

# School of the Built and Natural Environment A Guide to Induction Week September 2010

For new students



# School of the Built and Natural Environment

## Welcome

Welcome to Northumbria University's School of the Built and Natural Environment, one of the UK's largest and leading providers of Built Environment education. We are pleased to welcome you to our diverse and professionally focused learning community.

This guide aims to help you during the first few weeks of your time at University. Further important information regarding your chosen Programme of study, the School and the University's extensive support departments will be provided to you during Induction Week via:

- A programme of presentations and activities delivered by University staff throughout Welcome week
- Notice boards placed around the School and University.
- Student Support Team.
- Student Support Website.
- Virtual counter located on Blackboard.



## ENROLMENT

Please refer to the guide to enrolment and **remember you must enrol online before you arrive at the university**. Once you have enrolled online you will receive an email confirming your enrolment to your Northumbria email account – please keep this email.

If you are unable to enrol online enrolment for most new students beginning their course in September will take place on **Saturday 18 or Sunday 19 September**.

However enrolment dates for some programmes are different and you should check the information on your MyNorthumbria pages to find out when the enrolment session for your Programme will be held.

If you are an international student (non-EU) you will not be able to enrol online and must attend an enrolment session at the University on Friday 17 September 2010 between 9am and 4pm, and Saturday 18 between 9am and 12noon, at City Campus East.

## INDUCTION

When you join Northumbria University we will expect you to actively engage in a range of planned activities which are designed to prepare you for university level study, to encourage good social and working relationships and ensure familiarisation with the University environment and your course. Induction will extend over a number of weeks and may include both a discrete programme of induction activities and activities embedded within the modules you are studying.

The exact mix of induction activities you can expect to engage in is determined by your programme leader but should include:

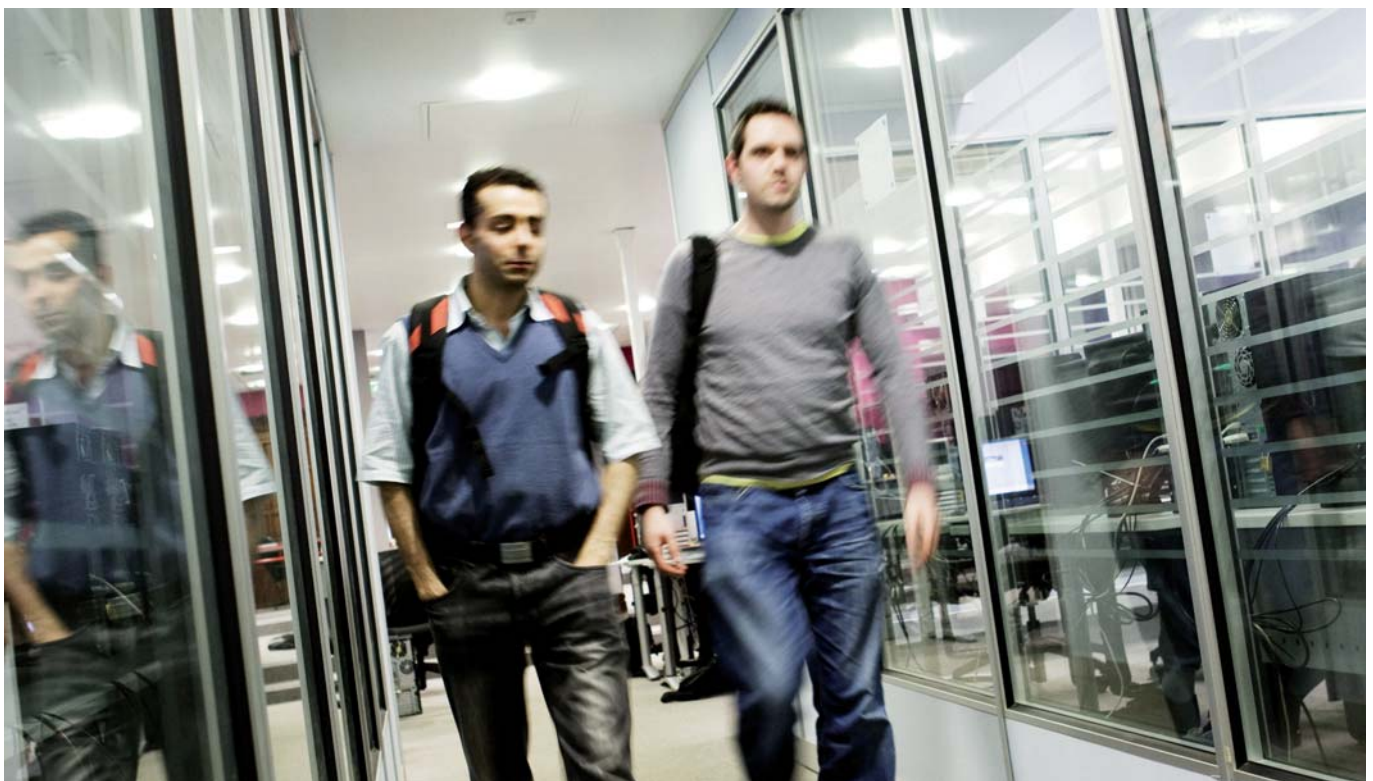
Formal enrolment as a student at Northumbria University

