Below is the timetable of your induction within the Business School, there are three parts to this:

(A) things to do before you arrive (Pre-Induction activities)
(B) a programme of activities during Induction Week
(C) activities called Extended Induction activities that will help smooth your transition to learning at PG level.

You should complete all three parts.

Once you have completed your online registration, please access the PG Community on Canvas to view a version of this schedule, which contains all the relevant links to online content and live Zoom sessions. These will be available from Monday 12 September.

Please note that all times listed are British Summer Time (BST)
Part A: Pre-Induction Activities
Available online on the PG Community Canvas Site from 13 September

As you prepare to join the Business School and the University there are many things you will need to know so we are providing this induction online for you to look at before you join us. This will ensure you are better prepared once you arrive.

1. University Orientation – “Build Your New”

This is a set of online units that take you through some important points you will need to know about the University. Once you are registered and have access to Canvas you should work through these required units, checking them off as you complete them. These materials will remain available for you to refer back to at any point in your academic journey with us. The units include the following:

- Induction 2022: Welcome to Newcastle University for Postgraduates - PGT
- Induction 2022: Rights, Responsibilities, and Policies - PGT
- Induction 2022: Subject Specific Foundations PGT
- Induction 2022: Digital Learning / Technology Enhanced Learning PGT
- Induction 2022: Understanding Assessment and Feedback - PGT
- Induction 2022: Equality and Diversity - PGT
- Induction 2022: The Campus and the City PGT
- Induction 2022: Student Wellbeing and Mental Health Support PGT
- Induction 2022: Living, Travelling and Working as a Student PGT

You should aim to complete your registration before arriving on campus if you have not already done so.
2. Business School Orientation

It is important for you to understand the core values of the Business School and the learning environment we aim to create. Before you arrive it will be helpful for you to spend time working though the materials on Canvas so you can join us ready to engage fully in your learning journey. You will need to be a fully registered student and have received (and activated) your “Welcome email” from LinkedIn Learning to access some of these materials. Please check your NUBS email for this.

The School’s Pre-Induction Orientation includes:

- **Senior Tutor Welcome (for each programme area):** Here you will learn how we support our students to succeed in this welcome talk from your Senior Tutor. You will hear about our Business School Wellbeing Team and services offered. You will also find out how you can contribute to student representation at the School.

- **Inclusion, Diversity and Confronting Bias:** As you begin your Master’s journey (and as you enter the workforce), you will encounter issues of inclusion and diversity in all its forms. To help you understand and navigate inclusion and diversity, this activity provides some insights about how you can help build an inclusive environment with your peers. It aims to help you understand your unconscious biases and suggests some ways we can each address these and how we can counter bias in our words and actions.

- **Developing Your Cross-Cultural Intelligence:** This activity is provided for you to undertake before or shortly after you arrive in Newcastle. As a global Business School with students from over 60 countries we believe it is essential for all students to understand how to build their cross-cultural intelligence as preparation for studying with us, as well as for the future. This learning unit has been developed drawing on professional and practical materials from LinkedIn Learning. It introduces you to working across cultures as well as providing you with a self-assessment and a practical planning tool to help you develop your capabilities.

- **Working in Virtual Teams:** This activity is provided for you to undertake before or shortly after you arrive in Newcastle. As a global Business School preparing students to fully engage with the world of work, we know from our employers that a key to success is being able to work in a team – and increasingly that means in a virtual team. Many of you will engage in teamworking as part of your learning and assessment. This unit has been developed, drawing on professional and practical materials from LinkedIn Learning, to develop your awareness and effectiveness of working in teams.

- **Photo Competition:** Here in the North East, we have an old Geordie saying “Welcome Hyem” meaning “welcome home”. Whether you are joining us in Newcastle for the first time or you are returning to campus, we couldn’t be more excited to have you in our city. To celebrate, we are running a photography competition where prizes will be awarded for the most creative shots from around the campus and across the city. Find out more about how you can enter and follow the entries at #WelcomeHyem on Instagram, Facebook and Twitter!

You may also be interested in activities being offered by Newcastle University Students’ Union (NUSU), including the Clubs and Societies Fair detailed below. Find out more about your Students’ Union.

