

# Joining Instructions for Master of Business Administration (Executive) MBA

## Before you arrive

We will start sending out UWE Bristol IT account information once you have met the conditions of your offer, so keep an eye out for the email – it will be sent to the email address you provided us during your application.

1. **Make sure you've activated your UWE Bristol IT account:** Follow the instructions to activate your account. **Once your account has been activated, please be aware that all future emails from the university will only be sent to you UWE Bristol email address.** You can check it easily through [myUWE](http://myUWE) (my.uwe.ac.uk) or Microsoft's [Office365](http://Office365). You might want to go ahead and set your email up on your mobile device, ready for the academic year.
2. **Complete your online registration** through [myUWE](http://myUWE) (my.uwe.ac.uk).

It is essential that you follow the steps above to complete your registration. You will not be able to access Blackboard (your Virtual Learning Environment) and myUWE (your student portal) until you have registered.

Please visit the Registration webpages for further information on how to register.

## Mandatory sessions

### Course induction:

Your course induction is compulsory, so don't make any other plans.

Date:	Friday 14 December 2018
Time:	4:30pm
Location ( <a href="#">map</a> ):	6X109, X Block, Bristol Business School, Frenchay Campus
You'll need to bring:	Photo ID (passport/driving licence) to collect your UWE ID card

### Registration session:

There will be a registration session during your course induction. You must attend this session to confirm your attendance and complete your registration. You will be able to speak to university staff about any registration or fee payment queries and collect your student ID card.

**Please note: These joining instructions are provided on the assumption that you will meet the conditions of your offer and be eligible to take up your place. They are not confirmation of an offer.**

## Optional Sessions

### International Student Orientation, Registration and airport pick-ups:

Home Office regulations require you to attend registration in person at the start of your time at UWE Bristol, and every year after this. We have a **Welcome Hub** on Frenchay campus so you can register in person and collect your student ID card. Your registration won't be complete until you've had your passport, qualifications and visa checked. The Hub will be open:

Week beginning 7 and 14 January from 10:00 to 16:00

Week beginning 21 and 28 January from 10:00 to 14:00

The **Orientation event** is designed to help you settle in at UWE Bristol. You will find information and support with opening a bank account, registering with a doctor, finding a part-time job and much more.

The event will take place on **Tuesday 8 January from 10:00 to 14:00**, Dartington Suite Farmhouse, Frenchay Campus.

In order for you to arrive in time for the orientation, we provide free **airport pickups** on **Monday 7 at 10:00am** from Heathrow Airport Terminal 3. The deadline for booking your pick-up is Friday 21 December at 12:00pm UK time.

Please check our [pages](#) as we will regularly update them with relevant information.

## Teaching timetables

Your teaching timetable will be available under the 'Courses' tab on myUWE. You will not be able to access your timetable until you are fully registered and have paid your fees.

If your timetable doesn't appear on that date, please contact the [Information Point](#) and they will help. Unfortunately, we are unable to confirm your teaching timetable before the publication date.

## Additional information for you

- All new starter information is available for you at [www.uwe.ac.uk/newstudents](http://www.uwe.ac.uk/newstudents)
- You might want to visit [The Students' Union at UWE](#) website for details of their welcome events and activities
- Don't get lost! There's [campus information online](#). Room numbers on your timetable are written out as 'Level Block Room', for example 2B025 is Level 2 of B Block, Room 025

- Keep a note of the [term dates for academic year 2018/19](#) Students starting in January have Teaching Block 2 first, then Teaching Block 1 in the following autumn
- Visit our [Postgraduate Support](#) pages for support available during your studies
- Meet other new starters and learn about the support available throughout your research degree by attending our [Graduate School Welcome Event](#)
- If you have not studied recently in Higher Education you may wish to visit our [Preparing for Study](#) pages.

## **Who to contact if you have questions**

For any questions about your application please contact Admissions on 0117 32 83333 or email [admissions@uwe.ac.uk](mailto:admissions@uwe.ac.uk).

For general university questions, including the support we offer or help with fees and funding, please contact the [Information Point](#).

For any questions about the course, please contact the course leader:

Name: Dr Sandra Laurent

Email: [sandra.laurent@uwe.ac.uk](mailto:sandra.laurent@uwe.ac.uk)