

## **Subject: Welcome to the Department of Business and Management**

Dear

Welcome to the Department of Business and Management (UG Office), and congratulations on gaining your place at Lancaster University!

We are all looking forward to getting to know you and helping you to make the most of your time at university. In the meantime, we have put together some information that we hope you will find useful. If you have any questions or there is anything else we can do to help, please get in touch.

### **Registration and setting up your IT account**

Our registration team will have contacted you with instructions on [how to register](#) as a Lancaster University student and set up your IT account. If you haven't already done this, please do so now. Once you have done this, you will be able to access various online information.

### **Getting to Lancaster**

Your college will be in touch with information about our [Arrivals Weekend](#) which is 2<sup>nd</sup> and 3<sup>rd</sup> October 2021, including which day to arrive.

If you are arriving by train, a free shuttle service will be provided over the arrivals weekend to bring you from Lancaster train station to campus. The shuttle service will run throughout the day.

If you are arriving from the Isle of Man, please contact us to arrange a transfer from Heysham Port to Lancaster University: [visitus@lancaster.ac.uk](mailto:visitus@lancaster.ac.uk)

### **International students**

We appreciate the difficulties that some of our international students are experiencing in making plans to travel to Lancaster. We'd like to help and have made [extra support](#) available.

As part of the registration process, you will be asked about your intended arrival date. The information you provide will help us in our planning for the start of term and will enable us to ensure you receive relevant information.

We offer a free transfer service for international students arriving into Manchester Airport to bring you to campus - [further information on booking this service](#).

If you have any queries about the airport transfer service, or if you are arriving into a different UK airport and need travel advice, please contact us: [airport-arrivals@lancaster.ac.uk](mailto:airport-arrivals@lancaster.ac.uk)

We advise you to check the [UK Government website](#) for the latest advice on entering the UK before you travel.

### **After you arrive**

Welcome Week begins on Monday 4<sup>th</sup> October. It contains a mix of social and academic events designed to help you settle in to University life. You can find details of everything planned at the [Welcome Week schedule](#).

We look forward to seeing you at the following department events:

- **Welcome to LUMS and the Business and Management Department**  
[Time: 15.00-16.00; Date: Monday 4 October; Location: George Fox Lecture Theatre 1]
- **BSc International Business Management – Introduction and Welcome Session**  
[Time: 14.00 -15.30; Date: Tuesday 5 October; Location: Mngt School Lecture Theatre 11]
- **Meet your Academic Tutor**  
[Time: 16.00 -16.45; Date: Tuesday 5 October; Location: Mngt School Lecture Theatre 1]
- **Business and Management Student Social Event (BBQ!)**  
[Time: 16.00 -18.00; Date: Friday 08 October 2021; Location: Mngt School Hub]

**You must register for this event by signing up via [Eventbrite](#) – deadline being 4<sup>th</sup> October @ 5 pm**

Your academic programme will start the following week, from 11<sup>th</sup> October 2021.

### **How will my programme be delivered?**

We are planning for our teaching to be mainly in person in the coming year, however we are ready to move more teaching online if this becomes necessary to keep everyone safe. Our planning is, of course, conditional on there being no changes to government policy. If UK Government advice changes either before or during the next academic year, we are ready to flex our approach and may need to do more online. Our objective throughout is to ensure that you receive a high-quality experience, including academic support, in a safe learning environment.

For international students who are unable to arrive for the start of term due to travel restrictions etc, online delivery will be offered during the Michaelmas Term but please be aware that this may not be as comprehensive as the in-person teaching – students are encouraged to try to get to Lancaster as soon as possible.

You can find out more about the University's approach to teaching and research in 2021-22 on our [Promise site](#).

### **What modules will I take?**

For details of your programme modules, please refer to your Programme Handbook (attached).

Undergraduate students will automatically be enrolled on their compulsory modules, and will be invited to choose any optional major or minor modules as part of the Registration process.

### **Where can I find my academic timetable?**

Once you have [registered](#) and set up your IT account, you can access your term 1 timetable within the [Student Portal](#). You are advised to check your timetable on a regular basis as there may be changes made on the run up to the start of teaching.

### **What should I do to prepare for my course?**

We do not require you to do anything specific in preparation for your programme. Please see the advice provided at the [Welcome Site](#) which covers topics such as registration, accommodation, a new Ready for University online course, what to pack and travel advice as well as learning skills.

You are welcome to view our [Department VLE Moodle](#) page ahead of your arrival.

### **What academic support will be available?**

You will be allocated a personal Academic Tutor who will make contact with you soon after you arrive at Lancaster. They will be able to provide expert advice on academic issues.

Your course tutors will be able to support you with the modules you take, and **Lancaster University Management School** also has a dedicated Learning Developer **Dr Ruth Byrne** [learningdevelopmentlums@lancaster.ac.uk](mailto:learningdevelopmentlums@lancaster.ac.uk) who can give you specialist learning advice.

### **Where do I go if I have a question?**

If you have a question about your course or department, please get in touch with us, via our email: [lumsugmngt@lancaster.ac.uk](mailto:lumsugmngt@lancaster.ac.uk)

Lancaster University has a student enquiry service called [ASK \(Advice, Support and Knowledge\)](#). This one-stop service provides guidance on a wide range of personal and academic issues and the team organise appointments with specialist staff where needed.

For a comprehensive list of web links to student support and services, please visit [here](#).

For further information on our start-of-year arrangements please [visit our Welcome site](#).

We hope that you have found this information useful and look forward to getting to know you soon.

Warm regards,