

**THE SCHOOL OF JEWELLERY**

**Welcome Week Programme 2019**

**KEY : Blue : TBC**

**Black : Confirmation**

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| Monday 16th September | | |
| **Time** | **Details** | **Who / Where** |
| 9:45 | Arrival | Students |
| 10.00 | Welcome. All Students in the **hall**.  Introduction to Course Directors. Into course groups. | Course teams  & Level Up mentors available all day.  @ School of  Jewellery |
| 10:30 – 12.30 | Course Directors take students to Course Rooms  IJB Welcomes you to the Assay Office  Time for Data Collection, checking pre-enrolment and taking of Photographs etc.  Assay Office Fire Exit procedure tbc. | Course teams  & Level Up mentors available all day.  @ Assay Office |
| 11.00 - 12.00 | School Office Staff to be available to hoover up enrolment issues | Karen and Sarah  @ School of  Jewellery |
| **12.30 – 1.30** | **Lunch** |  |
| 1.45 | Welcome by Head of School possible in the Exhibition Hall or Atrium. | Stephen @ School of  Jewellery |
| 2.00 | Full School Activity e.g. Ice Breaker Exercise TBC – Katy Planned  *Involves ALL staff and AIRS.* | Katy/All Staff / students  @ School of  Jewellery |
| Tuesday 17th September | | |
| 10:00 – 11:30 | IJB Activity   * Map + Pin * Bean Bag | Kate/Glen / students  @ Assay Office |
| 11:45 – 12:30 | **CICT Inductions in Computer Suite – SOJ**  IJB & DFI & HND | Nadia Ali / students  @ School of  Jewellery |
| **12:30 – 1:30** | **Lunch** |  |
| 1:30 – onwards | IJB/Gemmology Activity – Treasure Hunt | Kate/Glen/Andrew/Michelle  Students @ Assay Office |
| Wednesday 18th September | | |
| All Day | **Fresher’s Fair – Parkside** | Students @ BCU Parkside |
| Thursday 19th September | | |
| Inductions Day – SOJ Lecture Theatre | | |
| 9:30 – 11:00 | **Inductions in Lecture Theatre –** IJB & DFI & HND   * **Careers** Ruth Smaller * **Student Services** – Collin Taylor * **Student Union** - Michael Gale * **Health & Safety Induction** -Paul Evans | Students @ School of Jewellery |
| 11.15 – 12.30 | IJB Activity – Assay Office   * Discuss London Trip * SAL * Crossword | Kate/Glen  @ Assay Office |
| **12:30 – 1:30** | **Lunch** |  |
| 1:30 – 4:00 | IJB Activity – Assay Office   * Dialogue | Kate/Glen  @ Assay Office |
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| Friday 20th September | | |
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| 11:30 – 12:30 | English Language Support – lecture theatre | Bridie Lander  Students @ School of Jewellery |
| **12:30 – 1:30** | **Lunch** (12:00 – 2:00 Questions and Answers in the atrium with SSA– Drop in) | Students @ School of Jewellery |
| 1:30 – 2:30 | All International Students – Lecture Theatre  Visa Regulations, attendance Plagiarism etc…. | International Office and All program leaders.  – Andrew Gourlay  Students @ School of Jewellery |

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| Monday 23rd September | | |
| 9:30 – 12:15 | **Library Inductions all morning to all courses**  **9.30 – 10.00** IJB, HND, DFI | TBC Susan O’Sullivan  St Pauls / Lecture Theatre? |
| **12:30 – 1:30** | **Lunch** |  |