

Dear Student

We are looking forward to meeting you soon during the PG Law Programme Induction sessions 18 – 22 January 2021. Students are strongly encouraged to attend in person as many Induction sessions as possible as these are vital to inform your decision-making regarding module choice and meet student/staff on your Programme of Study. If you are unable to travel to London to attend in person then do not worry as all Induction events will be held online via QMplus (Online Learning Environment).

You would have either have been made an unconditional or conditional offer for your Programme of Study. Before you commence on your Programme of Study and to be able to join the Induction events, there are a few Queen Mary (QM) administrative processes to be completed as soon as possible to avoid a delayed start or missing out of events:

**1. QM Offer Email**

You should have received an email from the Admissions Office with your offer, please make sure that you have **accepted** your offer.

**2. Conditional offers**

Please ensure that any conditions associated with your offer are fulfilled as soon as possible to avoid delays. If you have submitted documentation via your MySiS portal and have not received an up-date from the Admissions Team please go to the following website: <https://www.qmul.ac.uk/contact/> and click on the chat icon.

Please note that conditional offers holders will not be able to access to QMplus until their offer has changed to unconditional and their record has been transferred to enrolment.

**3. Enrolment**

Please review the following website for Enrolment information:  
<https://www.qmul.ac.uk/newstudents/enrolment/online-enrolment/>

**4. Student ID Card collection**

Please see the following website: <https://www.qmul.ac.uk/newstudents/enrolment/student-id/>

**5. Paying your fees**

Please see the following website: <https://www.qmul.ac.uk/newstudents/before-you-arrive/paying-your-fees/>

**6. IT Services**

You will receive your QM username/password and email address usually within approximately 72hrs from receiving your Enrolment email. These will be emailed to you directly by IT Services. Please see the IT Services guide: [https://www.its.qmul.ac.uk/media/its/blended-teaching/362\\_20\\_IT-welcome-guide\\_v6\\_single.pdf](https://www.its.qmul.ac.uk/media/its/blended-teaching/362_20_IT-welcome-guide_v6_single.pdf)

If you do not receive your IT details with 72hrs of your enrolment email then please go to the IT Services website <https://www.its.qmul.ac.uk/> and start a 'live chat'.

**7. QMplus (Online Learning Environment)** <https://qmplus.qmul.ac.uk>

You will require your IT details to access QMplus which is the online learning environment.

In order to interact during Induction Week with staff and other students on your programme you will be using QMPlus.

Online interaction is a very important part of the blended learning process. For each module, you will be asked to participate in online discussions on issues relevant to the module and of programme to post any questions or queries that you have. Your Module Convenor will also provide you with an email contact address so that you can contact him or her directly with problems or questions.

Please watch the video on the Induction website on 'how to use QMplus' and 'the Induction (QM+) page'.

If you require to contact us please email the relevant email address:

**Not** completed Online Enrolment (**Conditional Offer holders**): [pqlaw-reception@qmul.ac.uk](mailto:pqlaw-reception@qmul.ac.uk)

Completed Online Enrolment: [pqlaw-office@qmul.ac.uk](mailto:pqlaw-office@qmul.ac.uk)

Please review the Induction Letter available on the Induction Website for further information:

<https://www.qmul.ac.uk/law/postgraduate/induction/pgt-law-induction>

**Please note Christmas Closure:** Monday 21 December 2020 – Sunday 3 January 2021, during this period the University will be closed and emails will not be answered until Monday 4 January 2021.

Regards

**Postgraduate Taught Programme Office**