Academic Year 2021/22
Postgraduate Induction Programme
MSc Global Human Resource Management (5291F)

Below is the timetable of your programme’s 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.

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, available from 13 September, which contains all the relevant links to online content and live Zoom sessions.

Please note that all times listed are British Summer Time (BST)

<table>
<thead>
<tr>
<th>Part A: Pre-Induction Activities</th>
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<tbody>
<tr>
<td>Available on-line on the PG Community Canvas Site from 13 September</td>
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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:

- Welcome from the University and the Newcastle University Student’s Union (NUSU).
- Digital Learning for Postgraduates is an essential unit that tells you about the systems, services and apps you will need (including Canvas), as well as digital etiquette, accessibility and inclusion.
- Student Life covers key things relating to Covid health and safety, the Student Charter, expectations, respect and behaviours towards others.
- Student Support and Guidance will introduce you to the range of services on campus such as Learning, Welfare and Counselling support, finance, and careers but also gives you an introduction to the University Library and Study Skills that you will follow up with later in the Extended Induction.
- Academic Guidance and Support for Postgraduates introduces you to the role of the Personal Tutor and explores assessment and learning and your readiness for postgraduate learning especially your readiness for independent learning.
- A section especially for international students covering health and wellbeing, legal issues such as visas, as well as language support available.

You should also aim to complete your registration before you arrive 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:

- **School Welcome**: Professor Matthew Brannan, Deputy Director - Education & Recruitment, will welcome you to the Business School.

- **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.

- **On Your Way: Introduction to the Careers and Employability Team**: Join our Careers Consultants who will provide an outline of the resources and support available to you both here in the Business School as well as across the wider University. They will also provide an overview of the exciting employability-led events, workshops and resources on offer as well as a step-by-step guide to accessing one-to-one support throughout your studies and beyond.

- **Inclusion, Diversity and Confronting Bias**: As you begin your Masters’ 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 teamwork as part of your learning and assessment and this unit has been developed drawing on professional and practical materials from LinkedIn Learning to develop your awareness and effectiveness in working in teams.

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

<table>
<thead>
<tr>
<th>NUSU Student Clubs and Societies Fair</th>
<th>Student Union - Newcastle has over 200 societies and 90 sports clubs for you to choose from. This Fair gives you a chance to find out more and to sign up to any you want to join.</th>
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<tbody>
<tr>
<td>19-21 September 2021</td>
<td>Societies will be based in the Students’ Union building. Sports Clubs will be based in the University Sports Centre. Please see <a href="#">campus map</a>.</td>
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<tr>
<td>10am-4pm</td>
<td><strong>exact times TBC</strong></td>
</tr>
<tr>
<td>Day</td>
<td>Activity</td>
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<tr>
<td>Monday 20 September 2021</td>
<td>In-person session on campus</td>
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<tr>
<td>Wednesday 22 September 2021</td>
<td>There are no formal activities scheduled today</td>
</tr>
<tr>
<td>Thursday 23 September 2021</td>
<td>In-person session on campus</td>
</tr>
<tr>
<td>Friday 24 September 2021</td>
<td>Live online via Zoom</td>
</tr>
<tr>
<td></td>
<td>In-person session on campus</td>
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VENUE: NUBS 8.10, 8th Floor, Newcastle University Business School (NUBS)

Please see campus map.

VENUE: NUBS 3.07, 3rd Floor, Newcastle University Business School (NUBS)

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.

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.

Link will be accessible through Canvas

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.

TIME: 11.00am – 12.00pm
Venues to be confirmed – sessions will take place in the Business School or the Frederick Douglass Centre

TIME: 3.00pm – 5.00pm
VENUE: NUBS 8.10, 8th Floor, Newcastle University Business School (NUBS)

TIME: 3.00pm – 4.30pm
VENUE: NUBS 3.07, 3rd Floor, Newcastle University Business School (NUBS)

TIME: 10am – 12 noon
VENUE: Herschel Learning Lab, 1st Floor Herschel Building

TIME: 9am – 10am
### In-person session on campus

**TIME:** 12noon – 1pm  
**VENUE:** FDC G.41, Ground Floor, Frederick Douglass Centre, Newcastle Helix

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.

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### The North East Business Landscape

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.

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### Live online via Zoom

**TIME:** 2.30pm – 3.30pm  
**Link will be accessible through Canvas**

### Ready to Start?: Questions and Answers

An opportunity to ask any last-minute questions about your programme before teaching starts next week.

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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

#### Mid-October – You will be invited to attend

- **In-person session**  
  **TIME TBC**  
  **VENUE TBC**

- **Newcastle University Business School Director’s Tea**

  Now you are settling into the School, join us for an age-old tradition where you can relax with staff and fellow students to enjoy a classic ‘afternoon tea’ in an iconic venue in the heart of the city. You will need to preregister for this event.

- **Photo competition**

  Welcome Hyem!

  Here in the North East we have an old Geordie saying “Welcome Hyem” meaning “welcome home” and 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 back in the 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. Click [here](#) to find out more about how you can enter and follow the entries at #welcomehyem on Instagram, Facebook and Twitter!
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:
  o  Good academic practice and referencing appropriately
  o  Academic writing and critical thinking
  o  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.

The Global Human Resource Management programme provides an Extended Induction via a non-credit bearing module, NBS8994 Academic Tutoring.