

## Welcome to The University of Plymouth Colleges (UPC) Faculty

**UPC Student Induction** – We have produced this interactive guide to support you with your studies. Please follow the e-induction below to get the most from this Welcome File.

As a Plymouth University student we recommend the following as induction activities to familiarise yourselves with the services and e-resources provided to support your studies.

From the Welcome File: <http://www.help-cetl.ac.uk/upc>

- 1) Read through the **'UPC Miniguide'** – this gives a 'Welcome' from the Dean of University of Plymouth Colleges Faculty (UPC) along with key Student Union information about volunteering, representation, events, the student portal with study skills guides and much much more. This guide also includes a Site Map of the Plymouth Campus.
- 2) If you are planning to visit the Plymouth Campus then you need to fill in the **'University of Plymouth Colleges – Student Application form for university card'**. This card will enable you access to the campus library as well as identify you as a Plymouth student. Please read the instruction details carefully to ensure the form can be processed correctly.
- 3) **University Computing Account** – Every UPC student will be given login details to the Plymouth portal in your college induction sessions. You will then need to go to <http://www.plymouth.ac.uk> – **Internal Students** and enter these details. Please spend some time working through the tutorials to familiarise yourself with the portal. It is important to **change your password** – we suggest you use the same one as your college account. You may also wish to forward your e-mail onto your college or chosen account so that you do not miss any important university communications.
- 4) **University of Plymouth Student Union (UPSU)** - gives a link to general SU information and to the website. Again please click on the links for further information and see how you can get involved if you so wish with the SU.
- 5) **The University Library guide** is a key resource for all students. Please download a copy and read through. You will need this resource throughout your studies as it signposts key aspects of accessing and using the e-library resources through metalib the University's federated search gateway. You can also take a **'Virtual tour'** of the library which is very useful especially if you are coming to the Plymouth campus as it will give you the opportunity to become familiar with the library.
- 6) Links to key **'Study Skills Guides'** such as **'The Higher Education Study Skills Toolbox' (HESS)**. You will need to register for an account with this site, so please align your username and password with your Plymouth account to avoid multiple login details. Once registered, you can take the direct link to the site to access all of the e-resources. There is also key links to our learning development study skills guides which offer an excellent range of guides to support you throughout your study, from **'Getting Started'** to **'What is reflection'**.

7) Link to the University's **e-portfolio** tool. Please log in with your Plymouth username and login details. This tool supports your professional practice and complete programme of study. This also includes the link to the University's e-pdp guidance module to support you with your personal and professional development and a '**10 Step Guide**' to getting started with your e-portfolio.

8) Click here for **Disability ASSIST Services (DAS)** who offers advice and guidance on disability to current and prospective Plymouth students and staff. This includes arranging appropriate provision for disabled students across all sites. We can also help students who think they may have a disability such as dyslexia or dyspraxia.

9) Click here for **Progression to Honours Degree** information, this will be useful for the second year of your programme as it contains the guidance needed when progressing from the 2<sup>nd</sup> year of your Foundation Degree to the third year top up.

10) Click here for the University **Careers Service** and the support available, including the '**Top Tips for Career Success**' and support with '**Career Planning and Employability**'.

11) A link to all the UPC Faculty Partner Colleges – just for information – you may wish to contact other colleges and link with peers studying similar subjects.