

September 2010

<Address>

Dear <Name>,

It gives me very great pleasure to welcome you as a student at the University Centre Milton Keynes (UCMK) to read for the Foundation Degree in <course>.

Let me begin by apologising for the delay in writing to you. We had hoped to be able to write to you with combined information from both UCMK and the University of Bedfordshire, but some unforeseen delays at the University have prevented us from being able to deliver all of that in one communication. An additional letter will be sent to you from the University, as the formal awarding body for your degree, about your course and will also include your login details for the University's computer systems. We will forward the letter from the relevant University Faculty as soon as we have it.

Meanwhile, this letter is intended to say how delighted we are that you have chosen to study at UCMK and also to give you some preliminary information about your enrolment and induction onto your course.

As you know, UCMK is a very new higher education facility – we have not yet quite reached our second birthday. We are the first stage on the road to Milton Keynes having its very own university. Although we are very new, we have already established our presence within the city and within the higher education arena, and have been recognised for our commitment to quality and innovation in our teaching and in our research. We enjoy fantastic facilities in a really convenient city centre location. This is a very exciting time to belong to this new institution and I hope that you will relish your time with us and have a real sense of pride that you were among the first students who helped to shape an important new university.

A division of Milton Keynes College

Dean: Professor Keith Straughan

Principal & Chief Executive:
Rob Badcock

Chair of Governors:
Francesca Skelton

University Centre Milton Keynes
200 Silbury Boulevard
Milton Keynes
MK9 1LT

Tel: 0845 838 0880
Email: info@ucmk.ac.uk
Web: www.ucmk.ac.uk

My colleagues and I will do our very best to ensure that your time with us is fruitful and enjoyable. In order to help you to settle in and to understand how UCMK and your course works, we have planned a helpful induction programme. This will happen in two phases.

Phase 1 involves your enrolment as part of the University of Bedfordshire. This involves two components. The first component requires you to complete some basic administration on-line. To do this, you simply login to their student record system at <http://sits.beds.ac.uk> but, to do so, you will need your University login which will be contained in the letter which I will forward to you as soon as I have it. Please try to complete as much of the on-line enrolment process as possible before you visit the University as described below.

The second component comprises a visit to the University of Bedfordshire (UoB) where you will complete your enrolment as a UoB student. This happens on the **morning of Wednesday 22nd September**. To make life easier, we have arranged to take you by coach from UCMK to the University for your enrolment. You will be accompanied by UCMK staff who will help you with the enrolment process, give you a brief introduction to the University, and begin the process of getting to know you. **Please arrive at UCMK no later than the times indicated below according to your course.**

9:00 am:

Retail Management
Sports Therapy
Psychology & Criminal Behaviour
Computer Networking & Systems Engineering

10 am:

Early Years Care (date has been advised separately)
Journalism
Graphic Design
Interior Design
Digital Imaging & Design for Media

Please note that the buses will leave for the University campus in Luton promptly at these times and latecomers may miss their transportation.

For the registration visit to the University on 22nd September, it is **essential** that you bring with you the following items to help you with your enrolment:

- Offer letter from the University (sent from the Admissions team after your UCAS offer was confirmed)
- SLC/LEA/DIUS letter confirming your student loan or your sponsor letter
- Original qualification certificates (including English Language if you required that as a condition of your place) and the original of your highest level qualification if that is more than the entry requirements

- Birth certificate/passport/photo driving licence/national identity card
- Cash/chequebook/credit card/debit card
- National Insurance Number
- NHS number (if known)
- A strip of passport photos – if you wish to join sports teams in the UoB Students' Union for example

I have enclosed a helpful guide from the University of Bedfordshire to help you with their enrolment process. If you have any questions, please do not hesitate to contact the UCMK Reception (0845 838 0880) who will either be able to answer your question immediately or get an answer to your question very quickly. If, due to a pressing and unavoidable reason, you are unable to attend on that Wednesday, please contact me immediately so that we can make alternative arrangements.

Phase 2 is an induction programme taking place at UCMK on **Monday 27th, Tuesday 28th and Wednesday 29th September**. Those of you undertaking part-time courses will only be required to attend part of the induction programme (Monday 27th), the remainder being completed as part of your normal UCMK sessions. During this programme, you will complete UCMK enrolment procedures, get your ID and access card, learn about UCMK facilities and receive a lot of really useful information about your course. And, of course, this will give you a chance to get to know your new student colleagues and your lecturers and tutors. All of this will be done in a relaxed and friendly style – something to really look forward to. Please arrange to come to UCMK at **10 am on Monday 27th September** for the start of the induction programme.

You will receive further details about the induction programme when you come on Wednesday 22nd September for your visit to the University. Your department may hold some additional activities during the week commencing 27th September. If so, they will contact you in the next few days with further details.

These induction and enrolment activities are very important and you should make every effort to attend. If, however, you will be unable to attend induction for unavoidable reasons, please let me know so that I can make alternative arrangements.

Formal teaching on your course begins during the week commencing 4th October.

Please accept my warmest congratulations on your success in gaining a place to read for your Foundation Degree at UCMK. We shall look forward very much to working with you and getting to know you over the next few years. Welcome to UCMK.

With all good wishes.

Yours sincerely,

Prof Keith Straughan
Dean – UCMK