



**Northumbria
University**
NEWCASTLE

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Dear Student,

NEBOSH Certificate (Part-Time): January 2019 entry

Further to our previous confirmation of your place on the above course, I am now writing to outline the joining instructions.

The course will commence with an introductory session starting at **17.30 on Wednesday 9th January 2019**. During this session we will give you an outline of the course, talk about study techniques and introduce you to the facilities of the University, including the eLearning Portal, which is an online repository of course resources. It is also an important opportunity for the course team to meet and have discussions with our new delegates, allowing us to understand your range of backgrounds and your expectations for the course.

Upon your arrival at the University, please go to the **Sandyford Building, room 304E (third floor)**. The University can easily be reached if you are travelling by bus, train or Metro: further travel directions and a campus location map can be obtained from the University website on www.northumbria.ac.uk (click on 'study' from the top menu then 'visit Northumbria' from the list that appears).

In advance of attending this introductory session, please ensure that you have **enrolled onto the course** by following the procedure outlined in your acceptance letter. The username and password required for this are included in the same letter.

If your place is being sponsored by your place of work or another organisation, **please bring along a sponsorship letter** to the introductory session so that we can pass this on to our Finance Department.

If you are not able to attend the introductory session, please inform me as soon as possible.

I look forward to welcoming you onto the course. Please do not hesitate to contact me if there is any additional information that you require.

Yours faithfully,

Dr Michael Deary
Head of NEBOSH Courses, Northumbria University