

**MSc International Hospitality and Tourism
Management
MSc Event Project Management**

**CARDIFF SCHOOL OF MANAGEMENT
Induction & Enrolment Information**

**January 2020
Academic Year 2019/2020**



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. **Welcome from your Teaching Team**

Welcome to Cardiff Metropolitan University and, in particular, to the department of Tourism, Hospitality and Events. We are delighted that you have chosen to join us for your Masters programme and are sure that you will have an interesting and rewarding year with us.

Full details of the programme you have joined, including module content and timetable will be given to you during the Induction day. However, whether you are joining the MSc International Hospitality and Tourism or MSc Event Project Management programme, you will undertake 120 credits of taught modules and, on successful completion of these, you will have the choice of one of three final projects. Details of these will be explained to you on Induction Day and during the course of the taught part of the programme. Students undertaking the 2-year long Internship pathway will progress on to their Internship project on completion of 120 credits.

During your programme, you will also have numerous chances to engage with industry partners through your modules, work experience and internship opportunities. In the past, students have worked with the Principality Stadium, SWALEC stadium, Live Nation, Park Plaza hotel, the Mansion House, amongst many others.

During the programme, Event Project Management students will also have the opportunity to gain an accredited qualification – further details of this will be supplied to you during induction.

We look forward to meeting you in January.

Dr Emma Bettinson
(Programme Director) &
Dr Elspeth Dale
(Year Tutor)

2. Enrolment / Student MetCard Collection

Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard. ID Cards will be issued during induction.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your Enrolment Email.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the www.cardiffmet.ac.uk/enrolment webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. Please input the same username and password you originally used to apply with. Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be Unconditional Firm (UF) i.e. all conditions met and place accepted.

3. Induction Week Timetable

Below is a schedule of your first week with us. As well as following this, you can also find more information on what to expect when you arrive on our New Students pages (www.cardiffmet.ac.uk/newstudents).

MSc Event Project Management Induction Timetable: Jan 2020 Cohort

Monday 20 th January 2020	Tuesday 21 th January 2020	Wednesday 22 th January 2020	Thursday 23 st January 2019	Friday 24 st January 2020
<p>9:00am – 4:00pm Compulsory Enrolment</p> <p>Please report to the International office to enrol.</p>	<p>9am -12 noon (optional) Enrolment (Document Checking) (Global Engagement Staff)</p> <p style="text-align: center;">Room T104</p>	<p>9am -10 noon (optional) Enrolment (Document Checking) (Global Engagement Staff)</p> <p style="text-align: center;">Room T104</p>	<p>9am -11 noon (optional) Enrolment (Document Checking) (Global Engagement Staff)</p> <p style="text-align: center;">Room T104</p>	<p>9am -11 noon (optional) Enrolment (Document Checking) (Global Engagement Staff)</p> <p style="text-align: center;">Room T104</p>
<p>You must bring the following to enrol:</p> <ul style="list-style-type: none"> • Passport • BRP or BRP collection letter • Original qualifications <p>You will then obtain your University card, access to the Student Portal and your Personalised timetable.</p> <p style="text-align: center;">Room T104</p>	<p>9:00pm -2:00pm Compulsory "Study in the UK" (Global Engagement Staff) Room T104</p> <p style="text-align: center;">Session TBC</p>		<p>11:00am – 12:00pm Compulsory</p> <p>Introduction to the Student's Union With Amy Fox Room TBC</p> <p style="text-align: center;">Session TBC</p>	<p style="text-align: center;">Free afternoon</p>
	<p>2:00pm – 4:00pm</p> <p>Introduction to the Library + Moodle Management With <u>Nicola Herbert</u></p> <p style="text-align: center;">Room T104</p>			

Lectures will begin the week of 27th January 2020

4. Attendance

Delivery of course material is by a blend of lectures, tutorials, seminars, workshops, case studies and field study visits.

Lectures are the main method of conveying information. Seminars are meetings of small groups of students with a member of staff. They can be used to expand on material covered in lectures, discuss subject areas or for students to present previously prepared work to their peers and a member of staff.

Workshops involve group discussions of topics or demonstrations and are interactive problem solving exercises. Case Studies are real or simulated complex problems, which students analyse and present their own solutions.

Field studies, day visits and guest speakers are arranged to enable students to observe the commercial and real-life application of the theoretical aspects of their programme.

5. **Draft Timetable / Typical Attendance**

The timetable for the programme is not yet available, however full-time students will undertake 3 modules per semester, which involves 12 hours of taught provision. We aim to condense this as much as possible in order for students to have periods of time when they are not in the classroom and can undertake independent study, gain work experience or carry out family commitments. We do not have an official attendance policy but recommend students attend all lectures and workshops in order to take full advantage of the programme.

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 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 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