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| ORIENTATION WEEK**Human Resource Management, MA Full-Time** |
| As the Course Leader of the MA Human Resource Management, I hope that you will enjoy your time here and that you will gain a great deal from this course.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. 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. Your main teaching programme will normally require your attendance on no more than four days of the week. The rest of your time will be spent on preparing for case study work in groups, pre-lecture and post-lecture readings, coursework preparations and in reviewing journals and bibliographies related to this subject area.You will receive more details about your programme of study during the orientation events. 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**. Elisabeth Michielsens |

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| **TUESDAY, 14 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **1 – 3pm** | **Introduction to****Human Resource Management**Elisabeth Michielsens | **C280**, **2nd floor, Chiltern Building****35 Marylebone RoadLondonNW1 5LS** |
| **3.30 – 4pm** | **Enrolment** | **Chiltern Hall**, ground floor, Chiltern Building |
| **4.30 – 5pm** | **Welcome to the University**Head of College | **L294, Hogg Lecture Theatre,** 2nd floor, Luxborough Building |

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| **WEDNESDAY, 15 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **12 noon – 1pm** | **Library tour** | **Meet at Library entrance**(opposite Cayley Lecture Theatre LG15) |
| **1 – 1.30pm** | **Introduction to CIPD + collection of books** Christine Porter | **C280**, **2nd floor,** **Chiltern Building** |
| **1.30 – 3pm** | **Elective Choices** Course Team |
| **3 – 5pm** | **Presentation:** Group work and Information |

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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 |
| **11am – 2pm** | **Preparing for your Presentation** | **C280**, **2nd floor,** **Chiltern Building** |

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| **FRIDAY, 17 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **11.30am – 1.30pm** | **Preparing for your Presentation** | **C280**, **2nd floor,** **Chiltern Building** |
| **1.30 – 3pm** | **Presentations** |
| **3 – 4pm**  | **Masters’ level critical reading and writing** |

**NB: Elements of the programme may be subject to minor modification** |
| ADDITIONAL INFORMATION |
| KEY CONTACTS FOR ORIENTATION WEEK |
| CONTACTS | NAME | TEL | EMAIL |
| Course Leader | Elisabeth Michielsens | 020 3506 6525 | michiee@westminster.ac.uk |
| Campus Registry Office | 020 7911 5000 x 4907 | marregistry@westminster.ac.uk |
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