- An introduction to your programme, including the subjects you will study and the regulations under which your success will be judged
- Advice and guidance on the skills you will need to succeed at University
- Information on how to access University resources such as the Library and our IT network
- An opportunity to meet with your tutors
- An introduction to the central support services available to you
- An opportunity to meet other students on your programme in an informal social setting
- An opportunity to find out about the Students Union and student representation processes.

This guide details the following:

- Induction Week schedule of first classes (full-time and part time)
- A guide on how to read your timetable
- Key Academic Contacts for your Programme of Study.

Please familiarise yourself with this information – it will help you during your initial period of University life.



## Schedule of First Classes

### Full-time students

Please find below information regarding where you should report to on your first day of induction. Please note that this schedule only contains your first session and you will be required to attend further sessions throughout the week. You will receive a full copy of your induction week programme on your first day of induction, this will also be available online from 1 September at [www.northumbria.ac.uk/bne/sst](http://www.northumbria.ac.uk/bne/sst)

Programme	Date and time	Room
<b>Foundation Degrees</b> Architectural Technology Building Services Engineering Building Surveying Construction Management Estate Management Quantity Surveying	20/09/10 10.30am	Room 031 Lipman Building
BA (Hons) Architecture Master of Architecture	20/09/10 10am	Architecture Studio, Room C005, C Block, Ellison Building
MEng Building Services Engineering	20/09/10 1.30pm (University event) 21/09/10 12noon (School event)	Sports Central  Room 0026 Lipman Building
BSc Building Surveying	20/09/10 11am	Room 208 Lipman Building
<b>Construction Related Programmes</b> BSc Architectural Technology BSc Building Design Management BSc Building Project Management BSc Construction Management	20/09/10 10am	Room 204 Lipman Building
BSc Estate Management BSc Planning and Development Surveying	20/09/10 11am	Room NB252 Northumberland Building
BSc Commercial Quantity Surveying BSc Quantity Surveying	20/09/10 11am	Room EBA003/05 Ellison Building
MA Housing Policy and Management	20/09/10 1.30pm (University event) 21/09/10 10am (Programme induction)	Sports Central  Room A008, Ellison Building
MSc Real Estate Management MSC International Real Estate Management	20/09/10 11am	Room EBA008 Ellison Building
MSc Project Management MSc Construction Project Management	20/09/10 11am	Room 204 Lipman Building

