



Contents.....	1!
INTRODUCTION.....	2!
SECTION 1 THE ESSENTIALS .....	3!
SECTION 2 IT, TUTOR AND LEARNING RESOURCES & SUPPORT .....	3!
SECTION 3 ACCESS TO PROFESSIONAL/ADMINISTRATIVE STAFF & STUDENT SERVICES.....	5!
SECTION 4 HOW YOUR SHORT COURSE RESULT IS MANAGED .....	6!
SECTION 5 .....	6!
SECTION 6 FURTHER INFORMATION.....	7!
SECTION 7 VARIOUS OTHER IMPORTANT INFORMATION.....	10!

Welcome!

We are delighted you will be undertaking a short course with Queen Margaret University, Edinburgh, and hope that you enjoy it and find your learning experience both a positive and useful one

Here at Queen Margaret University our high-quality learning and teaching is supported and complemented by our research activity and our specialist research centres have gained worldwide recognition. Founded in 1875, the institution has always been driven by the highest ideals and purposes, focusing on contributing in practical ways to improving the quality of life and serving the community.

QMU offers a variety of short courses,

—

The first thing you will be asked to do once you complete the online enrolment form for your chosen short course is to matriculate online (i.e.

- Needs Assessment
-

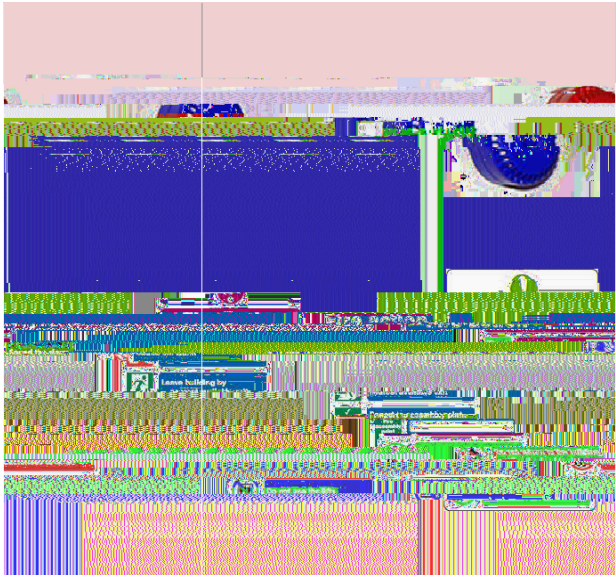


-

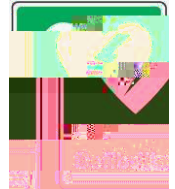
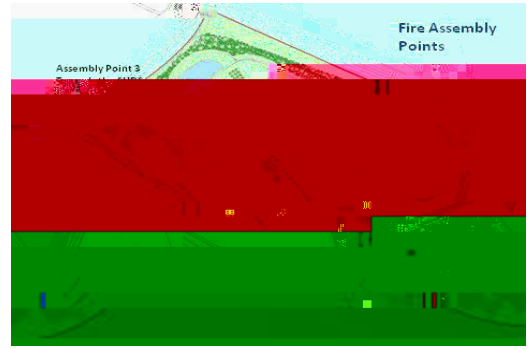
If t

