

WESTMINSTER BUSINESS SCHOOL

Exchange Students

JANUARY 2019

Dear Student,

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 16th January at 9.45 am**, 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

Global Engagement Coordinator

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ORIENTATION SCHEDULE JANUARY 2019

WEDNESDAY 16 JANUARY 2019

9.45am – 12pm	Enrolment – Please meet in room XX This is where you formally join the University; receive your ID card, etc. Please bring along your passport and visa (if you need one).
12pm – 12.45pm	Welcome All the key information you need to know about your studies in Westminster Business School. In this session you will also have an opportunity to meet your Friend of Arriving New Students (FAN)
12.45 pm – 1.45pm	Lunch Buffet Lunch and meet some of our Staff.
1.45 – 3pm	Campus tour Library tour and introduction to resources
3 pm – 4pm	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.

MONDAY 21 JANUARY 2019

Teaching starts on **Monday 21 January**. You should familiarise yourself with your timetable and where your classes are being held before Monday. If you are not sure drop me an email.

A Help Desk will be available on site each day of Orientation week to deal with any questions you may have.

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Holiday 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

(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