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| ORIENTATION WEEK  **Management, MA Full-time** |
| **Welcome from Dr Leigh Doster, Head of the School of Management and Marketing**  Welcome to Westminster Business School and to the School of Management and Marketing where your course is based. We are delighted that you have chosen to study with us and look forward to meeting you.  We are a vibrant school of around 60 academics and pride ourselves on being business focused whilst creating a warm and friendly learning environment for our students. We offer five undergraduate courses plus a foundation programme and four postgraduate courses. Our fabulous location in the centre of London generates unique opportunities for events and interactions with industry that are not readily available elsewhere.  We are large enough to provide you with superb facilities and exciting options but small enough to get to know you all personally and for you to get to know each other. The way we do this is through a course focused approach. So, from Tuesday, 14 January 2020 you will get to meet your Course Leader and Team, your Personal Tutor and fellow students and take part in a range of activities that will ensure that you have all the information you need to be able to start your studies.  Leigh - March 2017.jpgBecoming a post graduate university student presents you with an exciting challenge and I urge you to make the most of your time with us and take advantage of everything that comes your way, in that way you will enhance your experience with us and add value to your future career. I wish you the very best at the start of your journey with Westminster.  **Best wishes, Leigh** |

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| **Welcome from Thoralf Dassler, Course Leader MA Management**  As the Course Leader of the MA Management, I would like to take this opportunity to welcome you to Westminster Business School. 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** 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.  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 Saturday Workshops in November, December and February. There is a weekend residential (provisionally) from 23 to 25 October 2020. We will give you more details about this at orientation. Attendance is required.  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**.  Thoralf Dassler |

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| |  |  |  | | --- | --- | --- | | **TUESDAY, 14 JANUARY 2020** | | | | **Time** | **Event** | **Location** | | **9.30 – 10.30am** | I**ntroduction to Course** | **C181**, **1st floor, Chiltern Building**  **35 Marylebone Road London NW1 5LS** | | **10.30 – 11.30am** | **Introduction to Postgraduate Study** | | **11.30am – 1.30pm** | **Team Work** | | **2 – 2.30pm** | **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 |  |  |  |  | | --- | --- | --- | | **WEDNESDAY, 15 JANUARY 2020** | | | | **Time** | **Event** | **Location** | | **10.30 – 11.30am** | **Introduction to Excel** | **IT Lab B10**  Sub Podium, **B103A**  (Access by Staircase F opposite stairs to Hogg lecture Theatre L294) | | **12 noon – 1pm** | **Quantitative Methods and Statistics –** Talal Kadhim | **L195**, **1st floor,**  Luxborough **Building** | | **1.30 – 3.30pm** | **Presentation Preparation** | **C180**, **1st floor,**  **Chiltern Building** |  |  |  |  | | --- | --- | --- | | **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** | **L195**, **1st floor,**  Luxborough **Building** | | **3 – 5.30pm** | **Maths for Business –** Talal Kadhim | **C180**, **1st floor,**  **Chiltern Building** |  |  |  |  | | --- | --- | --- | | **FRIDAY, 17 JANUARY 2020** | | | | **Time** | **Event** | **Location** | | **1 – 3pm** | **Presentations** | **C181**, **1st floor,**  **Chiltern Building** |   **NB: Elements of the programme may be subject to minor modification** | | | |
| ADDITIONAL INFORMATION | | | |
| KEY CONTACTS FOR ORIENTATION WEEK | | | |
| CONTACTs | NAME | TEL | EMAIL |
| course Leader | Thoralf Dassler | 020 3506 6752 | T.Dassler@westminster.ac.uk |
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