City, University of London’s induction period, known as “Welcome Week” (25th – 29th September 2017), is intended to formally welcome you to the institution and ensure that you are fully equipped for the start of your course. Attendance at the induction sessions shown below is compulsory unless otherwise indicated. Please ensure that you arrive on time to all events.

Business Studies students will be split into two groups for the Welcome Week sessions. You will be allocated to your group at the Cass Welcome Bag Collection session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Facilitator/s</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Monday 25th</td>
<td>09:15 – 09:30</td>
<td>Arrive for Welcome Address</td>
<td>Great Hall, College Building, Northampton Square</td>
<td>N/A</td>
<td>Please take a seat inside the Great Hall ahead of the 11am Welcome Address.</td>
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<tr>
<td>September</td>
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<tr>
<td>Monday 25th</td>
<td>09:30 – 10:10</td>
<td>Welcome Address by the President of City, University of London, the Dean of the School, a representative from Student and Academic Services and City’s Students’ Union officers</td>
<td>Great Hall, College Building, Northampton Square</td>
<td>Professor Sir Paul Curran, Professor Marianne Lewis</td>
<td>Please arrive and ensure you are seated before the stated start time. Late arrivals will not be admitted to the Great Hall once the Welcome Address has begun.</td>
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<tr>
<td>September</td>
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<tr>
<td>Monday 25th</td>
<td>10:30 – 11:00</td>
<td>Cass Welcome Bag Collection</td>
<td>E316, Drysdale Building, Northampton Square</td>
<td>Cass UG Admissions</td>
<td>Collect your Cass Welcome Bag and sign in to confirm University attendance.</td>
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<td>You will also be allocated into Group 1 or Group 2 at this session for the rest of Welcome Week.</td>
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<tr>
<td>Monday 25th</td>
<td>10:30 – 12:30</td>
<td>Course Director Welcome</td>
<td>A130, College Building, Northampton Square</td>
<td>Dr Navid Izady (Course Director)</td>
<td>An introduction to your degree course and structure.</td>
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<td>September</td>
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<tr>
<td>Monday 25th</td>
<td>17:00 – 19:00</td>
<td><strong>International students only – optional session</strong></td>
<td>The Mansion House, Walbrook, London EC4N 8BH</td>
<td>President, Professor Sir Paul Curran, The Rt Hon The Lord Mayor of London</td>
<td>This event is for international students only. You must register your attendance in advance at <a href="http://www.city.ac.uk/new-students/your-first-weeks/international-students-welcome-reception">http://www.city.ac.uk/new-students/your-first-weeks/international-students-welcome-reception</a></td>
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<td>Additional Information</td>
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<tr>
<td>Tuesday 26th September</td>
<td>09:00 – 09:50</td>
<td>Financial Maths and Business Statistics Test</td>
<td>A130, College Building, Northampton Square</td>
<td>Cass UG Exams Staff</td>
<td>This test consists of 40 multiple choice questions. It is NOT part of the assessment for the year. The purpose of this test is to identify the level of existing knowledge you have on this subject, so that you will be assigned either additional classes or be deemed to already have appropriate knowledge to embark onto the Quantitative Methods module. For this test you will need to bring a pen and calculator.</td>
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<tr>
<td>Tuesday 26th September</td>
<td>10:00 – 10:45</td>
<td>Library Induction</td>
<td>Poynton, Centenary Building, Northampton Square</td>
<td>Catie Tuttle (Subject Librarian for Cass)</td>
<td>An introduction to the University's Library services.</td>
</tr>
<tr>
<td>Tuesday 26th September</td>
<td>11:00 – 11:30</td>
<td><strong>Group 2 only</strong></td>
<td>Levels 1 &amp; 2, Rhind Building, St John Street</td>
<td>Student Records team</td>
<td>Collection of University ID cards for ALL new students. City is obliged to check the identity and eligibility to study of ALL new students, so must check everyone’s passport or national identity card and visas where required. We are legally obliged to take copies of international students’ visas and passports as part of the UKVI Tier 4 visa requirements. <strong>NB: All students must complete online registration before attending this session. You must bring your confirmation of online registration completion email and passport or national identity card to confirm your identity and nationality.</strong></td>
</tr>
<tr>
<td>Tuesday 26th September</td>
<td>11:30 – 13:30</td>
<td><strong>Group 1 only</strong></td>
<td>Cass Undergraduate Student Lounge, 3rd Floor Drysdale Building, Northampton Square</td>
<td>AIESEC</td>
