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| ORIENTATION WEEK**Exchange Students** |
| As the International Student Tutor and the Exchanges Programme Administrator in Westminster Business School, we are pleased to welcome you to the University of Westminster.To get you started in Westminster Business School (WBS), we have arranged a programme of activities that will help you get to know other students on the course, meet the teaching staff, find your way around the site and have your questions answered. During this week all new undergraduate students are allocated a FAN (Friend 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 **Wednesday, 15 January 2020**, when we will give you an introduction to important aspects of your study in WBS. This will be followed by, a training session on Blackboard (the University’s virtual learning environment), lunch, a tour of the Marylebone campus, a library induction and enrolment finishing at 4pm.Full details of the welcome programme are enclosed and it is important that you attend all the activities. 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 the University.Joy Tweed |

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| **WEDNESDAY, 15 JANUARY 2020** |
| **Time** | **Event** | **Location** |
| **10.30 – 11.30am** | **Welcome**All the key information you need to know about your studies in Westminster Business School. | **C415**, 4th floorChiltern **Building****35 Marylebone RoadLondonNW1 5LS** |
| **12 noon – 1pm** | **Blackboard and SRS taster session** | **IT Lab B10**Sub Podium, **B103A**(Access by Staircase F opposite stairs to Hogg lecture Theatre L294) |
| **1.30 – 2.30pm** | **Lunch**Buffet Lunch and meet some of our Staff. | **C415**, 4th **floor,** Chiltern **Building** |
| **3.15 – 6.15pm** | **Enrolment** | **Chiltern Hall**, ground 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 |
| International Student TutorandExchanges Programme Administrator | Joy Tweed | 020 3506 6563 | J.Tweed01@westminster.ac.uk |
| Campus Registry Office | 020 7911 5000 x 4907 | marregistry@westminster.ac.uk |
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