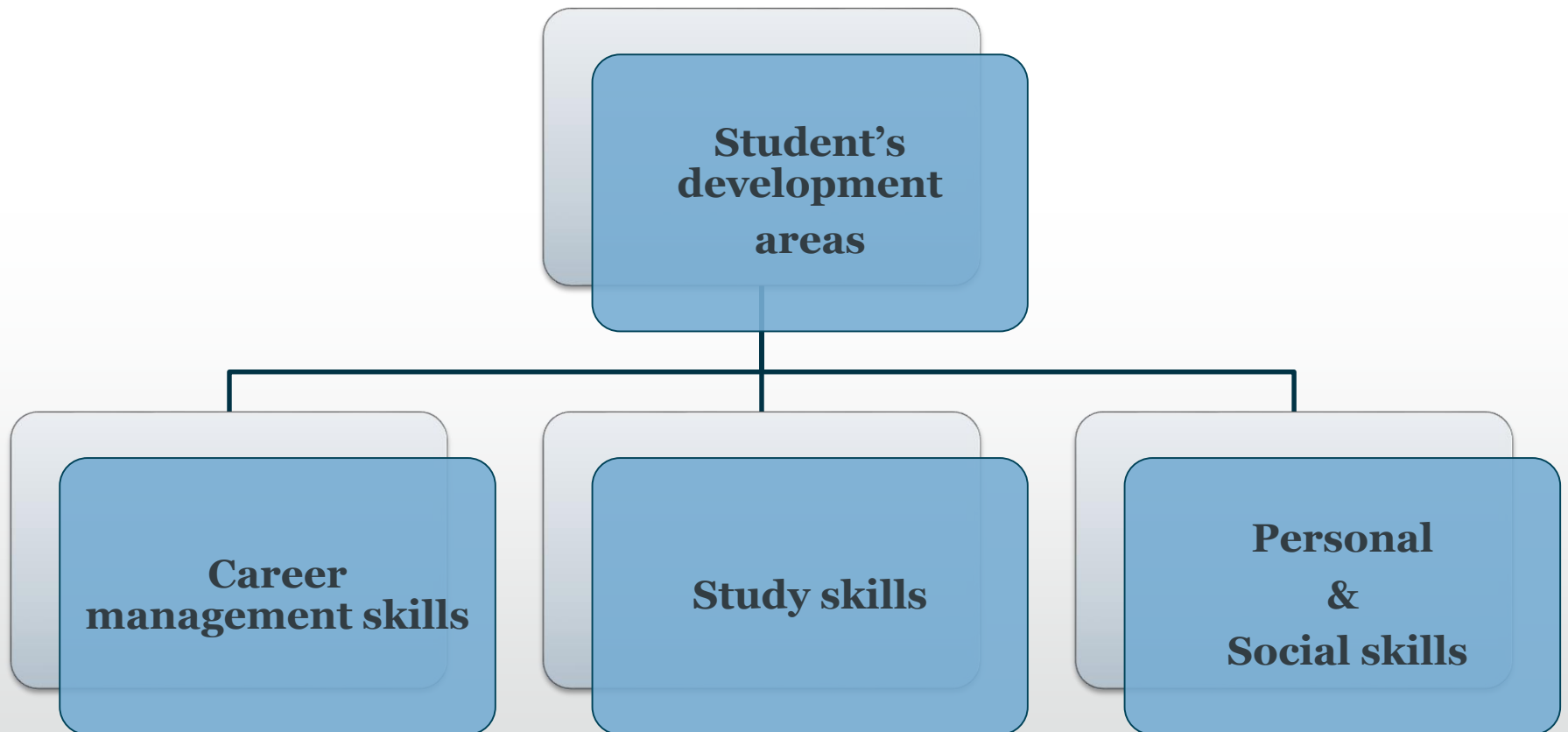
International  
societies

Career  
Destination

Student  
Office

Module/  
Programme Leader

# Student Development areas



# Sources of Support

## Social Support

- Enabling Services
- Counselling Service
- Chaplaincy
- Personal Advisory



## Career Planning

- Employability services/Careers Destinations ( CV, interview techniques, school employability events, etc.).

