Get ready for BA(Hons) Business and Events Management

My name is Briony and I am the Programme Leader for BA(Hons) Business and Events Management My job is to support you throughout your degree, starting with this pre-course information. I will teach you for certain modules in each year of your programme, and I'll also be talking to you about employability, going on placement or studying abroad, helping you select your optional modules, and will be one of your main points of contact and information.

As a UWE graduate myself, I can assure you that you've made an excellent choice. I did my MSc in Events Management here, albeit a while ago, and so am happy to chat about what it's like being a student here!

Over the coming years, you will learn a lot about yourself and others; you will develop new skills, learn the theory behind Events Management, and make many new friends on your course. Much of this will take place in our new Business School and will be greatly enhanced by the facilities that it offers you. At UWE, you'll also be supported by a huge network of lecturers and tutors who are there to help you to develop your knowledge, as well as teams of staff – from careers to wellbeing – who are part of the University's wider service provision.

I look forward to meeting you in September!

Briony Whitaker
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.

Starting Block will help you settle into university and support you in getting 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 for more details.

Your timetable will be available to you via MYUWE (login required) once you have started the registration process. Please visit the 'Understanding your teaching timetable' 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 Preparing and Arrival webpage. Take a look at our website to familiarise yourself with our facilities and services such as the library, study skills, academic support, health and wellbeing support 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 MYUWE. To avoid delays, upload your photo as soon as you receive login details. For help, go to our student card guidance.

Engage with your programme

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

- Think about the sorts of events that you enjoy going to, or even if you have worked/volunteered at some. What is it about them that you liked? What sorts of events would you like to work at in the future? In the events management industry, it's important to **get involved**, and so it would be a great idea to start making a list of your experiences.

Read around your subject
To succeed within your chosen programme, you will need to think critically about key issues and practices. Here are some books and resources to help you to understand the scope of your programme:

- When studying a 'real world' degree like Business and Events Management, a lively and questioning interest in current affairs and business news is important. Degree-level study is about being questioning and challenging so try to think about how unfolding international and national economic, political, legal, social and environmental issues might impact on the events industry and on those that work within it. You can achieve this by reading a quality daily newspaper and/or magazines, as well as visiting websites like Event Industry News.

- For most modules that you'll study during your degree, you will need access to a particular textbook. As many books are available in the library or as e-Books, we don't recommend that students buy any books before they arrive – but you may then opt to buy particular books that your module leaders recommend. However, if you do want to start reading and thinking about some of the issues that you'll

be covering in your course, the following book will be relevant at various points during your studies (any edition is fine and many are available second hand):

- Bowdin, G., Allen, J., O'Toole, W., Harris, R. and McDonnell, I. (2011) *Events Management*. 3rd ed, Oxford: Butterworth-Heinemann.

This is also an interesting textbook- there are a couple of copies of this in the UWE Library:

- Ferdinand, N. and Kitchin, P. (2017) *Events Management: An International Approach*. 2nd ed, London: Sage.

Choose your modules (if applicable)
You will not need to choose any modules if you are joining us for Level 1 (i.e. the first year) of your degree.

If you are transferring directly into Level 2 or Level 3 study with us, you may have optional modules to choose. To make sure you have a complete timetable when you arrive, we have chosen optional modules for you; however, you can change your optional modules in the first couple of weeks and we will explain how to do this in your programme introduction sessions.

Connect with others
I would recommend you join your BA Hons Business and Events Management Programme LinkedIn page https://www.linkedin.com/groups/9091353/(You will need your student number to join).This group will allow you to connect with other students on your course, as well as staff who will be teaching you. I will be posting useful information on this group such as interesting and useful articles and job opportunities.

Be prepared

Access support
Check the information on our Disability web pages so you know what you need to do. If you need any urgent additional mobility or other support to fully access all activities during your studies, contact me as your programme leader.

Get equipped
The University provides computers on all our campuses for you to use in your studies. These computers will provide access to our core digital education 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.

Many students will benefit from access to a laptop, particularly if your access to campus is limited. The university licenses many specialist software packages for use on personal laptops for the duration of your course.

The core software used in your course may include:
Blackboard, Collaborate, Panopto, Microsoft 365 (formerly Office 365), PebblePad, SPSS. These packages will run on Windows and Mac laptops, but Windows devices generally provide access to a wider range of software packages.

Chromebooks and tablets are **not recommended** as your main device – you will not get

the full functionality in some apps, and certain packages will not work at all on Chromebooks/tablets. We recommend that you have access to a device with the **Core Specification** detailed in the link below.

However, in your course you may be expected to use graphics/video editing software such as Adobe Photoshop and Adobe Premiere. If you wish to use your laptop for such applications, then a higher spec laptop with Enhanced or Intensive Specification is recommended.

See the UWE website for detailed information on choosing your IT equipment including recommended specifications.

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: **Briony Whitaker** via email at briony.whitaker@uwe.ac.uk

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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.

Entry: Autumn 2025   Last updated: Spring 2025