

Induction Guide

These are some of the things that you will need to do before you arrive and during your first weeks here.

- 1 Read through the information available at [Student Welcome - Before you Arrive](#).
- 2 View our [Maps and Directions](#) page and download a copy of the **campus and city map**.
These are some of the buildings that you will use most and their numbers on the campus map.

27	Architecture Building	<i>School Reception</i>	28	Building Science
32	Henry Daysh Building	<i>School Office on level 5</i>	35	Robinson Library
1	King's Gate	Student Services	5	Students' Union

- 3 Download the [Newcastle App](#) which includes a campus map and access to some of your digital services.
- 4 Complete your [Online Registration](#) by Friday 22 September.
Instructions on how to register will have been sent to the personal email address you included in your application. Provisionally registering before you arrive will save you time when you get to University. The system used for registration, S3P, is also where you update your details (such as if you move to a new address), are able to produce standard University documents if you need them or tell us if you are going to be absent from study.
- 5 We will update our door locking system so that you can use your Smartcard to let yourself into the Architecture Building and Building Science. If this isn't working for you by Monday 9 October 2023 then let the School's receptionists know by emailing them at APLReception@ncl.ac.uk.
- 6 Start getting to know the [University Library](#) as this will be an important source of information during your time here. You can find the Library's dedicated subject resources and support for our School at [Architecture, Planning and Landscape](#).
- 7 Begin your Newcastle University Induction at [Your Newcastle: Induction, Orientation, and Guide](#).
 - Read and complete the **Essential Content** section as it contains important information such as your responsibilities as a student, and 'health and safety' issues for yourself and others.
 - Have a look at the **Your Newcastle Guide** section as it contains a lot of useful information about University services and where you can find support if you need it.
- 8 You must complete the two-part Workshop Induction so that you know how to use the Workshop safely. We advise repeating this now even if you have done it before on another course.
 - Part 1 – Complete four online **Workshop Induction Videos and Quizzes**.
The links for these are at the end of this document, please complete these before Part 2.
 - Part 2 - Complete an in-person **Workshop Induction**.
We will send you an email to let you know when to meet in small groups at the Workshop.

Please contact your programme's Learning and teaching Administrator, [Kit Eltringham](#), if you need help with anything.

Induction Week Timetable

The following activities will take place during your induction week starting on Monday 18 September 2023. These activities will help you to settle into your studies and will let you meet staff and students from your programme.

We have left space in the timetable so that you can take part in other things that will be happening on campus during Induction Week.

MONDAY	10:00 to 12:00
18	Stage 2 Introduction
	Venue Bedson Building Lecture Theatre 2.76

MONDAY	12:00 to 13:00
18	Stage 2 Direct Entry Meeting
	You are welcome to bring something to eat and drink at this informal lunchtime meeting.
	Venue Henry Daysh Building Room 213

TUESDAY	9:30 to 10:00
19	Senior Tutor and Student Support
	Kieran Connolly - Kelly Weightman
	Venue Windsor Terrace Law School Lecture Theatre

TUESDAY	10:00 to 11:00
19	Meet Your Personal Tutor
	Your Tutor will contact you to arrange a group meeting and to let you know where it will be. They might also need to alter the day and time for this.
	Venue to be arranged

TUESDAY	15:00 to 16:00
19	Meet Your 'Parent' Mentors
	Your mentor will be a student from Stage 3. They will take you and a small group of other new students on a tour of the School and campus. You will be able to contact them if you need support or advice during the year.
	Venue Architecture Building Gallery

WEDNESDAY 10:00 to 12:00

20

Welcome to Your Design Programme

All new students on the School's undergraduate and postgraduate design programmes will meet in the venue and returning students will join online.

Venue [Herschel Building | Lecture Theatre 1](#)

WEDNESDAY afternoon

20

Charette | Possible Start

We might use this afternoon to start the charette so please don't book anything definite until you know what free time you have.

Venue this will be arranged during the week

THURSDAY morning and afternoon

21

Charette | Day 1

Venue this will be arranged during the week

FRIDAY morning and afternoon

22

Charette | Day 2

Venue this will be arranged during the week

Workshop Induction Part 1

The following links will take you to four separate induction videos and assessment quizzes.

These are best viewed on a larger screen as the video image might not fit onto your smartphone.

You need to complete this one first.

A [Workshop Induction](#)

And you will then be able to access and complete the following three.

B [Bandsaw Induction](#)

C [Pillar Drill Induction](#)

D [Sanders Induction](#)