

Induction Guide

These are some of the things that you will need to do before you arrive and during your first weeks here. If you are a returning student then not all of this will apply to you.

- 1 Read through the information available at [Student Welcome - Before you Arrive](#).
- 2 View our [Maps and Directions](#) page and download a copy of the **campus and city map**.
These are some of the buildings that you will use most and their numbers on the campus map.

27	Architecture Building	School Reception	28	Building Science
32	Henry Daysh Building	School Office on level 5	35	Robinson Library
1	King's Gate	Student Services	5	Students' Union

- 3 Add a shortcut for the home dashboard of the [Student Portal](#) to your mobile and desktop.
- 4 Complete your [Online Registration](#) by Friday 20 September.
Instructions on how to register will have been sent to the personal email address you included in your application. Provisionally registering before you arrive will save you time when you get to University. The system used for registration, the Student Portal, is also where you update your details (such as if you move to a new address), are able to produce standard University documents if you need them or tell us if you are going to be absent from study.
- 5 We will update our door locking system so that you can use your Smartcard to let yourself into the Architecture Building and Building Science. If this isn't working for you by Monday 7 October 2024 then let the School's receptionists know by emailing them at APLReception@ncl.ac.uk.
- 6 Start getting to know the [University Library](#) as this will be an important source of information during your time here. You can find the Library's dedicated subject resources and support for our School at [Architecture, Planning and Landscape](#).
- 7 Begin your Newcastle University Induction at [Your Newcastle: Induction, Orientation, and Guide](#).
 - Read and complete the **Essential Content** section as it contains important information such as your responsibilities as a student, and 'health and safety' issues for yourself and others.
 - Have a look at the **Your Newcastle Guide** section as it contains a lot of useful information about University services and where you can find support if you need it.
- 8 You will often need to use the Workshop during your course and must complete a two-part Workshop Induction so that you know how to do this safely.
Complete this two-part Induction if you are new to the programme or did not do it last year.
 - Part 1 – Complete four online **Workshop Induction Videos and Quizzes**.
The links for these are at the end of this document, please complete these before Part 2.
 - Part 2 - Complete an in-person **Workshop Induction**.
We will send you an email to let you know when to meet in small groups at the Workshop.

Please contact your programme's Learning and teaching Administrator, [Kit Eltringham](#), if you need help with anything.

Induction Week Timetable

The following activities will take place during your induction week starting on Monday 16 September 2024.

These activities will help you to settle back into your studies and reconnect with staff and students from your programme.

We have left space in the timetable so that you can take part in other things that will be happening on campus during Induction Week.

MONDAY	11:00 to 13:00
16	Course Introduction
	Venue King Edward VII Building Fine Art Lecture Theatre 2.01

TUESDAY	11:00 to 12:00
17	Meet Your Personal Tutor
	Your Tutor will contact you to arrange a group meeting and to let you know where it will be. They may need to alter the day and time for this.
	Venue to be arranged

TUESDAY	15:00 to 16:00
17	Peer Mentoring Community
	Venue Architecture Building Gallery

WEDNESDAY	10:00 to 12:00
18	Welcome to Your Design Programme
	All new students on the School's undergraduate and postgraduate design programmes will meet in the venue and returning students will join online.
	Venue we will send you a YouTube link

WEDNESDAY	Afternoon
18	Charette Possible Start
	We might use this afternoon to start the charette so please don't book anything definite until you know what free time you have.
	Venue this will be arranged during the week

THURSDAY morning and afternoon

19

Charette | Day 1

Venue this will be arranged during the week

FRIDAY morning and afternoon

20

Charette | Day 2

Venue this will be arranged during the week

Workshop Induction Part 1

The following links will take you to four separate induction videos and assessment quizzes.

These are best viewed on a larger screen as the video image might not fit onto your smartphone.

You need to complete this one first.

A [Workshop Induction](#)

And you will then be able to access and complete the following three.

B [Bandsaw Induction](#)

C [Pillar Drill Induction](#)

D [Sanders Induction](#)

Teaching Timetables

Most students at Newcastle University use the centrally produced timetable that they access in the Student Portal or at [Student Timetables](#).

K100 does things differently. Students in previous years didn't like this central timetable as it isn't very user-friendly, doesn't contain the information that you need, and is often out of date. Architecture is a very 'dynamic' course, and we often make changes based on what students need, how things are developing, or due to unexpected opportunities and events.

Instead of the centrally produced one, we use our own timetable that we create using the calendar function in your online learning environment [Canvas](#). We will introduce this to you during induction week, and you will have access to it before teaching starts on Monday 23 September 2024. We also aim to produce a pdf summary of your schedule each week.

Canvas Calendar should be the *only* timetable that you use this year!

As well as an up-to-date schedule of teaching activities, we also add information about additional events, activities, and important dates,

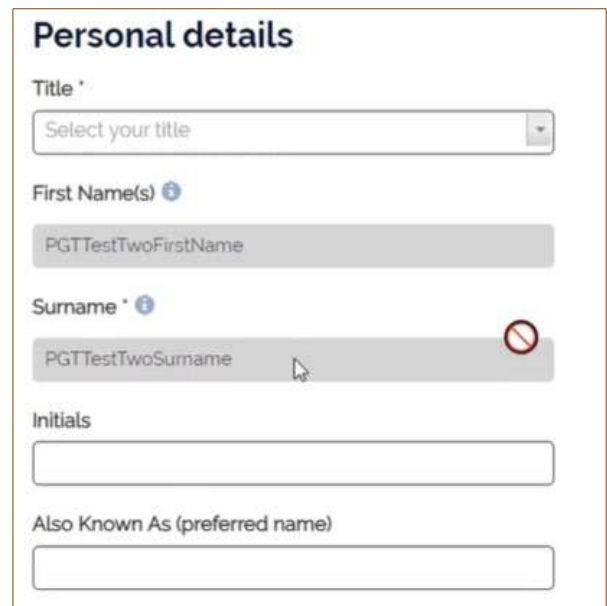
Preferred Name

When you registered you might have noticed an **'Also Known As (preferred name)'** box on the 'Personal details' page in 'My Information'.

Please update this with the name you would like us to use when we are sending you an informal email or having a conversation with you.

We add these names to all lists of students that we send to colleagues or use for assessments as we like to be able to use your preferred name.

If we have a student called 'Jocelyn Amy Louise SMITH' we could just assume that they want us to use 'Jocelyn' - but perhaps they prefer using 'Amy', or like to be called 'Jo', or use a nickname.



The screenshot shows a 'Personal details' form with the following fields:

- Title ***: A dropdown menu with the text 'Select your title'.
- First Name(s) ⓘ**: A text input field containing 'PGTTestTwoFirstName'.
- Surname * ⓘ**: A text input field containing 'PGTTestTwoSurname' with a red prohibition sign to its right.
- Initials**: An empty text input field.
- Also Known As (preferred name)**: An empty text input field.

Late Arrivals

Induction starts on Monday 16 September and teaching begins on Monday 23 September.

If you are going to arrive late - perhaps because of issues with immigration, problems with your travel arrangements, or visa delays - we may be able to agree a late arrival date for you.

If you want to ask if you can arrive late please complete this [form](#) or email [late start request](#).

You must be able to attend classes from the latest arrival date approved by the University and we need all students to be on campus and fully registered by 7 October at the latest.