Making the most of your

Summer 2016

A guide to our services & support available over the summer and upcoming opportunities
Summer is about to begin and for many of you this means taking a well-deserved break from your studies.

However, life at Royal Holloway still goes on!

Most of our services are available to you over the summer and we are here to provide advice and support. Whether you want to get started on your dissertation or talk to a careers consultant about your future plans, we are happy to help.

We created this short guide to give you the heads-up on summer opening hours and opportunities that are coming up in 2016/17. This way you can make the most of your summer and get a head start into your next year.
**Summer opening hours**

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Centre</td>
<td>Mon – Fri, 10.00 – 17.00 (closed on 29 July and 5 August)</td>
</tr>
<tr>
<td>Bedford Library</td>
<td>Mon – Sat, 9.00 – 24.00 (closed Sun until 31 July)</td>
</tr>
</tbody>
</table>
| Founder’s Library            | Mon – Thu, 9.00 – 19.00  
                                  Fri, 9.00 – 17.00  
                                  Sat, 11.00 – 19.00 (closed Sun) |
| Careers Service              | Mon – Fri, 10.00 – 17.00                    |
| IT Service Desk              | Mon – Fri, 9.00 – 17.00                    |
| Health Centre                | Mon – Fri, 9.00 – 17.00 (closed 13.00 – 14.00) |
| Support & Advisory Services  | Mon – Fri, 9.00 – 17.00                    |
| SU Advice & Support Centre   | Mon – Fri, 10.00 – 16.00                   |
| Fitness Suite                | Mon – Fri, 07.00 – 21.00  
                                  Sat, 9.00 – 18.00  
                                  Sun, 10.00 – 18.00 |

**Useful Contacts**

In case of an emergency, you can contact:

- **Student Services Centre**  
  01784 276641*  
  student-enquiries@royalholloway.ac.uk

- **College Security Services**  
  Founder’s reception  
  01784 443063*  
  SecurityRHUL@rhul.ac.uk

- **Surrey Police**  
  Non-emergencies 101  
  Emergencies 999 (also inform Security Services)

- **Health Centre**:  
  01784 443 131*  
  (Mon – Fri, 9.00 – 17.00)

- **Hospitals with 24 hr. casualty services**:  
  Ashford (01784 884488*); St. Peter’s, Chertsey (01932 872000*). St. Peter’s.

*call charges apply
Accessing the Library off campus

What resources can I access off campus?

• Look for your reading lists in our Reading List system – http://readinglists.rhul.ac.uk

• Visit our subject guides for subject-specific information: http://libguides.rhul.ac.uk

• Use RefWorks to organise reading items in one place & quickly create your bibliographies.

Most journal articles are available online, a lot of books are still only available in print, but our collections of ebooks are growing rapidly. Access ejournals & ebooks when you’re away from campus and during vacations wherever you are through Campus Anywhere.

The Library is open through the vacations, so please contact us if you need help: library@royalholloway.ac.uk

Thinking ahead

“The co-curricular activities I did at university were a major factor in contributing to me finding work after University, and demonstrated to my employer that I had learned skills beyond my degree.”

English Literature Graduate

Going to university is not just about “getting a degree”.

There are plenty of opportunities alongside your studies for you to develop a wide range of skills that will make you stand out from the crowd.

The following pages will give you a snapshot of the many ways in which you can develop and improve skills.
The Royal Holloway Passport Award recognises your contributions to the College, and the wider community, through co-curricular activities.

- It encourages you to undertake a range of activities
- Helps you develop the skills that employers are looking for
- Teaches you how to showcase transferable skills to employers
- Celebrates your achievements at an awards ceremony

Currently you can choose from over 150 roles in more than 30 activity areas within the College ranging from the Students’ Union and Community Action, through to Careers workshops and departmental opportunities.

For enquiries please email passportaward@royalholloway.ac.uk or follow @RHULPassport on Twitter.

**Leadership**

**What makes a good leader?**
Someone who leads or guides a group of people and inspires or motivates them to be more effective at achieving something.

