

WESTMINSTER BUSINESS SCHOOL

MA Management

JANUARY 2019

FULL-TIME

As the Course and Deputy Course Leaders of the MA Management, we would like to take this opportunity to welcome you to Westminster Business School. We 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 14 January**. To find out more details and to book your place go to www.westminster.ac.uk/welcomeprogramme.

Your course begins on **Monday 14 January** with an intensive orientation programme. It is **very important** that you attend this programme in order to be fully prepared you for your course. Therefore you must be in London before the 14 January so that you can start the orientation programme on time. If you are unable to attend all of your orientation events then please contact me directly to ensure you receive the appropriate information.

Your main teaching programme starting on the 21 January will normally require your attendance on 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 preparation and in reviewing journals and bibliographies. Please note that students are sometimes required to come in for classes in the evening. Classes are not normally scheduled on Saturdays, than the Business Research Methods module which will have a Saturday Workshop in November, December and February. There is a weekend residential (provisionally) from 18 to 20 October 2019. We will give you more details about this at orientation. Attendance is required.

You will receive more details about your course during the orientation events. Contact details for key University services and administrative offices can be found at www.westminster.ac.uk/key-contacts. Academic staff contact details are available at www.westminster.ac.uk/academic-staff.

Essential Westminster is the University's student handbook and all new students will receive copies at their enrolment session. You can also download a PDF version of the guide at www.westminster.ac.uk/essential-westminster. The guide provides an introduction to the University, its services and resources, with links to more detailed online information.

The 'Current students' webpage is your main gateway to the University's online resources. The latest news and events are also published here, so make sure you visit the page regularly to keep up to date with what's going on at the University. The webpage can be found at www.westminster.ac.uk/students

We very much look forward to seeing you on **Monday 14 January**.

Keith Patrick, Course Leader – MA Management
Nuala OSullivan, Deputy Course Leader - MA Management
Westminster Business School
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WESTMINSTER BUSINESS SCHOOL

MA Management

ORIENTATION SCHEDULE 2019

FULL-TIME

THURSDAY 10 JANUARY 2019

10 – 12pm	Introduction to Course Keith Patrick and Nuala OSullivan	C422 Chiltern Building
1 – 4pm	Introduction Postgraduate Study	C422 Chiltern Building

FRIDAY 11 JANUARY 2018

10 – 12.30pm	Team Work	C422 Chiltern Building
1.30 – 4.30pm	Communications and Communicating	C422 Chiltern Building

MONDAY 14 JANUARY 2019

3 – 4pm	Welcome to the University – Studying PG at WBS Head of College / Assistant Heads of College	Hogg Lecture Theatre
4 – 6pm	Introducing Excel	Lab B7 Podium Level

TUESDAY 15 JANUARY 2019

10 – 12.30pm	Financial Maths – Stats Probability	C385 Chiltern Building
2 – 3.30pm	Enrolment	Chiltern Hall

WEDNESDAY 16 JANUARY 2019

9.30 – 10.30am	Employability	Cayley Lecture Theatre Ground Floor Luxborough building
10.30 – 12.30pm	Presentation Preparation	C280 Chiltern Building

THURSDAY 17 JANUARY 2019

9.30 – 11am	Academic English	Hogg Lecture Theatre Second floor Luxborough Building
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WESTMINSTER BUSINESS SCHOOL

11 – 1pm	Maths for Business	C385 Chiltern Building
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FRIDAY 18 JANUARY 2019

9.30 – 11pm	How to be Masterly Jon Pike	Hogg Lecture Theatre
12 – 5pm	Presentations Keith Patrick and Nuala OSullivan	C419 Chiltern Building

SATURDAY 19 JANUARY 2019

10 – 12pm	Preparing Financial Statements	Cayley Lecture Theatre Ground floor Luxborough Building
12.45 – 2.45pm	Understanding Financial Statements	Cayley Lecture Theatre Ground floor Luxborough Building
2.45 – 5pm	Quantitative Methods and Statistics	Cayley Lecture Theatre Ground floor Luxborough Building

TUESDAY 22 JANUARY 2019

10.30 – 4pm	Students' Union Freshers' Fair	Marylebone Learning Platform
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NB: Elements of the programme may be subject to minor modification