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| ORIENTATION WEEK**Investment and Risk Finance, MSc Full-Time** |
| Congratulations on being accepted onto the Investment and Risk Finance, MSc. My colleagues and I look forward to working with you and we will endeavor to ensure that your time with us will be creative, exciting and fulfilling.You will automatically be enrolled as a student member of the Chartered Institute for Securities and Investments (CISI) when you join the MScIRF programme. Westminster Business School is a recognized centre of excellence by CISI. The professional award will denote a high level of achievement and competence in this subject area. During your time here, you will be trained to use the Bloomberg database and system in our purpose built virtual trading room environment. International students are encouraged to attend the International Student Welcome Programme, on **Monday, 13 January 2020**. To book your place go to [www.westminster.ac.uk/welcomeprogramme](http://www.westminster.ac.uk/welcomeprogramme).Your course begins on **Tuesday, 14 January 2020** with an intensive Orientation Programme, which I hope you will find informative, educational and entertaining, plus giving you an opportunity to meet other students on your course, teaching staff and to help you find your way around the campus and answer your questions. To fully prepare you for your course you should arrive in London by 13 January 2020 so that you can start the programme on time.Contact details for key University services and administrative offices can be found at <https://www.westminster.ac.uk/current-students/contact-us>Academic staff contact details are available at <https://www.westminster.ac.uk/about-us/our-people/academic-directory>The Student Hub webpage is your main gateway to the University's online resources and the webpage can be found at <https://www.westminster.ac.uk/current-students>I very much look forward to seeing you on **Tuesday, 14 January 2020**.Kind regardsDavid Coker |

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| **TUESDAY, 14 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **10 – 11am** | **Course Introduction**David Coker | **C179, 1st floor, Chiltern Building****35 Marylebone RoadLondonNW1 5LS** |
| **11am – 12 noon** | **Introduction to PG level Skills**Kumari Juddoo | **L195**, **1st floor,** Luxborough **Building** |
| **12 noon – 1pm** | **Research Skills**Mesut Tastan |
| **1.30 – 2pm** | **Enrolment** | **Chiltern Hall**, ground floor, Chiltern Building |
| **2.30 – 4pm** | **Further Course Specific Information**David Coker | **C179, 1st floor,** **Chiltern Building** |
| **4.30 – 5pm** | **Welcome to the University****Head of College** | **L294, Hogg Lecture Theatre,** 2nd floor, Luxborough Building |
| **5 – 7pm** | **Bloomberg Induction**David Coker | **CG02, Financial Market Suite**, ground floor, **Chiltern Building** |

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| **WEDNESDAY, 15 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **10.30 – 11.30am** | **Introduction to Excel**Masar Hadla | **L195**, **1st floor,** Luxborough **Building** |
| **12 noon – 1pm** | **Quantitative Methods and Statistics**Talal Kadhim |

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| **THURSDAY, 16 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **9.30 – 11am** | **Academic English**Richard Paterson | **L294 Hogg Lecture Theatre**, 2nd floor, Luxborough Building |
| **11.30am – 2.30pm** | **Preparing Financial Statements**Ali Sahin | **L195**, **1st floor,** Luxborough **Building** |
| **3 – 6pm** | **Interpretation of Company Accounts**Kuamri Juddoo/Obby Phiri |

**Programme continues on the next page**

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| **FRIDAY, 17 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **10am – 12.30pm** | **Financial Maths – Stats and Probability – Xin L**i | **L195**, **1st floor,** Luxborough **Building** |

**NB: Elements of the programme may be subject to minor modification** |
| ADDITIONAL INFORMATION |
| KEY CONTACTS FOR ORIENTATION WEEK |
| CONTACTS | NAME | TEL and skype | EMAIL |
| Course Leader | David Coker | 020 3506 6705SKYPEName -> Dave CokerCountry -> Antarctica  | D.Coker@westminster.ac.uk |
| Campus Registry Office | 020 7911 5000 x 4907 | marregistry@westminster.ac.uk |
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