Ways to develop Leadership skills:
- Stand to be a Sabbatical Officer
- Become a Residential Support Assistant
- Become a Peer Guide

By standing to be a Sabbatical Officer you will be putting yourself forward to lead and represent our students. If successful, you will have a paid year out of or after your studies where you’ll work alongside the college to improve students’ lives on campus.

As a Residential Support Assistant (RSA), you will support students living in halls and act as a first point of call for their queries or worries. You can help them become more independent.

As a Peer Guide, you will help students settle in and make the transition into university life. You can motivate them to succeed in their studies.
“The peer guide role has not only enhanced my development as an individual, but it has also given me further confidence as a figure that 1st year students can look to, assimilate with and trust.”  
Taylor, BA History Peer Guide

Key dates for 2016/17:
• Stand to be a Sabbatical Officer in February 2017
• Apply to become an RSA in February 2017
• Apply to become a Peer Guide by August 2016

If you have any questions, please contact:
ResidentialSupport@royalholloway.ac.uk
PeerGuide@royalholloway.ac.uk
Or visit: http://www.su.rhul.ac.uk/voice/officers/

Teamwork

What is Teamwork?
Teamwork means that team members share different responsibilities to bring out the best in one another, and work more effectively.

Ways to develop Teamwork skills:
• Join a Volunteering or Fundraising group
• Join a Student Group Committee
• Become a Residential Support Assistant

If you join a team of Community Action Volunteers, you will work in a group to realise projects that have a lasting impact on our local community. You can also become a member of Raise and Give in the Students’ Union. RAG works as a team to fundraise for a number of worthy causes, both locally and nationally.

Why not lead a Society, Sports Club or Media group next year? You will learn how to use teamwork to make sure your group is a success.

As an RSA, you will work as part of a team to provide support for students living in Halls. You will have to take responsibilities as well as work closely with others.
“As an RSA I have learnt how to form and be a part of a team with great responsibility [and] the importance of offering support to one another and maintaining respect for each other.”
Deon, BSc Psychology, RSA

Key dates for 2016/17:
• Join a team of volunteers over the summer
• Attend Welcome Week in September 2016 to join student groups or RAG
• Apply to become an RSA in February 2017

If you have any questions, please contact:
Voluteering@royalholloway.ac.uk
RAGchair@su.rhul.ac.uk
Studentactivities@su.rhul.ac.uk
ResidentialSupport@royalholloway.ac.uk

Problem Solving

What is Problem Solving?
In any job or task you will have to face problems and find solutions. Problem Solving skills allow you to define the problem and decide on a solution.

Ways to develop Problem Solving skills:
• Apply for a Micro-placement
• Become a Course Rep
• Become a Volunteer Project Leader

2nd year undergraduates have the opportunity to complete a short term placement in a specific area of interest. You will gain a range of skills including problem-solving, teamwork and leadership. The selection process is competitive.

“This placement definitely taught me through real world experience how to work under pressure.”
Katherine, BA English, Placement at Penguin

As a Course Rep, you will be representing students on your course and working alongside the College to improve the student experience.
Communication

Ways to develop Communication skills:
• Book a CeDAS tutorial or workshop
• Practice your interview techniques
• Become a Peer Guide or Course Rep

Develop the communication skills for both university and the world of work. Workshops run by CeDAS give you tips, ideas and strategies to help you deliver effective presentations with confidence. You can also sharpen your written communication through a half hour appointment with a writing specialist.

In addition, you can practice for a job interview with one of our careers consultants. Just book an appointment at the Careers & Employability Service in the Horton Building.

As a Peer Guide, you will interact with a group of first year students and become a confident communicator.

Why not become a Volunteer Project Leader?

“I became Project Leader for a new initiative which aimed to provide free lunches to children in holiday periods. I developed skills such as teamwork and problem-solving, working with all types of people.”
Georgina, BSc Management, Project Leader

Key dates for 2016/17:
• Apply for a micro-placement in October 2016
• Apply to become an RSA in February 2017
• Apply to become a Project Leader in March 2017

If you have any questions, please contact:
careers@royalholloway.ac.uk
volunteering@royalholloway.ac.uk
or visit: su.rhul.ac.uk/voice/coursereps/
“The peer guide scheme has greatly improved my confidence through enhancing my communication skills. In the past I found it hard to confidently connect and interact with others, but through meetings with my peers and email communications, I feel much more able to communicate with and therefore to help others.”
Catherine, BA History, Peer Guide

Key dates for 2016/17:
• Sign up online for a CeDAS workshop in (Terms 1 & 2) or a writing tutorial (all year)
• Practice interviews with a careers consultant are available all year round
• Apply to become a Peer Guide by 1st August 2016

If you have any questions, please contact:
CeDAS-Skills@royalholloway.ac.uk
careers@royalholloway.ac.uk
or call +44(0)1784 443 073.

