1. INTRODUCTION TO WMG, UNIVERSITY OF WARWICK

1.1 Welcome

Welcome to the WMG/Hong Kong Polytechnic University Master's programme, and many congratulations on beginning this new and exciting chapter in your career and education. This is a unique opportunity for you to gain a world class management education that you will be able to apply directly to your future career and development within your work. You will gain more than subject knowledge and academic skills. We will challenge you as a person, to help you see the bigger picture and develop your skills as a leader and a manager. Master's study requires a greater degree of commitment, self-discipline, motivation and participation than you may have experienced before, but you will be surprised and impressed by the degree of personal development that you see within yourself throughout your studies. We hope that this time you spend with us will be very rewarding and we hope you will look back on it with pride.

I am very proud to be part of WMG, and to welcome you to this unique course delivered with our colleagues at PolyU. I hope that you will make the most of every opportunity while you are with us, and that we look forward to soon seeing you join our successful global alumni network.

Professor Gill Cooke
Pro-Dean (Education), WMG

Welcome from the University of Warwick's Academic Director (Partnerships)

Welcome to the University of Warwick!   Although you are studying a course taught at another institution, it is a course leading to a qualification of the University of Warwick, so on behalf of the University, I would like to welcome you. Whether or not you visit the campus in Coventry, you are very much a member of the Warwick community. Most of your modules will be taught by Warwick staff, some may not. Most of your day-to-day contact will be with your home institution, and they will be able to provide you with the information you need to make the most of your course.   However, whatever the arrangements for your course, the University of Warwick pays close attention to the quality of the teaching and learning on it – and you will hopefully end up with a University of Warwick award at the end of it, because we are happy that the standards on your course match up to ours.

I hope you enjoy your course, and learn a lot from it!

Prof Will Curtis

Academic Director (Partnerships)
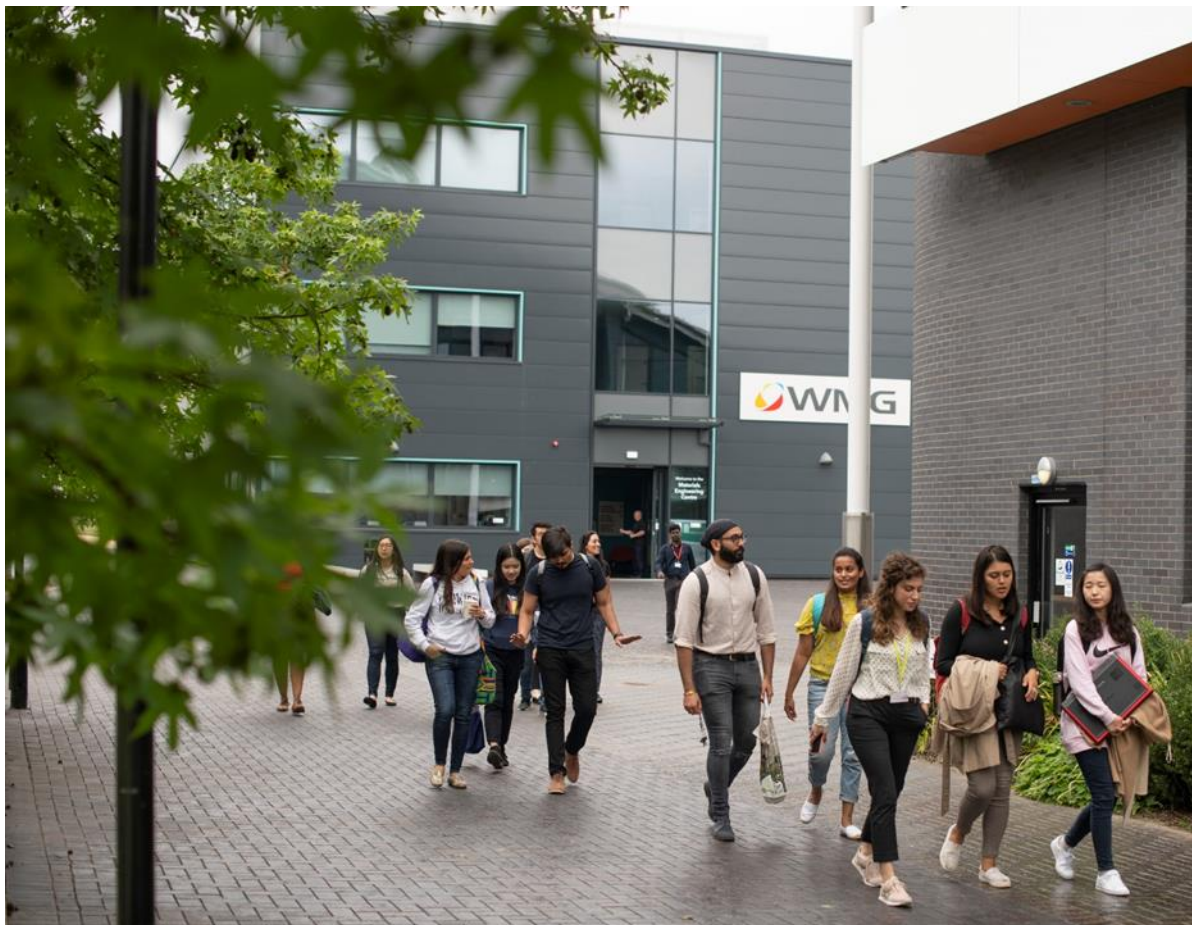
University of Warwick