<table>
<thead>
<tr>
<th>Students’ Union Clubs and Societies Fair</th>
<th>This is your chance to pursue interests outside your studies and meet like-minded people. During the Clubs and Societies Fair, you’ll be able to browse all the Club and Societies stalls and find out more!</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-21 September 2022</td>
<td>The fair will take place at the</td>
</tr>
<tr>
<td>11.00am - 5.00pm</td>
<td></td>
</tr>
</tbody>
</table>

You may also be interested in activities being offered by Newcastle University Students’ Union (NUSU), including the Clubs and Societies Fair detailed below. Find out more about your Students’ Union.
Sport and Fitness Centre in Sports Halls 1 and 2.

Please note: 11:00am - 12:00pm is quiet hour at the Club and Society fair.

Please see campus map for directions.
### Induction Week: 19 - 23 September 2022

#### Monday 19th September 2022

| There are no activities scheduled in the Business School on Monday 19 September 2022. |

#### Tuesday 20 September 2022

<table>
<thead>
<tr>
<th><strong>In-person session on campus</strong></th>
<th><strong>Welcome to Your Programme</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.00am - 11.30am</strong></td>
<td></td>
</tr>
<tr>
<td>Venue: NUBS 315, 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Newcastle University</td>
<td></td>
</tr>
<tr>
<td>Business School (NUBS)</td>
<td></td>
</tr>
<tr>
<td>Please see <a href="#">campus map</a> for</td>
<td></td>
</tr>
<tr>
<td>directions to the above building.</td>
<td></td>
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</tbody>
</table>

**Welcome to Your Programme**

This is your opportunity to meet your Degree Programme Director (DPD) Dr Susan Addison. They will welcome you to your programme, discuss the programme structure and approach to learning, and provide key information for you so you can make the best start in your studies. You will have a chance to meet your colleagues and ask questions.

#### Wednesday 21 September 2022

<table>
<thead>
<tr>
<th><strong>10.00am - 11.00am</strong></th>
<th><strong>Meet your Personal Tutors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>See Zoom link sent via</td>
<td></td>
</tr>
<tr>
<td>email 20 September</td>
<td></td>
</tr>
</tbody>
</table>

**Meet your Personal Tutors**

This will be a group meeting with your allocated personal tutor. You will be notified of your Personal Tutor and the location for this session by email.

**In-person session on campus**

<table>
<thead>
<tr>
<th><strong>2.30pm – 3.30pm</strong></th>
<th><strong>Introduction to Library Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Venue:</strong> FDC Room G.41, Fredrick Douglass Building, Newcastle Helix</td>
<td>giving you key details of support for Business School students available from the University Library.</td>
</tr>
<tr>
<td>Please see <a href="#">campus map</a> for directions to the above building.</td>
<td></td>
</tr>
</tbody>
</table>

**Introduction to Library Services**

- **2.30pm – 3.00pm**
  - *Introduction to Library Services* – giving you key details of support for Business School students available from the University Library.

**3.00pm – 3.30pm**

**Career support**

What should you be doing to kick start your career this year? Meet Cian O’Sullivan, the Business Schools career consultant for postgraduate courses, to learn more about how the careers team can help you shape your future. Whether you have your career choices mapped out or are still unsure where to start and need some guidance to make sense of your options, the team can help.

Cian will outline what is on offer and how you can make the most of the career support available during the coming year.

**In-person session on campus**

<table>
<thead>
<tr>
<th><strong>3.30pm – 4.00pm</strong></th>
<th><strong>Introduction to the Students' Union</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Venue:</strong> FDC Room G.41, Fredrick Douglass Building, Newcastle Helix</td>
<td>One of the Students’ Union Sabbatical Officers will outline what the Students’ Union has to offer you, including volunteering and employability, sports clubs and societies, the Union’s Student Advice Centre, exciting events and much more!</td>
</tr>
<tr>
<td>Please see <a href="#">campus map</a> for directions to the above building.</td>
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</tr>
</tbody>
</table>

**Introduction to the Students' Union**

One of the Students’ Union Sabbatical Officers will outline what the Students’ Union has to offer you, including volunteering and employability, sports clubs and societies, the Union’s Student Advice Centre, exciting events and much more!