## Academics Setbacks

- Special considerations
- Extensions

## References

- Career Destinations

## Feedback

- How students can seek and use feedback  
(<http://www.studyskills.soton.ac.uk/>)

## Exam Preparation

- Planning the time/practicing applying concepts/theories to examples

# Personal Tutor responsibilities

- Make appointments to see your personal academic tutor at least once a semester (e.g for discussing option choices and exam results)
- Promptly inform your personal academic tutor of any prolonged period of illness or any change in your circumstances which might have an impact on your studies and about which your personal tutor ought to be aware of
- Answer emails and correspondence from your personal academic tutor and other School staff promptly
- Ensure that you register for optional and other modules in a timely manner. This usually means meeting with your personal academic tutor well in advance of the School deadline



# Making Contact



- Tutor allocated end of week 1
- Informed by email via the Business School Student Office
- Your PAT information also can be accessed via sussed
- Your PAT will contact you to schedule a meeting , group (recommend) or individual
- A record of your attendance will be noted in a register sheet that will be sent to student office.
- All students, should be seen by their PATs by end of Week 3 of the academic year (21 Oct 2017).
- Meetings Timings:
  - Week 2 – 3
  - When semester one results released
  - Other times as necessary

# Topics to Discuss

- General study advice
- Option choice
- University and School regulations
- Employability
- Health and other issues which impact on your studies
- Anything else!



"Support is always on hand when needed even when her schedule is busy, she finds time, listens and relays guidance that has benefitted my individual needs."



"I was struggling a bit in the first term and without saying anything [My tutor] realised by my lack of attendance and sorted my problem within a week."



"My tutor has helped me to focus throughout the year and has been there to give me advice when I needed it, as I've had some problems."



"I feel very well supported by my personal tutor and know I could approach her if I needed to (although I haven't needed to, I feel reassured by it). All staff make an effort to get to know students. I think this is really important."



# Personal Tutee responsibilities

## Tutees are expected to:

- **Make appointments** to see their PAT at least once a semester e.g. to discuss option choices, exam results, progress.
- **Promptly inform PAT of** any prolonged illness or any change in your circumstances which might have an impact on your studies.
- **Promptly answer** email correspondence from the PAT and School staff
- **Promptly register** for optional and other modules in line with University time schedules. If needed, meet with PAT well in advance.



# Business School Coffee Mornings

Meet Business School staff and students  
Free drinks and snacks

10am-12noon  
Building 2 study space

Wednesday 4th October  
Tuesday 10th October  
Thursday 19th October

Thursday 2nd November  
Tuesday 14th November  
Thursday 30th November

Meet other  
staff and  
students

Free tea,  
coffee and  
snacks

# University wide support

- First Support
- Enabling Services <http://www.southampton.ac.uk/edusupport/>
- Counselling Service <http://www.southampton.ac.uk/edusupport/>
- Advice Centre <http://www.susu.org/help-and-support/advice-centre/2012/index.html>
- Visa Guidance <http://www.southampton.ac.uk/sais/visa/>
- Residences Support Services <http://www.southampton.ac.uk/accommodation/halls/supportingyou.html>
- Chaplaincy <http://www.chaplaincy.soton.ac.uk/index.php>

The image features a light blue background with several black silhouettes of graduates. In the foreground, five graduates are shown from the chest up, their arms raised in celebration. They are holding their black graduation caps and white diplomas. Above them, three more caps are seen in mid-air, having been tossed. The overall scene conveys a sense of achievement and joy.

**Thanks for listening**

Your adventure starts here

# Careers and Employability Service

Careers and Employability Service

[www.southampton.ac.uk/careers](http://www.southampton.ac.uk/careers)

[careers@southampton.ac.uk](mailto:careers@southampton.ac.uk)



UoS Careers and Employability



UoS\_Careers



Careers Centre, Building 37

careers@soton.ac.uk

[www.southampton.ac.uk/careers](http://www.southampton.ac.uk/careers)



@UoS\_Careers



UoSCareersandEmployability



uoscareers

# Keeping in contact

- Employability Newsletter
- Social Media
- Emails from Julie
- Check out our website and 'MyCareer' pages

# Careers and Employability

- Student Homepage

<http://www.southampton.ac.uk/careers/students/index.page>  
?