# Schedule of First Classes

## Part-time students

Please find below information regarding where you should report to on your first day of induction. Please note that this schedule only contains your first session and you will be required to attend further sessions throughout the week. You will receive a full copy of your induction week programme on your first day of induction, this will also be available online from 1 September at [www.northumbria.ac.uk/bne/sst](http://www.northumbria.ac.uk/bne/sst)

Programme	Date and time	Room
<b>Foundation Degrees</b> Architectural Technology Building Services Engineering Building Surveying Construction Management Estate Management Quantity Surveying	21/09/10 10am  * Please note you will also be required to attend on the morning of 22 September	Nixon Hall
Foundation Degree Sustainable Communities	24/09/10 10am	Room NB316 Northumberland Building
BA (Hons) Architecture Master of Architecture	21/09/10 10am	Architecture Studio Room C005, C Block Ellison Building
MEng Building Services Engineering	21/09/10 12noon	Room 0026 Lipman Building
BSc Building Surveying	21/09/10 11am	Room EBA112 Ellison Building
<b>Construction Related Programmes</b> BSc Architectural Technology BSc Building Design Management BSc Building Project Management BSc Construction Management	21/09/10 12noon	Nixon Hall
BSc Estate Management BSc Planning and Development Surveying	21/09/10 11am	EBA002 Ellison Building
BSc Commercial Quantity Surveying BSc Quantity Surveying	21/09/10 10am	Room EBA218 Ellison Building
MA Housing Policy and Management with Professional Practice	21/09/10 10am	Room EBA008 Ellison Building
MSc Real Estate Management	21/09/10 10am	Room EBA004 Ellison Building
MSc Project Management MSc Construction Project Management	21/09/10 10am	Room NB252 Northumberland Building
MSc Sustainable Development	23/09/10 1pm	Room EBA106 Ellison Building

## Timetable

You can obtain a copy of your individual timetable via 'myNorthumbria' where you will see on your page a 'My Timetable' link. The information displayed is explained below.

Note that if timetables are still 'DRAFT', they may change.

Your name will appear at the top and at the bottom.

### Student timetable for Cooper, Tristan Pryce

**Note:** Semester 2 timetables will be in DRAFT and fixed by 18th December.

[Look up week numbers](#)

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	
<b>Mon</b>																									
<b>Tue</b>																									
<b>Wed</b>																									
<b>Thu</b>																									
<b>Fri</b>							BE0835 L3A01 <b>EBA102A</b> (TLT) Paula Bleanch Weeks 25-36, 40	BE0553 L2A01 <b>EBB0001</b> (TLT) Allan Osborne, Kathryn Coventry Weeks 25-36, 40	BE0835 S3A01 <b>EBA110</b> Paula Bleanch Weeks 26-29, 35-36, 40	BE1058 L1A01 <b>EBA108</b> (TLT) New Reader, David Beaney, Kevin Elliot Weeks 25															
<b>Sat</b>									BE0835 S2A01 <b>EBA110</b> Victor Samwinga Weeks 30-34																
<b>Sun</b>																									

**NOTE:**  
From the bar on the left, the sessions in this timetable are on Friday.  
From the bar at the top, the first session will take place 1200-1300 hours (24 hour clock). The last session ends at 1600hrs.

Student: Cooper, Tristan Pryce. Student Identifier: 05316338

Printed on 4/3/10 at 15:46

**Note that timetables often change - revisit the website at frequent intervals.**

It is your responsibility to make sure that you have an up-to-date version.

This is the module code.  
  
'L3' indicates that it is a lecture session.

Name of tutor expected to deliver the teaching session.

BE0835 L3A01  
**EBA102A**  
(TLT)  
Paula  
Bleanch  
Weeks 25-36, 40

This is the room in which the session will take place.  
The letters indicate the building (see list below).  
The numbers indicate the room number. The first number tells you which floor of the building the room is located on.  
So in this example, EBA102A = Ellison Building, A Block, first floor, room number A102A.  
(TLT) indicates that the room is a lecture theatre. Other types of room abbreviations are listed below. If there is no description, it will be a flat seminar room.

