

Dear Colleague,

In order to help newly arriving undergraduate students settle into university life at GCU, the Students' Association is offering academic departments the opportunity to book a Student's Association induction event for their students during the Trimester A induction period.

### **Event Format**

This year's Students' Association induction events will contain two online real-time interactive activities; a people bingo activity by programme to provide students the opportunity to network with students on their programme and a quiz activity to provide a fun and interesting way to promote the range of activities, services, and facilities Students' Association's provides students studying at GCU.

These 50-minute induction events will be held within the GCU Learn Students' Association's Community on using the Collaborate Ultra Platform and will be delivered by Students' Association volunteers.

### **Availability**

Students' Association Induction event slots are available on the hour between 12pm and 5pm Monday 21<sup>st</sup> September to Thursday 24<sup>th</sup> September and Tuesday 29<sup>th</sup> September to Friday 2<sup>nd</sup> September.

All event slots are available on a first-come-first served basis and all bookings need to be made with the Students' Association by noon (12:00) Friday 21<sup>st</sup> August at the latest. An up-to-date list of available slots can be found on the on-line booking form (see below).

### **Booking Process**

Programme Leaders of undergraduate programmes within each Department need to coordinate with each other to identify a date(s) and time(s) to schedule a Students' Association Induction event in the induction timetables for all the newly arriving UG students within their Department.

Once a date and time to schedule a Students' Association Induction event has been identified and agreed, one nominated Programme Leader/ Programme Coordinator can book their slot online at <https://form.jotform.com/202173602267045> on behalf of their Department.

Please note that due to the technical limitations of Collaborate Ultra, the maximum number of participants for each Student's Association induction event is around 240 people. In cases of larger departments where more than around 240 undergraduate students are expected to arrive, Programme Leaders will need to coordinate with each other and the Students' Association to identify how to divide up programmes into multiple events.

### **More Information & Support**

If you have any questions or queries about this year's Students' Association induction events or would like to book multiple events please get in touch with Paul Stalker ([paul.stalker@gcustudents.co.uk](mailto:paul.stalker@gcustudents.co.uk)), GCU Student's Association's Academic Rep Coordinator, who will be happy to help.

Kind Regards