

Get ready for BA(Hons) Business and Human Resource Management

I hope that you are enjoying your summer and are looking forward to starting at UWE Bristol. As your Programme Leader, I welcome you to the start of your <u>BA(Hons) Business</u> and <u>Human Resource Management</u>. I, and the whole programme team look forward to welcoming you and supporting you through your studies.

I have provided some information below that will help you to prepare for starting with us.

I look forward to meeting you!

Andy Stone

Programme Leader

Before you start

We are looking forward to welcoming you in the week commencing 15 September for Starting Block and the beginning of your programme.

The Starting Block will help you settle into university and to help you get to know your teaching team and course mates. We will help you find your way around, get used to our systems, and practice the skills you need to make a strong start. Look out for further emails and explore the Starting Block website with more details.

Your <u>timetable</u> will be available to you via MYUWE (login required) once you have started the registration process. Please visit the <u>'Understanding your teaching timetable'</u> website to find out when your timetable will be published.

Preparing and arrival

You can find everything you need to know about registration, Starting Block and the start of teaching, on our <u>Preparing and Arrival</u> webpage. Take a look at our website to familiarise yourself with our facilities and services such as the <u>library</u>, <u>study skills</u>, <u>academic support</u>, <u>health and wellbeing support</u> and much more.

Registration

Once you have satisfied all admissions requirements, we'll send you your login details for our IT systems to enable you to activate your university email account. Once your account has been activated, you'll gain access to the MYUWE platform where you can register. Note that your login details for MYUWE are different to those used for the UWE Welcome website. Registration for September programmes will only be open from August onwards. You can find guidance and further information on our Registration website.

ID card - upload your photo now

We can only print your ID card if you have added your photo to your <u>MYUWE</u> profile. Navigate to the 'My Details' tab where you can find <u>ID Photo facility</u> to upload a suitable photograph and receive your ID card without delay.

Engage with your programme

Start your learning

Have a go at these activities to start preparing for your programme and induction:

- Create a LinkedIn profile. This is a great way for connections in the business
 world to view your skills and experience. Remember to keep this up to date as
 you progress through your studies! State that you are a student at UWE on the
 Business and HRM course, and then link in with me!
- Keep up to date with current affairs, especially business news and reports concerning trends in business. Good sources are <u>People Management</u>, <u>CIPD</u> <u>News</u>, <u>HR Magazine</u>, <u>The Guardian</u> and <u>The Financial Times</u>.

Read around your subject

A key skill which is required to achieve a high level of success within your chosen programme is the ability to think critically about key issues and practices. To help you to enhance these skills and be ready to engage with your studies, you should start to read and research around your subject before you arrive. Explore the <u>Library</u> web pages to see the wide range of resources available to you once you become a UWE Bristol student.

In preparation for your studies, we encourage you to read broadly, choosing books and subjects that you think might interest or motivate you. It's also important to consider *how* you read. Over your time at university, you will develop new skills in reading, such as reading for gist and speed reading. This article is intended for learners of English and includes <u>tips on speed reading</u>.

When you get to university, there will be recommended textbooks for your modules. Many of these will be available as electronic and/or physical copies through our library. A good, allround HRM text is:

• Armstrong (2017) *Armstrong's Handbook of Human Resource Management*. London: Kogan Page.

If you would like your own copy of the book, I'd recommend buying an older edition, as these are often very cheap online, e.g. on Amazon.

Make your module choices

As a second year, third year or Masters student you will have an opportunity to choose or change your optional module choices in the first few weeks of term. Please note that there are no optional modules for first year students. On specific programmes the university will preselect optional modules for you, but you will have an opportunity to change them at the start of the term. For further information about who is eligible and how to change module

choices, please visit the 'How to choose your modules' website.

Connect with others

Join our UWE Business and HRM Facebook group.

Be prepared

Access support

Check information on our <u>Disability webpages</u> so you know what actions you need to take. <u>Contact Disability Service</u> and myself to let us know if you need any additional mobility or other support to fully access all activities during your studies.

Get equipped

The University has computers on all our campuses for you to use during your studies. These provide access to our core digital learning tools and any specialist software required for your course. You may have scheduled sessions in computer labs or other specialist facilities, and you will be able to use open-access PCs for self-study.

UWE Bristol licenses many specialist software packages for use on personal laptops for the duration of your course. If you're struggling to meet the financial demands of your course, please contact the Student Money Service team for advice and guidance.

See the UWE webpage for detailed information on <u>choosing your IT equipment</u> including <u>recommended specifications</u>. For this programme we recommend the **Core Specification**.

International students

The Global Student Support Team offer information and advice to ensure you receive all the support you need to get the best from your time at UWE Bristol. They are here to help you to settle in when you first arrive at UWE Bristol and organise social events to help you to adapt to your new environment.

Next steps

Before you arrive, you will receive an online workbook to introduce you to the School and help you to prepare for university life. You can go through the workbook then, and it will be revisited during your induction activities.

Who to contact if you have questions?

For any questions about the programme, please contact me: **Andy Stone** via email at andv.stone@uwe.ac.uk

Please note: this information has been provided on the assumption that you will meet the conditions of your offer and be eligible to take up your place.

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