

**Executive MBA**

**Cardiff School of Management  
Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

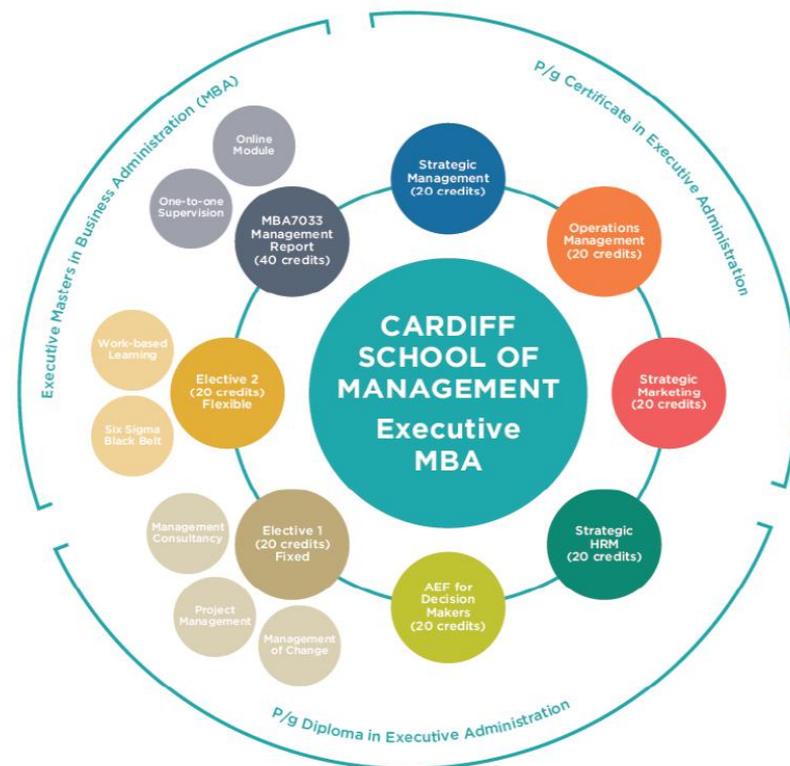
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## 1. CARDIFF SCHOOL OF MANAGEMENT – EXEC MBA

Congratulations on deciding to study your Executive MBA here at Cardiff School of Management. Our Executive MBA programme has been developed in conjunction with the Chartered Management Institute (CMI) syllabus to develop more effective managers and future leaders. Successfully completing the CSM Executive MBA could be the catalyst for enhanced career development such as moving to a more senior role or it could enable you to develop beyond your technical specialism. As illustrated below, you can complete your Executive MBA in a number of ways:

- 'Fast-track' Exec MBA over 24 months
- Postgraduate Certificate in Executive Business Administration in Yr 1
- Postgraduate Diploma in Executive Business Administration in Yr 2
- Exec MBA completed in Yr 3



The CSM Executive MBA is delivered through intensive weekend blocks, with additional online activities, real business projects to encourage a deeper understanding, with a strong emphasis on interactive teaching and learning. It is delivered at a pace that suits you and your work commitment - it is highly practical and action-oriented.