<td>AIESEC, the world’s largest student organisation, will host an event designed to introduce you to other new students and staff from your course.</td>
</tr>
<tr>
<td>Tuesday 26th September</td>
<td>12:00 – 12:30</td>
<td><strong>Group 2 only</strong></td>
<td>C309, Tait Building,</td>
<td>Matt Dumas-Bowden (Course Officer)</td>
<td>Information on administrative support during your studies.</td>
</tr>
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<td>Date</td>
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<td>Activity</td>
<td>Location</td>
<td>Facilitator/s</td>
<td>Additional Information</td>
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<td></td>
<td>Course Officer Welcome</td>
<td>Northampton Square</td>
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<td><strong>Tuesday 26th</strong></td>
<td>13:30 – 14:00</td>
<td><strong>Group 1 only</strong></td>
<td>C309, Tait Building, Northampton Square</td>
<td>Matt Dumas-Bowden (Course Officer)</td>
<td>Information on administrative support during your studies.</td>
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<td>Course Officer Welcome</td>
<td>Northampton Square</td>
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<td><strong>Tuesday 26th</strong></td>
<td>14:00 – 14:30</td>
<td><strong>Group 1 only</strong></td>
<td>Levels 1 &amp; 2, Rhind Building, St John Street</td>
<td>Student Records team</td>
<td>Collection of University ID cards for ALL new students. City is obliged to check the identity and eligibility to study of ALL new students, so must check everyone’s passport or national identity card and visas where required. We are legally obliged to take copies of international students’ visas and passports as part of the UKVI Tier 4 visa requirements. <strong>NB:</strong> All students must complete online registration before attending this session. You must bring your confirmation of online registration completion email and passport or national identity card to confirm your identity and nationality.</td>
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<tr>
<td><strong>Wednesday 27th</strong></td>
<td>10:30 – 11:20</td>
<td><strong>Group 2 only</strong></td>
<td>C309, Tait Building, Northampton Square</td>
<td>Matt Dumas-Bowden (Course Officer)</td>
<td>Induction session to learn how to access your timetable and answer any other questions you have about support for your course.</td>
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<tr>
<td>September</td>
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<td>Course Officer Timetable Session</td>
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<tr>
<td><strong>Wednesday 27th</strong></td>
<td>11:30 – 12:00</td>
<td>Personal Tutor Talk</td>
<td>Oakden, Centenary Building, Northampton Square</td>
<td>Professor Jo Silvester (Deputy Dean), Rob Garden (Student Experience Officer) and Tim Russell (Senior Course Officer)</td>
<td>Information about the important role of your personal tutor.</td>
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<td>September</td>
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<tr>
<td><strong>Wednesday 27th</strong></td>
<td>12:00 – 12:50</td>
<td><strong>Optional session</strong></td>
<td>TBC</td>
<td>Cass UG Student Exchange Team</td>
<td>All Cass undergraduate students have the option to study abroad as a recognised part of their degree. You can choose to study abroad at one of our highly-ranked partner universities in: USA/Canada, South America, Asia, Australia or Europe. Studying abroad adds an international dimension to your</td>
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<td>Date</td>
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<td>Facilitator/s</td>
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<tr>
<td>Wednesday 27th</td>
<td>13:00 – 13:50</td>
<td><strong>Group 1 only</strong> Course Officer Timetable Session</td>
<td>C309, Tait Building, Northampton Square</td>
<td>Matt Dumas-Bowden (Course Officer)</td>
<td>Induction session to learn how to access your timetable and answer any other questions you have about support for your course.</td>
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<tr>
<td>Wednesday 27th</td>
<td>14:00 – 16:00</td>
<td><strong>Group 2 only</strong> Student Networking</td>
<td>Cass Undergraduate Student Lounge, 3rd Floor Drysdale Building, Northampton Square</td>
<td>AIESEC</td>
<td>AIESEC, the world’s largest student organisation, will host an event designed to introduce you to other new students and staff from your course.</td>
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<tr>
<td>Wednesday 27th</td>
<td>14:00 – 16:30</td>
<td><strong>Optional session</strong> The City Banking, Finance and Consultancy Fair</td>
<td>Great Hall, College Building, Northampton Square</td>
<td>City Careers</td>
<td>Sponsored by ICAEW, this Fair is a great opportunity for you to network with top employers in the Banking, Finance and Consultancy industries and find out more about the companies and their employment opportunities, what employers expect from you and how you can make the most of your application to them. This is a rare chance to meet with a large number of companies within just a couple of hours and may well be your chance to make an impression on who could be your future employer.</td>