Danica Limawan (Postgraduate Officer)

**Students’ Union – Student Representation Talk**
This short presentation will explain what student representation is, what Course Reps and School Reps do and how all students can get involved.

**Thursday 22 September 2022**

**In-person session on campus**

10.00am – 12.00pm  
**Venue:** Herschel Learning Lab, 1st Floor Herschel Building

Please note that there are a limited number of spaces available – details will be provided of how to book your space if you wish to attend.

Please see [campus map](#) for directions to the above building.

**PG Sustainability Challenge**

As part of your studies, you’ll be encouraged to become a global systemic thinker and leader of the future. This will prepare you to address a range of challenges in business and society.

In this session, we’ll task you to work collaboratively with your peers to tackle a sustainability challenge - a great opportunity to get to know other Business School students.

Throughout the year, we’ll ask you to push yourself to confront further challenges as part of our PG Sustainability Forum. The Forum is an annual programme of events which provides opportunities to learn and engage with sustainability issues of global interest.

**In-person session on campus**

1.30pm – 3.00pm  
**Venue:** NUBS 4.20, 4th Floor Newcastle University Business School (NUBS)

Please see [campus map](#) for directions to the above building.

**Meet Your Semester 1 Lecturers**

In this session you will be introduced to the staff teaching you in Semester 1. You will find out more about your modules and the key tasks on Canvas for you to prepare before the beginning of teaching. You will have the opportunity to ask questions.

After this session you will be able to submit your optional module choices [via S3P](#).

**Friday 23 September 2022**

**Live online via Zoom**

9.00am – 10.00am

Optional online session which can be accessed at: [Zoom link: China Focus Event](#)

**Optional session for Master’s students**

**China Focus**

Join Paul Campbell, our Global Careers Consultant as he walks you through the opportunities and resources we have available to you for careers in China. Hear more on how the Careers and Employability Team will work with you throughout your studies to provide you with the skills and knowledge to drive your career goals. This session is aimed at those who will be seeking employment in China.
**In-person session on campus**

1.00pm - 2.00pm  
Venue: FDC G.41, Ground Floor, Frederick Douglass Centre, Newcastle Helix  

Please note that there are a limited number of spaces available. If you wish to attend please sign up here.

Please see [campus map](#) for directions to the above building.

<table>
<thead>
<tr>
<th>Optional session – please sign up if you wish to attend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The North East Business Landscape</strong></td>
</tr>
<tr>
<td>The North East is not only home to some of the most iconic brands that you may have heard of including Barbour, Newcastle Brown Ale and of course, Greggs, but it has also seen the growth of a vibrant community of pioneering start-ups and SMEs covering a vast range of industries over the past decade. Join us for this panel session led by our Careers Consultants who will provide insights and discussion on the businesses that are driving opportunities and innovation in our area, and what this can mean for you.</td>
</tr>
<tr>
<td>You will also have the opportunity to join a networking event following this session, 2.00pm – 3.00pm.</td>
</tr>
</tbody>
</table>

You will also have the opportunity to join in other optional events including a photo competition, scavenger hunt and the following online event. Details to follow.

### Extended Induction Activities

<table>
<thead>
<tr>
<th>Mid-October – You will be invited to attend</th>
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</thead>
<tbody>
<tr>
<td><strong>In-person session</strong></td>
</tr>
<tr>
<td><strong>Time TBC</strong></td>
</tr>
<tr>
<td><strong>Venue TBC</strong></td>
</tr>
</tbody>
</table>
Next Steps: Your Transition to Learning

As you begin your studies you will find there are times when you need to dip into specialist learning resources or support. The University has made a range of these available on Canvas to assist you when you are ready. These include resources provided though our Academic Skills Kit (known as "ASK"), as well as the Writing Development Centre (or the "WDC"). Some important ones to focus on in the first few weeks as you transition to learning are:

- Good academic practice and referencing appropriately
- Academic writing and critical thinking
- Making the most of the Library resources for your studies, including helpful tips on searching for books, e-books and journal articles and links to the Business resources via the Library.