**Bulk email panel** ? v

No due mailings found

**Events panel** ? v

**Upcoming Events** Published events running today

No events found

**Future Events** Published events from tomorrow onwards

- > Deaf and Disability Careers Fair 09-Sep-16
- > J.P. Morgan EmployAbility Insight Day 2016 29-Sep-16
- > Introduction to the Careers and Employability Service 03-Oct-16 - 15-Dec-16
- > Recruiter in Residence - EY 04-Oct-16
- > Provisional Booking - Presentations, Large workshops, Testing Sessions, Insight into..Talks & Union Southampton Space 04-Oct-16 - 07-Oct-16
- > Graduate Recruiter CV Drop-ins 05-Oct-16 - 07-Oct-16
- > UCAS Medical Applications Talk for all FNES Students. 05-Oct-16
- > Graduate and Intern Opportunities at Airbus Group 05-Oct-16
- > Employer Skills Workshop 06-Oct-16
- > Employer Skills Workshop 06-Oct-16

**Events pending approval** Future events not yet published

- > Deloitte Autumn Careers Evening 13-Oct-16
- > J P Morgan's Tech Showcase 28-Oct-16

**Event Bookings Pending Approval** All currently provisional bookings

- > Magnet.me : Exhibitor Registration Form for the Business Fair 2016 (SMEs Only) 15-Jun-16 15:41
- > Frontline: Exhibitor Registration Form for the Business Fair 15-Jun-16 15:46

**Work Experience & Volunteering roles panel**

- > **Excel Southampton Internship Programme**  
Interested students (Scheme-level only) : 22  
Work Experience & Volunteering roles : 330
- > **Volunteering Bank**  
Interested students (Scheme-level only) : 12  
Work Experience & Volunteering roles : 99
- > **Year in Employment**  
Interested students (Scheme-level only) : 93  
Work Experience & Volunteering roles : 190
- > Content Marketing Internship
- > Assurance & Risk Assurance Work Placements - Autumn 2016
- > Industrial Placement - Trainee Financial Advisor
- > Social Media Intern
- > UK Employee Coordinators Internship
- > Statistician Intern
- > Are you analytical with a keen eye for detail?
- > Inbound Marketing Internship
- > Intern - Product Marketeer (1 year)
- > Meeting and Events Sales, 12 month internship opportunity
- > People (HR) 12 Month Internship
- > Investment Placement Scheme (June 2017)
- > Online Tour Operator Assistant Internship
- > Virgin Media Business 12 Month Internship
- > Insights Executive Internship
- > Business Development Intern - EMEA (12 month placement)
- > Executive Search Placement/Graduate Student
- > English teaching assistant in various Spanish cities - paid 800€/month

# Key messages for your Masters year

- Your Masters course gives you an added value – make sure you sell this
- Consider the ‘Academic and Professional skills for Business’ Module
- Never too late to start boosting your employability
- Be aware of application deadlines
- Have an action plan
- If you are still unsure we are here to help

## Careers and Employability Service

Building 37, Highfield Campus

+44 (0)23 8059 3501



[careers@southampton.ac.uk](mailto:careers@southampton.ac.uk)



[www.southampton.ac.uk/careers](http://www.southampton.ac.uk/careers)



**UoSCareersandEmployability**



**UoS\_Careers**



**UoS\_Careers**



# Southampton Business School Student Office

Emma Hampton – Team Leader Student Administration & Assessment  
September 2017

# Contact Us

- Location: Building 2, 2040
- Opening Hours:  
Monday – Friday 09.00-17.00
- Email: [bussofbl@soton.ac.uk](mailto:bussofbl@soton.ac.uk)
- Telephone: +44 (0) 2380 59 7677



# Important Information

- Enrol
- ID Card
- Welcome Calendar
- SUSSED
- Email
- Timetables
- Blackboard