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<tr>
<td>Wednesday 27th</td>
<td>16:00 – 16:50</td>
<td><strong>Optional session</strong> Drop-in Session for Foreign Language Elective Modules</td>
<td>A220, College Building, Northampton Square</td>
<td>Svenja Erich and Francesca Wetheril (Languages &amp; Exams Coordinator)</td>
<td>This is only for students interested in studying a foreign language as an extra curricular activity.</td>
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<tr>
<td>Thursday 28th</td>
<td>09:00 – 11:50</td>
<td><strong>Optional session</strong> Diagnostic Test for Foreign Languages</td>
<td>ELG05, Drysdale Building, Northampton Square</td>
<td>Svenja Erich and Francesca Wetheril (Languages &amp; Exams Coordinator)</td>
<td>This is only for students interested in studying a foreign language as an extra curricular activity. Take an online language test so that you can be assigned to a group of similar linguistic competency.</td>
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<tr>
<td>Date</td>
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<tr>
<td>Thursday 28th September</td>
<td>12:00 – 12:45</td>
<td><strong>International students only – Optional session</strong>&lt;br&gt;Introduction to Tier 4</td>
<td>TBC</td>
<td>Polly Pentor (Senior International Student Advisor)</td>
<td>If you hold a Tier 4 visa there are many things you need to know to ensure you do not accidentally break the rules, and that you study and travel safely during your time here. This session will ensure you know what you can and can’t do so you can concentrate on enjoying your studies in the UK.</td>
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<tr>
<td>Thursday 28th September</td>
<td>Also at… 12:00 – 12:45</td>
<td><strong>Optional session</strong>&lt;br&gt;Find out more about AIESEC</td>
<td>AG21, College Building, Northampton Square</td>
<td>AIESEC</td>
<td>An introduction to AIESEC, the world’s largest student organisation.</td>
</tr>
<tr>
<td>Thursday 28th September</td>
<td>13:00 – 14:10</td>
<td>UniSmart Presentation</td>
<td>Oliver Thompson Lecture Theatre (OTLT), Tait Building, Northampton Square</td>
<td>Student Centre</td>
<td>Find out about the services provided by the university to support you during your studies during this informal presentation. Afterwards, meet with as many staff as possible to have the chance to enter a prize draw!</td>
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<tr>
<td>Thursday 28th September</td>
<td>14:10 – 15:00</td>
<td>Cass Information Stands</td>
<td>OTLT foyer, Tait Building, Northampton Square</td>
<td>Cass Professional Staff</td>
<td>Your chance to find out more about the professional support services offered by Cass and City, and enter a prize draw!</td>
</tr>
<tr>
<td>Friday 29th September</td>
<td>10:00 – 10:45</td>
<td><strong>Optional session</strong>&lt;br&gt;Library Induction</td>
<td>C309, Tait Building, Northampton Square</td>
<td>Catie Tuttle (Subject Librarian for Cass)</td>
<td>An introduction to the University’s Library services.&lt;br&gt;(This is a catch up session for students unable to attend earlier in week)</td>
</tr>
<tr>
<td>Friday 29th September</td>
<td>11:00 – 11:45</td>
<td>Preparing for Success at University</td>
<td>Geary, Centenary Building, Northampton Square</td>
<td>Dr Russell Gerrard</td>
<td>Depending on your educational background in the last couple of years, you might find it difficult to adjust to the intensive regime of academic study which you will find now you are at university. But don’t worry! These are the kinds of challenges which people in your position have overcome in the past, and this session is intended to some pointers, not just on how to cope but on</td>
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<tr>
<td>Friday 29th September</td>
<td>13:30 – 14:15</td>
<td>Optional session</td>
<td>Geary, Centenary Building, Northampton Square</td>
<td>William Power (Careers)</td>
<td>Introduction to the Buddy Scheme for students who have signed up to this.</td>
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<td>Buddy Scheme Introduction</td>
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<tr>
<td>Friday 29th September</td>
<td>14:45 – 15:15</td>
<td>IT/Moodle Induction</td>
<td>A130, College Building, Northampton Square</td>
<td>Cass IT</td>
<td>A 30 minute introduction to the Cass IT facilities and Moodle, an e-learning tool that you will use throughout your course for online course materials, resources, interactive activities, assessment and communication.</td>
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<tr>
<td>Save the date!</td>
<td>Evening</td>
<td>Cass Welcome Party</td>
<td>McQueen’s Bar, Shoreditch</td>
<td>Cass UG Admissions</td>
<td>Tickets will be available from the start of term for this free party for new Cass undergraduate students! Keep your eyes peeled for the party fliers and expect an email invitation in late September.</td>
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<td>Thursday 12th October</td>
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Then…from Monday 2 October your lessons will begin!