Reading & Research

Ways to develop Reading & Research skills:
• Attend an Information Skills Course
• Access articles & books on or off campus
• Go to a CeDAS workshop

The Library runs regular courses on research skills such as using databases, searching techniques and referencing. You can also request individual help with your essay research by contacting your information consultant.

Most journal articles and a growing collection of e-books are available online. You can access them wherever you are using CampusAnywhere.

In addition, CeDAS offers a course on reading for academic writing. This workshop will show you how to identify useful information within texts, strategies for reading effectively and efficiently, and how to approach and read different academic genres.
“CeDAS has worked as a compass in my academic life. It has provided me with direction and guidance on how to improve many different skills and made me feel more confident about studying.”
Hsin-Yi, BSc Management

Key dates for 2016/17:
• Details of Information Skills sessions will be emailed to you in Autumn Term
• Book a CeDAS ‘Reading to Write’ workshop in Terms 1 & 2

If you have any questions, please contact:
library@royalholloway.ac.uk
CeDAS-Skills@royalholloway.ac.uk

You can find help and information on training here:
libguides.rhul.ac.uk/

IT & Numeracy

Why are IT & Numeracy important?
Being able to use a range of software as well as basic maths are often a requirement for many jobs nowadays.

Ways to develop IT & Numeracy skills:
• Complete an IT Essential Skills Session
• Go to a Maths & Stats Tutorial or Workshop

If you want to brush up your knowledge of how to use Word, Excel or PowerPoint, you can complete a Self-Study IT Session online. Simply visit: https://www.royalholloway.ac.uk/it/training/self-studypacks.aspx

We offer Workshops or 1:1 Tutorials, if you want to improve key numerical skills to boost your employability. You can also get help with mathematical and statistical problems for your course.
“Having the maths help during exam period this year has been incredibly beneficial and has certainly improved my confidence in my degree subject”
First Year Student, BSc Economics

Key dates for 2016/17:
• Go to a CeDAS Maths & Stats workshop in Terms 1 & 2
• 1:1 Tutorials are available all year round

If you have any questions, please contact:
CeDAS-maths@royalholloway.ac.uk

For urgent help with IT problems, please contact:
ITSERVICEDESK@RHUL.AC.UK
Or call +44 (0) 1784 41 4321

Global Skills

What are “Global Skills”?
They refer to the ability to communicate across cultures (e.g. in a foreign language) and an intercultural awareness of different cultures, ethnicities, religions and/or global affairs.

Ways to develop Global Skills:
• Study abroad
• Learn or practice a foreign language

There are a variety of courses that allow you to spend a term studying abroad at one of our partner universities. Check with your Department or come to the Study Abroad Fair for more information.

Why not learn a foreign language? The “Languages for All” programme offers beginner and intermediate courses in Spanish, French, Italian, German and Mandarin Chinese. The course fee is £250 for Royal Holloway students.

If you want to brush up your foreign language skills on an informal level, come to Global Café and find a language exchange buddy.
“Overall, I had a truly thrilling experience and honestly believe it was the best year of my life so far. I learnt so much about living truly independently and having a taste of the American dream”
Chloe, BA Geography

Key dates for 2016/17:
• The Study Abroad Fair is in **late October**
• The ‘Languages for All’ courses start in **September 2016**. Book your space now!
• Global Café runs **every Tuesday** during term time, 4.00-6.00pm, at the SU

If you have any questions, please contact: studyabroadstudents@royalholloway.ac.uk
To book a foreign language course, visit: https://www.royalholloway.ac.uk/mllc/languagesforall/languagesforall.aspx