

Induction Guide

These are some of the things that you will need to do before you arrive and during your first weeks here. Shaded items are unlikely to apply to you as a Stage 2 student.

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 Download the [Newcastle App](#) which includes a campus map and access to some of your digital services.

4 Complete your [Online Registration](#) by Friday 22 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, S3P, 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 9 October 2023 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 should complete the two-part Workshop Induction if you 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 18 September 2023. 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	10:00 to 12:00
18	Stage 2 Introduction We will let you know during this session if we can shorten the Part 1 or Part 2 Introductions today or perhaps combine them into a single session.. Venue Bedson Building Lecture Theatre 2.76
TUESDAY	11:00 to 12:00
19	Meet Your Personal Tutor Your Tutor will contact you to arrange a group meeting and to let you know where it will be. They might also need to alter the day and time for this. Venue to be arranged
TUESDAY	15:00 to 16:00
19	Meet Your 'Child' Mentees If you are a mentor then please meet your mentees here, take them on a tour of the School and campus and discuss how you will be able to contact each other and what support and advice you can offer. Venue Architecture Building Gallery
WEDNESDAY	10:00 to 12:00
20	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 view online. Venue https://www.youtube.com/watch?v=M6ff8ydz4Fc
WEDNESDAY	afternoon
20	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

21

Charette | Day 1

Venue this will be arranged during the week

FRIDAY morning and afternoon

22

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](#)