

MA Management

FULL-TIME

Congratulations on being accepted onto MA Management. We look forward to working with you and we will endeavour to ensure that your time with us will be creative, exciting and fulfilling.

On the attached pages you will find details of your time with us at the start of the year. During Orientation week we will go through the course programme with you in detail. We have arranged a number of activities to help you settle in and prepare for your time with us. This will include familiarising you with workspaces, who you will be working with, the campus and its community before you start the formal, scheduled learning weeks.

Your main teaching programme starting on the 24 September 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, other than the Business Research Methods module which will have a Saturday Workshop in November, December and February.

There is a weekend residential from 19 to 21 October 2018. We will give you more details about this at orientation. Attendance is required as the activities undertaken will support your assessments in the Managers and Organisations module.

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

Best wishes and welcome to University life. We look forward to seeing you in September.

Kind regards

Keith Patrick, Course Leader – MA Management
Westminster Business School
Email: K.Patrick01@westminster.ac.uk
Extension: 66589

MA Management

POSTGRADUATE ORIENTATION WEEK 2018

During this first week with us you will attend a number of sessions that will provide you with the information and resources you will require to begin your studies. It is essential that you attend each of these sessions to ensure you receive all relevant material, such as your student ID card, module selection and timetable, and details of where to access the resources you will need. Please bring something with which you can take notes.

THURSDAY 13 SEPTEMBER 2018		
9 – 11am	Introduction to Course Keith Patrick and Nuala OSullivan	C282 2 nd floor Chiltern building
11 – 1pm	Postgraduate Study Keith Patrick and Nuala OSullivan	C282 2 nd floor Chiltern building
2 – 4.30pm	Team Work Keith Patrick and Nuala OSullivan	C282 2 nd floor Chiltern building
5 – 5.45pm	Enrolment	Chiltern Hall
FRIDAY 14 SEPTEMBER 2018		
12 – 1pm	Refreshments with PG Course Leaders (Optional)	MG28 Ground floor Marylebone Building
MONDAY 17 SEPTEMBER 2018		
10 – 11.30pm	How to be Masterly Jon Pike	Cayley Lecture Theatre
11.45 – 1.15pm	Introducing Excel Steve Millson	B10 Basement Marylebone building
2 – 4.30pm	Financial Maths – Stats Probability Xin Li	Cayley Lecture Theatre
5 – 6pm	Welcome to the University – Studying PG at WBS Head of WBS, Head of Schools and Course Leaders	Hogg Lecture Theatre
6 – 7.30pm	Welcome Social	MG28 Ground floor Marylebone Building
TUESDAY 18 SEPTEMBER 2018		
10 – 11am	Employability Zurria Qureshi (Mentoring Team Coordinator)	Hogg Lecture Theatre

	Rebecca Legg (Work Experience and Recruiter Engagement Coordinator)	
11 – 1pm	Communications and Communicating Presentations Keith Patrick and Nuala OSullivan	M321 3 rd floor Marylebone building
2 – 4pm	Maths for Business Talal Kadhim	Hogg Lecture Theatre

THURSDAY 20 SEPTEMBER 2018

10.30 – 4pm	Students' Union Freshers' Fair	Marylebone Learning Platform
9.30 – 11am	Academic English Richard Paterson	Hogg Lecture Theatre
11.15 – 1.15pm	Presentation Preparation Presentations Keith Patrick and Nuala OSullivan	M207 2 nd floor Marylebone building

FRIDAY 21 SEPTEMBER 2018

12 – 5pm	Presentations Keith Patrick and Nuala OSullivan	M207 2 nd floor Marylebone building
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SATURDAY 22 JANUARY 2019

10 – 12pm	Preparing Financial Statements Natalia Krasnikova	Cayley Lecture Theatre Ground floor Luxborough building
12.45 – 2.30pm	Understanding Financial Markets Masar Hadla	Cayley Lecture Theatre Ground floor Luxborough building
3.00– 5pm	Quantitative Methods and Statistics Talal Kadhim	Cayley Lecture Theatre Ground floor Luxborough building

NB: Elements of the programme may be subject to minor modification