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| ORIENTATION WEEK  WBS **Exchange Students** |
| Dear student,  As the International Student Tutor and the Exchanges Programme Administrator in the Westminster Business School (WBS), we are pleased to welcome you to the University of Westminster.  To get you started in WBS, we have arranged a programme of activities that will help you get to know other students on the course, find your way around the site and have your questions answered. During this week all new undergraduate students are allocated a FAN (Friends of Arriving New Students). Your FAN will be there for you through your first week to show you around the university and to answer any questions you may have.  The WBS welcome programme commences on Friday 20 September 2019 at 9am with enrolment. It is important you all attend, bringing with you your necessary documentation. I will meet you at the learning platform, the first part of the building after the entrance gates and can help with any academic queries. After enrolment there will be a presentation about studying at Westminster Business School, a training session on blackboard (the university’s virtual learning environment), then lunch.  We look forward to welcoming you to the Westminster Business School, and in the meantime, should you have any queries, please do not hesitate to contact me.  Joy Tweed  International Student Tutor  Email: [j.tweed01@westminster.ac.uk](mailto:j.tweed01@westminster.ac.uk)  Westminster Business School  35 Marylebone Road  London,  NW1 5LS |
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| |  | | --- | | **Thursday 19 September 2019**  **10:00 – 16:00: Arrivals Fair, Ambika P3 Marylebone Campus** |  |  |  |  | | --- | --- | --- | | **Friday 20 September 2019**  **10:00 – 16:00: Arrivals Fair, Ambika P3 Marylebone Campus** | | | | **Time** | **Event** | **Location** | | 9 – 10 am | **Enrolment** | **Marylebone** | | 10 – 11 am | **Welcome to School**  All the key information you need to know about your studies in Westminster Business School. | **M216**  **Marylebone Campus**  **35 Marylebone Road**  **London,**  **NW1 5LS** | | 11.30 - 12.30 | **Blackboard and SRS taster session**  This session will introduce you to Blackboard our ‘virtual learning environment’. It is a key source of information for you about your timetable, your course, your modules, assessment and other activities. | **B16**  **Marylebone Campus** | | 1 -2pm | **Lunch**  A sandwich lunch will be provided. There will be an opportunity to socialise and to meet with your FAN | **M322**  **Marylebone Campus** | |

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| READING LIST  These should be fun, interesting and relatively light reads for over the summer break. They are also not intended to be preparation for any of your modules. Once you join Westminster you will be given reading lists for all of your modules.  [*http://www.londontown.com/London/London\_Survival\_Guide*](http://www.londontown.com/London/London_Survival_Guide)  *(an invaluable insight into student life in our city, with lots of links to associated information)*  Branson, R (2012) *Like A Virgin: Secrets They Won't Teach You at Business School,* Virgin Books.  Crane, R (Ed) (2000). *European Business Cultures*, Harlow: Pearson.  Cutts, M (2013) *Oxford Guide to Plain English*. Oxford: Oxford University Press  ***(useful for all written assignments)***  Harford, T (2013) *The Undercover Economist Strikes Back: How to Run or Ruin an Economy.* London: Abacus.  Wagner, G and Weitzman, ML (2015) *Climate Shock*. Princeton Press.  Walter, CE and Howie, F (2012) *Red Capitalism: The Fragile Financial Foundation of China's Extraordinary Rise,* John Wiley.  The following ‘pocket study guides’ are easy to read, not expensive and will be very helpful to you:  Godfrey, J (2011) *Writing for University.* Hampshire: Palgrave Macmillan  Williams, K and Carroll, J (2009) *Referencing and Understanding Plagiarism.*  Hampshire: Palgrave Macmillan  Williams, K (2014). *Getting Critical.* (2nd ed) Hampshire: Palgrave Macmillan |
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