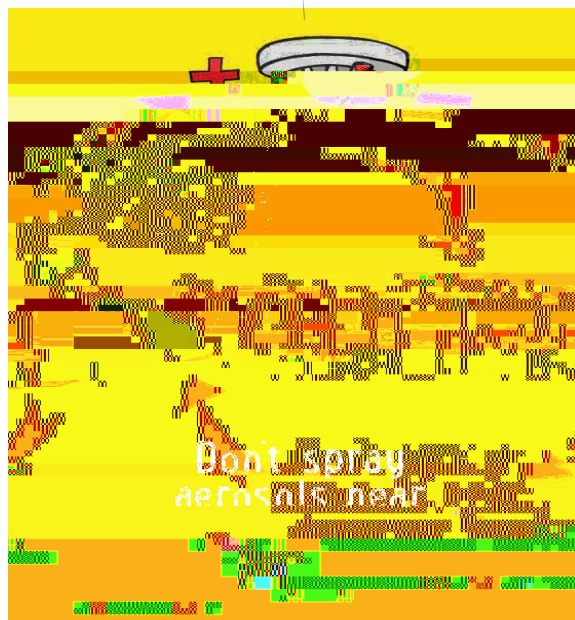
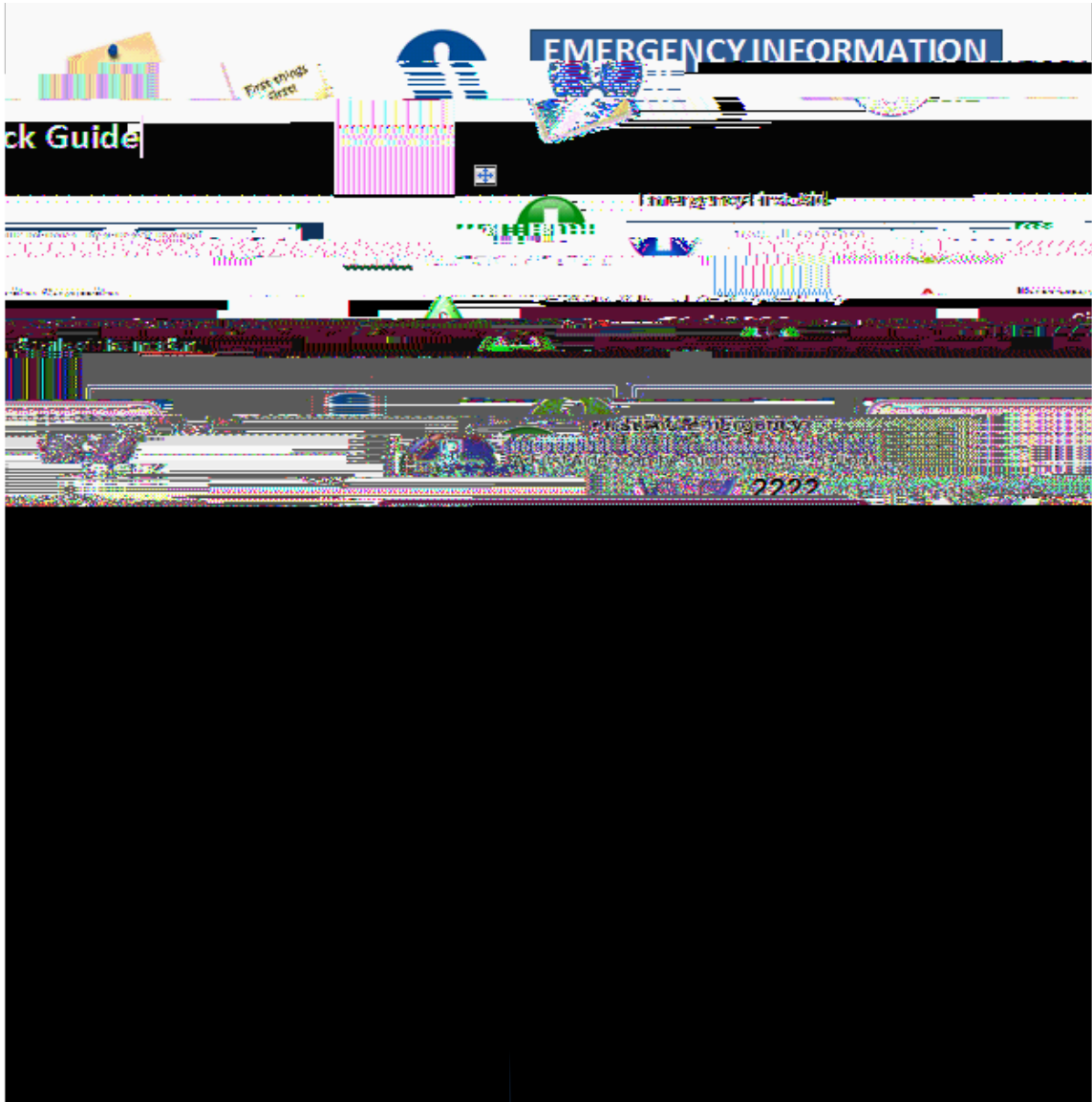
The SU office is just upstairs from Maggie's, the Students' Union bar & café, which is a good place to relax or to get to know your fellow short course participants.

I , you can contact them via [union@qmu.ac.uk](mailto:union@qmu.ac.uk). You can







Following the tragic fire at Grenfell Tower, London Queen Margaret University reviewed its estate in respect of ACM cladding and has confirmed, through desktop review and localised inspection, that Queen Margaret University does not have any buildings with ACM cladding.

–

–

on-line communication can be magnified in classes of native and non-native speakers. A non-native speaker can easily feel uncomfortable among native speaking online communicators. The University asks you to recognise that different cultures bring different points of reference, different understandings of humour and different expectations of online communication, so:

1. Avoid using complicated language, terminology, slang, idioms or local acronyms
2. Be aware of differences in date formats and measurements
3. Be careful with sarcasm

–