Introduction to the University of Warwick

The University of Warwick, which is situated on the southern outskirts of Coventry, was established in 1965 and, in the succeeding years, has become one of the most successful universities in the country, highly rated for both research and teaching quality. The University has links with many local, national and international industries which have helped to earn it a reputation as an entrepreneurial institution.

The key role of University staff is to ensure that the academic standards of your course are, and continue to be, of the highest possible level, and that they justify the conferral of a University award.

Further information about the University may be found on the University website: https://warwick.ac.uk/about/profile/ and information on Warwick Manufacturing Group can be found on the following page: https://warwick.ac.uk/fac/sci/wmg/.

1.2 Enrolment

Before you start in your course you must enrol with the University of Warwick via: http://go.warwick.ac.uk/enrolment which must be done before attending any modules. Part of enrolment will also include registering for your Warwick IT and email account, which will allow you access to the University's online facilities including the WMG Student Portal, the Library and other University systems needed for you module attendance and assessment submission.

Enrolling requires you to accept the University's regulations and codes of conduct. Please note that data about you will be held on the University's central student record system in accordance with the General Data Protection Regulation 2018. The data you provide enables the University to keep track of you throughout your academic career and to ensure that you are correctly issued with a certificate upon successful completion of your course.

- ➢ **Your Online Student Record:** You must ensure that you keep your contact details up to date via your online Student Record: http://warwick.ac.uk/eVision/.
- ➢ **Warwick IT card:** If you attend any modules at the University of Warwick's main UK campus, you will need to collect a student ID card in order to gain entry to the buildings.
- ➢ **Forgotten password:** If you are unable to reset your password online, please call +44 24 76573737, 08:00 to 18:00 UK time, Monday to Friday.

1.3 Information, Communication and Contacts

- ➢ **Your Warwick email account:** All important information will be communicated to you via your Warwick email so it is essential that you check this regularly and use this to communicate with WMG if necessary.

- ➢ **WMG Overseas Programmes Student Portal:** There is a wealth of information about your modules, course and WMG available via https://warwick.ac.uk/fac/sci/wmg/overseas The 'A-Z' is a good place to start for any specific questions you may have.

- ➢ **Hong Kong PolyU webpages:** https://www.polyu.edu.hk/igds/

- ➢ **WMG Student Office team:** Should you encounter a problem which can only be dealt with by Warwick University, and your local institution is unable to assist you, please contact WMG's Student Office team in the first instance via

wmg-overseas@warwick.ac.uk.

1.4   University of Warwick IT Systems

➢ **Tabula:** https://tabula.warwick.ac.uk - Submit coursework and your project, view your marks and feedback.

➢ **Moodle:** http://moodle.warwick.ac.uk   - Moodle is WMG's learning environment. Each module you attend will have a Moodle page, which will include the course materials, a session timetable and your assessment questions. Enrolment on the Moodle page should be automatic once you are booked on to the module. Please ensure that you download any materials you wish to keep before the end of your course as once your Warwick IT account has expired you will no longer have access to these.