Welcome to the University

I would like to take this opportunity to congratulate you on obtaining a place at Northumbria University. We are really looking forward to welcoming you into our academic community.

The national and international reputation of Northumbria University continues to grow. We are recognised by employers, other academic institutions and most importantly our students for providing an excellent environment in which you can develop your subject understanding and gain a firm foundation for your future career. As you would expect in this exciting and fast changing environment, you will find that studying with us will challenge and develop you as a person and we are confident you will also find it a very rewarding and fulfilling experience.

This letter contains important information about your preparations to come to study with us. Please read it carefully.

In order to ensure that you are offered the best possible start to your academic studies, and the wider student experience, the Faculty has developed a formal induction that you are expected to attend. The formal induction session will take place on the first study day of the Programme scheduled to take place in London on **12 September 2019**. Please ensure that you attend.

Please find below some important information regarding your enrolment and induction.

Arrival

You should arrive at the Institute of Advanced Legal Studies (IALS) located at Charles Clore House, 17 Russell Square, LONDON, WC1B 5DR by **10.45am** for the induction session on **12 September 2019. Registration will be from 10.30am.**

Online Enrolment for Home and EU Students

If you have not yet done so, you will need to enrol online **as soon as possible.** You will have received a University computer username and password to do this, which have been emailed to you separately.

You can obtain your student Smartcard by post. If you have any difficulties with this process please contact the Ask4Help team who will be able to help. You will need to fully complete your online enrolment and upload a suitable photograph in order to obtain a Smartcard.

Please note that there is a deadline for enrolment and you should enrol as soon as possible in order that you can then access the materials and information relevant to the programme. If you miss the deadline for enrolment then you will not be permitted to join the programme.

Study Days

The first Induction and study day for the Certificate in Mental Health Law and Practice programme will all take place at IALS commencing **10.45am and all other study days will commence at 11.00am** (registration from 10.30am) on the following dates

12 September 2019   **(Thursday)**
17 October 2019   **(Thursday)**
12 December 2019   **(Thursday)**
16 January 2020   **(Thursday)**
19 March 2020   **(Thursday)**
16 April 2020   **(Thursday)**

Programme Handbook

A copy of your Programme Handbook, which provides information and guidance relating to University regulations and procedure, will also, be available on your programme Blackboard site which you will be able to access prior to the initial Induction and teaching day. Please take time to read this guide as it contains useful information for the duration of your programme

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Programme Workbook

A copy of your Programme Workbook, will also, be available on your programme Blackboard site which you will be able to access prior to the initial Induction and teaching day. **Please take time to undertake the necessary reading and tasks as directed and in advance of the study days.**

If you have, any queries either prior to your arrival or whilst you are here, please do not hesitate to contact the Ask4Help team.

Contact the Ask4Help team in person at any Student Central location: City Campus Library, City Campus East 1 (Business and Law Building). Contact us by telephone on +44 (0) 191 227 4646 or via email ask4help@northumbria.ac.uk and via your student portal.

We wish you a safe journey to London and look forward to welcoming you to Northumbria University.

Best wishes,

Professor Peter Francis
Deputy Vice-Chancellor
Northumbria University