**Campus Tours**

Campus tours leave from the bandstand in the centre of Northampton Square every 20 minutes between 10:00 and 16:00 daily from 25th to 29th September. These are led by Student Ambassadors who will take you to key locations around the site. Tours last 30 minutes – no need to book, just turn up and join the next group.

**Freshers’ Fair**

The Freshers’ Fair will take place on Tuesday 26th (12pm – 7pm) and Wednesday 27th September (11am – 5pm) at The Business Design Centre, 52 Upper Street, Angel, N1 0QH. Further details about the event will be posted online at [http://www.city.ac.uk/new-students/your-first-weeks/whats-on](http://www.city.ac.uk/new-students/your-first-weeks/whats-on). This will be a drop-in event throughout the day.

**Navigating around City University London**

The University’s main campus is located at Northampton Square. This is where the majority of your time will be spent. In addition to classrooms Northampton Square is also home to the main library, Students’ Union and the Student Centre.
Northampton Square is approximately 10 minutes’ walk from both Angel and Farringdon tube stations. There are also a number of bus routes that stop close to the campus. The main entrance to the campus is on Northampton Square although there are other entrances on St John Street and Spencer Street which you may choose to use when accessing certain rooms.

Navigating around Northampton Square can seem tricky initially as the campus is made up of several buildings, many of which are interconnected on the 1st floor. Most of the teaching rooms have names that start with a letter. The buildings they are located in are as follows:

- Rooms starting with A are located in the College Building. This is also where the Great Hall is located.
- Rooms starting with B are located in the University Building.
- Rooms starting with C are located in the Tait Building. This is also where the Oliver Thompson Lecture Theatre is located.
- Rooms starting with D are located in the Rhind Building. This is located across the street from the main campus building on St John Street.
- Rooms starting with E are located in the Drysdale Building. The Cass Undergraduate Programme Course Office and Student Study Area are located on the 3rd floor of the Drysdale Building.
- Rooms Birley, Geary, Oakden and Poynton are all Lecture Theatres and are located in the Centenary Building which is often easier to access directly from Spencer Street.

Cass Business School also occupies a building on Bunhill Row which is located close to Moorgate tube station. It takes about 20 minutes to walk between Bunhill Row and Northampton Square sites.

Alternatively you can catch a public bus for part of the route. Bunhill Row is where most of the teaching staff have their offices, and you will have access to the learning resources centre located within the building.

The rooms at our Bunhill Row site are numbered with the first number indicating the floor (i.e. 5010 is located on the 5th floor). Rooms on the ground begin with G and on the lower ground with LG.

**Cass Business School Undergraduate Office**

Room E325  
3rd Floor Drysdale Building  
Northampton Square  
London  
EC1V 0HB

Cass UG Admissions email: cassug@city.ac.uk  
Cass UG Admissions telephone: +44 (0)20 7040 4040

Cass UG Course Office telephone: +44 (0)20 7040 8633  
Course Officer for Business Studies Part 1 and 2: Matt Dumas-Bowden  
Matt’s email: matthew.dumas-bowden@city.ac.uk
Matt's telephone: +44 (0)20 7040 4160