

University Certificate of Special Study

For students enrolling on 7ACHE010W.1 Supporting Learning in **January 2019**.

Dear Student,

We would like to welcome you to your studies at the University of Westminster. Your course is delivered by The Centre for Teaching Innovation.

To maximise flexibility and to enable as many colleagues as possible to participate, all of our HE courses are delivered online as distance learning programmes through Blackboard, the University's Virtual Learning Environment.

It is essential that you are fully enrolled onto the University Certificate in order that you can access the online module materials from the start of the course.

You will need to enroll onto your course at the University on Monday 14 January 2019 between 5pm-7pm.

Your orientation will take place on 14 January 2019 at 35 Marylebone Road, London NW1 5LS, in room C415 from 11.00am-5.00pm.

This session provides an opportunity to meet your fellow participants and tutors face to face, to learn more about the course and its different components, to become familiar with the online teaching environment and to start the process of sharing ideas and practices about teaching in Higher Education with one another. Please bring with you, if possible, the laptop or mobile device that you will be using for your studies.

Essential Westminster is the University's student handbook and all new students will receive copies at their enrolment or orientation sessions. 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.

Contact details for key University services and administrative offices can be found at www.westminster.ac.uk/key-contacts

We very much look forward to working with you.

Terry Lamb
Course Leader – University
Certificate of Special Study in
Supporting Learning
Email: t.lamb@westminster.ac.uk