Weeks indicate the weeks in which the session will be delivered (you may not have a session every week). The Timetabling system numbers every week in the year starting from the first full week in August which is the formal start of the academic year (52 weeks altogether).  
  
In this example, the session will run from week 25 to 36 and again in week 40.  
  
The table on the next page tells you the date on which the week starts and how it relates to the semester week number. You can also use the 'Lookup week numbers' link at the top of the timetable.

Key to Building Abbreviations:

**CCE** - City Campus East

**EB** - Ellison Building (divided into Blocks A, B, C, D and E)

**NB** - Northumberland Building

**LIP** - Lipman Building

**SQ** - Squires Building

**WJC** - Wynne Jones Centre

Key to room abbreviations:

**CR** - Court Room

**IT** - computer lab

**Sp.** - specialist room

**TLT** - tiered lecture theatre

## Useful Contacts

### School Office

The School Office is located in room B201 on the second floor of Ellison Building. The Administration Team based in the office are friendly and helpful. Please direct any queries, particularly those relating to registration or enrolment, to this team in the first instance either in person or telephone (0191) 227 4722. If they are unable to assist you, they will direct you to the appropriate member of staff.

<b>Key Academic Contacts for your Programme of Study</b>		
<b>Programme of Study</b>	<b>Academic Staff Contact</b>	<b>Tel</b>
<b>Foundation Degrees</b>	Cheryl Williamson (Director)	227 4076
Architectural Technology	Kevin Elliott	227 4708
Building Services Engineering	Paul Staiss	227 4699
Building Surveying	Mark Kirk	243 7540
Construction Management	Kevin Elliott	227 4708
Estate Management	Dom Fearon	243 7287
Quantity Surveying	Jon Lonsdale	243 7742
Sustainable Communities	Paul Grainger	227 4694
<b>Architecture Programmes</b>	Peter Beacock (Director)	227 3528
Architecture	Paul Jones	243 7279
Architecture	Paul Jones	243 7279
Professional Diploma Architecture	Paul Jones	243 7279
<b>Sustainable Building and Energy Systems</b>	Sara Walker (Director)	227 3286
Building Services Engineering	Lawrence Hughes	227 4914
<b>Building Surveying</b>	Kevin Thomas (Director)	227 4743
Building Surveying	Dawn Spensley	227 4812
<b>Construction Related Programmes</b>	Eric Johansen (Director)	227 4720
Architectural Technology	Kathryn Coventry	227 3572
Building Design Management	Kathryn Coventry	227 3572
Building Project Management	John Weirs	227 3534
Construction Management	John Weirs	227 3534
<b>Property</b>	Simon Robson (Director)	227 4730
Estate Management	Andy Dunhill	227 4741
Planning and Development Surveying	Martin Robinson	243 7610
Housing Policy and Management	Andrea Willett	243 7281
MSc Sustainable Development in the Built Environment	Graham Capper	227 4696
MSc Real Estate Management	Rachel Williams	227 3442
MSc International Real Estate Management	Rachel Williams	227 3442
<b>Quantity Surveying</b>	John Pearson (Director)	227 3298
BSc Quantity Surveying	Susan Weidner	227 4745
BSc Commercial Quantity Surveying	Susan Weidner	227 4745
<b>Project Management</b>	Allan Osborne (Director)	227 3226
MSc Project Management	Allan Osborne (Acting)	227 3226
MSc Construction Project Management	Allan Osborne (Acting)	227 3226

## Student Support within the School

Should you require any help and support during your time at University, you can be assured that excellent facilities are available to assist you through any difficult times. The University's Student Services Department and the Students' Union have long provided excellent student support. The School also strives hard to support each student appropriately and maintain and enhance the quality of each student's experience.

Each student is assigned a personal tutor by the Programme Leader. Your Guidance Tutor is there to help you. Please ensure that you visit your guidance tutor as early as possible within the first semester to introduce yourself and have a brief chat.

