# September 2019 Induction Information

## Programme of Study

<table>
<thead>
<tr>
<th>School Contact</th>
<th>School Office Location</th>
<th>School Website</th>
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| Fiona Ritchie, School Administrative Officer (f.ritchie@abdn.ac.uk)  
Jillian Howatt, Teaching Support Coordinator (jillian.howatt@abdn.ac.uk) | **Open for Student Queries:** Monday – Friday 1000 -1600  
Student Reception, Ground Floor, MacRobert Building (TBC)  
Students can also contact their discipline support secretary by email:  
Accountancy & Finance: accfin@abdn.ac.uk  
Business Management: bus-management@abdn.ac.uk  
International Business: bus-management@abdn.ac.uk  
Financial Economics: econ@abdn.ac.uk  
Economics: econ@abdn.ac.uk  
Real Estate: realestate@abdn.ac.uk | www.abdn.ac.uk/business |

## School

Business School

## Day | Event Time, Location and Details
---|---
**Monday – Friday** | The Student Reception is open from 10am – 4pm, Monday – Friday. Support staff will be happy to answer your queries.  
Personal Tutor Meetings as advised by email. Please see the [Personal Tutor webpage](#).  
**Thursday 5 September** | School Welcome and Practical Help in Starting Your Studies:  
**Thursday 5 September 2019, 2.00pm – Kings’ College Centre (KQGS)**  
‘Everything you wanted to know about the Business School but were afraid to ask’*  
School Welcome and useful information about being part of the University of Aberdeen Business School. Meet the staff who will be teaching you as well as current students. A great opportunity to get some tips on what you need to do to be an effective student and ask your own questions.  
*maybe not absolutely everything  
14.00 – 14.15 Welcome and introductions  
14.15 – 14.30 How to Survive Your First Year – Student Representative  
14.30 – 14.40 MyAberdeen - Student Representative  
14.40 – 14.50 How To Prepare for Exams - Student Representative  
14.50 – Flexible Q & A  
Flexible – 16.00 Informal Meet and Greet in James MacKay Hall  
Personal Tutor Meetings as advised by email. Please see the [Personal Tutor webpage](#)  
The Student Reception is open from 10am – 4pm, Monday – Friday. Support staff will be happy to answer your queries.
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<th>Teaching Timetable</th>
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<tr>
<td>Monday 9 September 2019, 12.00pm, Arts Lecture Theatre</td>
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In the first lecture of EC1006, “Economics of Business and Society”, which all students studying for degrees within the Business School take, there will be a Welcome by Head of School and an Introduction by Director of Teaching to the School. This first lecture will be **at 12:00pm on Monday 9 September 2019** in the Arts Lecture Theatre. At this, and the first lectures of the other first year courses in the Business School, there will be a Welcome by the Head of School and a Course Introduction by the Coordinator. The course team will be present.

**Your Classes**

Typically level one (15-credit) courses have two one-hour lectures per week. Additionally, there are supporting tutorials or workshops throughout the semester (at which attendance is mandatory and recorded). Specific details will be given in the course outlines, available on MyAberdeen. The educational culture in Scotland is very much focused on independent learning and this is reflected in the number of contact hours students have with teaching staff. The expectation is that a significant amount of reading and study will be done outside of the classroom.

**Academic Staff**

As well as the help provided in tutorials, you will also be able to see your tutors outside of these times by booking an appointment or using their availability during ‘office hours’, which will be detailed in the course outline. Our noticeboard also lists academic staff and their office room number.

**Assessment**

Typically level one (15-credit) courses are assessed by an examination (typically 70%) and by coursework (typically 30%) which could be on-line quizzes, essays or problem sets, for example. Specific details are given in the course syllabi, available on MyAberdeen.

**Suggested reading**

We have prepared a guide that will help you choose your courses as you arrive in first year. This can be found online on the Business School website, under [Curriculum Advice for First Years](#).

Full reading lists are given in each course handbook, available on MyAberdeen.