## 2. WELCOME FROM YOUR TEACHING TEAM

<p>Dr Paula Kearns Head of Department for Marketing &amp; Strategy ✉ <a href="mailto:pkearns@cardiffmet.ac.uk">pkearns@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 205567</p>	<p>Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Paula-Kearns.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Paula-Kearns.aspx</a></p>
<p>Dr John Williams Programme Director for Exec MBA Module Leader for Strategic Management ✉ <a href="mailto:jwilliams@cardiffmet.ac.uk">jwilliams@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 205568</p>	<p>Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/John-Williams.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/John-Williams.aspx</a></p>
<p>Dr Rachel Mason-Jones Module Leader for Operations Management ✉ <a href="mailto:rkmason-jones@cardiffmet.ac.uk">rkmason-jones@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 416447</p>	<p>Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Dr-Rachel-Mason-Jones.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Dr-Rachel-Mason-Jones.aspx</a></p>
<p>Kath Mutter Module Leader for Strategic Marketing ✉ <a href="mailto:kmutter@cardiffmet.ac.uk">kmutter@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 416298</p>	<p>Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Katherine-Mutter.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Katherine-Mutter.aspx</a></p>
<p>Sian Rees Module Leader for Strategic HRM ✉ <a href="mailto:srees@cardiffmet.ac.uk">srees@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 205541</p>	<p>Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Sian-Rees.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Sian-Rees.aspx</a></p>
<p>Dr Rafik Omar Module Leader for Accounting, Economic and Finance (AEF) ✉ <a href="mailto:romar@cardiffmet.ac.uk">romar@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 205568</p>	<p>Staff Profile:</p>
<p>Llyr Roberts Module Leader for Management Report ✉ <a href="mailto:lroberts@cardiffmet.ac.uk">lroberts@cardiffmet.ac.uk</a> ☎ +44 (0) 2920 416310</p>	<p>Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Llyr-Roberts.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Llyr-Roberts.aspx</a></p>

### 3. INDUCTION – FRIDAY 6<sup>TH</sup> SEPTEMBER @ 2PM

#### 3.1. Induction Activities - CSM Reception

Time	Activity	
2.00pm	Arrival, Tea & Coffee	CSM Reception
2.15pm	Welcome Talk	Dr John Williams
2.30pm	Enrolment MetCard Collection E- Mail	Dr John Williams
3.00pm	Library Resources Moodle	Dr Paula Kearns
4.00pm	Meet the Team Teaching Timetable Module Overview	Dr John Williams
5.00pm onwards	Bar Meal at the Maltsters with the Teaching Team	Llandaff Village

#### 3.2. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Cardiff Met Student. You can complete the online self enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment).

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please [click here](#).

#### 3.3. Library & Information Services

You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to [www.cardiffmet.ac.uk/library](http://www.cardiffmet.ac.uk/library).

### 3.3. Timetable

Core Modules	Day	Month	Year	CMI	
				CMI Cert*	CMI Dip
Induction	Friday 6th September 2019 2:00-6:00pm				
Strategic Management	21st 22nd	Sep	2019	✓	✓
	12th 13th	Oct	2019	✓	✓
Operations Management	18th 19th	Jan	2020	✓	✓
	15th 16th	Feb	2020	✓	✓
Strategic Marketing	9th 10th	May	2020	✓	✓
	30th 31st	May	2020	✓	✓
Strategic HRM	21st 22nd	Sep	2019		✓
	12th 13th	Oct	2019		✓
Accounting, Economics & Finance	18th 19th	Jan	2020		✓
	1st 2nd	Feb	2020		✓
	15th 16th	Feb	2020		✓
Management Report					✓

\*Application subject to approval.

Elective Modules	Month	Year
Management of Change	May	2020
Consultancy Tools and Techniques	June	2020
Project Management	July	2020
Work-based Learning	Flexible	
Six Sigma: Blackbelt	Flexible	

### 3.5. Fees

For up to date information on tuition fees and the financial support that may be available. Please refer to [www.cardiffmet.ac.uk/fees](http://www.cardiffmet.ac.uk/fees).

- For those studying over 2-years: 50% of the fees are due each year
- For those studying over 3-years: 33% of the fees are due each year

If your employer are supporting some (or all) of your fee, can you please bring a letter from your organisation to that effect detailing the invoicing arrangements.

## 5. Useful links

- [Academic Handbook](#)
- [Accommodation](#)
- [Additional Costs](#)

Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.
- [Admissions Policy](#)
- [Bike Shelters](#)

Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [DBS](#)

If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.
- [Occupational Health](#)

To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Sport & Health Sciences (involving a clinical placement component), are required to participate in a mandatory Occupational Health Screening assessment. Additionally, certain courses are also required to adhere to the Department of Health's immunisation and vaccination programme.
- [Student Finance](#)

For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [Student Services](#)

For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.

- [Term Dates](#)

- [Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours