

MSc Sport Management & Leadership

**CARDIFF SCHOOL of SPORT
& HEALTH SCIENCES**

**Induction & Enrolment Information
Academic Year 2019**



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

Congratulations on gaining a place on your Masters programme. On behalf of your programme team, I would like to welcome you to the start of your postgraduate studies here in the Cardiff School of Sport & Health Sciences. The 'Sport' programmes within the School constitute one of the largest and most comprehensive set of sport-related postgraduate courses in the UK. Your teaching will be provided by experienced staff with high levels of professional and research knowledge.

Cyncoed campus, where these programmes are delivered, is a vibrant and friendly campus with a wide range of sport and exercise activities happening on a daily basis. These activities may range from the training of elite national athletes through to local children taking part in many of our community-focused sport and activity sessions. Please take time away from your studies to get involved with some of these activities as they may help to further develop your professional skills and employability. If you have aspirations to compete on our sports teams (or even to help in support roles) please refer to the section on 'performance sport' link later in this document.

The nature of study on a postgraduate programme is that you will mostly be taught in fairly small group sizes and we hope that this lends itself to creating a friendly and nurturing atmosphere in which to further your knowledge. Please get involved with the possibilities that are presented during your Masters programme and from the broader University community of which you are a part.

Finally, welcome to Cardiff, our exciting capital city of culture and sport. Should you need a change of scene, wonderful countryside and seaside are never far away!

We are delighted that you have chosen us for the next step in your career and we hope that your experience on the Masters programme is all that you wished for.

Michael Hughes, PhD.

Coordinator of Postgraduate Programmes (Cardiff School of Sport & Health Sciences).

2. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a 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.

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 will also receive your Programme Handbook during your Induction Week.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the university to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk or Tel: 029 2041 5644.

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.

Your Student MetCard

A scheduled time for collection of your MetCard will be stated within your Induction Week information. Your MetCard gives you access to all main campus buildings and doors. 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](#).

Fees

Your programme fees for September 2019 entry have been set at £9,000. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#).

3. Countdown to starting your studies

This joining information will be the first in a series of communications with you over the next few weeks preparing you for the start of your programme. Most of these messages are through general emails and links but some of you may also have specific contact from your programme director. If you have questions that remain unanswered about your programme please contact our admin team (ccprogadmin@cardiffmet.ac.uk) or your own programme director (see details below).

- One of your main general tasks before starting the programme will be to complete your **Enrolment**. This can only happen once you have accepted the offer made to you by the University and once you have fulfilled all conditions of the offer made. Enrolment will involve you picking your modules but please note that you can still make changes in option modules until the first term begins.
- The first recommended activity for your **Induction** will be to attend Fresher's Fair on Wednesday 18th September on Cyncoed Campus. Here, you will find lots of general information about the university including many stalls showcasing the Societies, Sports Clubs and the Student Union
- The Sport Management and Leadership programme Induction event will take place on **Thursday 26th September 2019 from 9am – 1pm**. Please meet at the main reception of Cyncoed Campus by 9am. The induction event starts with a general meeting for all students on the programme, followed by the first chance to meet your new course mates and teaching staff. There will be allotted times for obtaining your all-important ID cards and some introductory academic tasks to prepare you for the first week of teaching.
- **Teaching** will begin on the week commencing **30th September**. At this stage, your programme timetable is not yet confirmed but we will communicate this to you by the time of induction week if not before. The academic calendar follows.

Academic Calendar 2019 / 2020

Academic Calendar 2019 / 2020 - MSc Sport Management and Leadership

Unless otherwise advised sessions will run 9am – 5pm in the Conference Rooms on the Cyncoed Campus CF23 6XD

Week Commencing:	Week Number	Module	Module Leader	Date	Cohort
16 September 2019	8				
23 September 2019	9			Induction 26 th September	
30 September 2019	10	Personal Skills, Alex McInch, 3-4 October, FT, PT1			
07 October 2019	11	Leadership, Mark Lowther, 10-11 October, FT, PT2			
14 October 2019	12				
21 October 2019	13				
28 October 2019	14	Sport Context, Mark Lowther, 31 Oct-1 Nov, FT, PT1			
04 November 2019	15				
11 November 2019	16	Leadership, Mark Lowther, 14-15 November, FT, PT2			
18 November 2019	17				
25 November 2019	18				
02 December 2019	19	Personal Skills, Alex McInch, 5-6 December, FT, PT1			
09 December 2019	20				
16 December 2019	21	CHRISTMAS VACATION			
23 December 2019	22	CHRISTMAS VACATION			
30 December 2019	23	CHRISTMAS VACATION			
06 January 2020	24				
13 January 2020	25	Sport Context, Mark Lowther, 16-17 January, FT, PT1			
20 January 2020	26				
27 January 2020	27	Research Skills, Alex McInch, 30-31 January, FT, PT2			
03 February 2020	28				
10 February 2020	29				
17 February 2020	30	Research Skills, Alex McInch, 20-21 February, FT, PT2			
24 February 2020	31				
02 March 2020	32				
09 March 2020	33	Strategy, Mark Lowther, 13-14 March, FT, PT1			
16 March 2020	34				
23 March 2020	35				
30 March 2020	36				
06 April 2020	37	EASTER VACATION			
Bank Holiday - 13 April 2020	38	EASTER VACATION			
20 April 2020	39	Mgt. & Marketing, Steve Osborne, 24-25 April, FT, PT2			
27 April 2020	40				
Bank Holiday - 04 May 2020	41				
11 May 2020	42	Strategy, Mark Lowther, 15-16 May, FT, PT1			
18 May 2020	43				
Bank Holiday - 25 May 2020	44				
01 June 2020	45	Mgt. & Marketing, Steve Osborne, 5-6 June, FT, PT2			
08 June 2020	46				
15 June 2020	47				

Key: FT=Full time students. PT1 = Part time first year students. PT2 = Part time second year students

3. Contact with your Programme Team

If you need to contact us concerning any aspect of your programme, or any information contained within this letter, please contact your Programme Director or:

Cardiff School of Sport Programmes admin team (CCProgadmin@cardiffmet.ac.uk)

Programme name	Programme Director	Email for PD
Professional Practice (Performance Analysis)	Lucy Holmes	lholmes@cardiffmet.ac.uk
Sociology and Ethics of Sport	David Brown	dbrown@cardiffmet.ac.uk
Sport & Exercise Science	Michael Hughes	mghughes@cardiffmet.ac.uk
Sport Broadcast	Joe Towns	jtowns@cardiffmet.ac.uk
Sport Coaching and Pedagogy	Gethin Thomas	glthomas@cardiffmet.ac.uk
Sport Management & Leadership	Mark Lowther	mlowther@cardiffmet.ac.uk
Sport Performance Analysis	Peter O'Donoghue	podonoghue@cardiffmet.ac.uk
Sport Psychology	Karen Howells	khowells@cardiffmet.ac.uk
Sport Rehabilitation	Adeline Miles	ajmiles@cardiffmet.ac.uk
Strength & Conditioning	Jeremy Moody	jmoody@cardiffmet.ac.uk

4. Contact with Performance Sport Staff

If you are interested in participating in our high-level sport clubs, contacts for many sports are given below. A wider range of clubs will also publicise themselves at Fresher's Fair.

Sport / Coach or Performance Director	Email
ATHLETICS - James Thie	jthie@cardiffmet.ac.uk
BADMINTON - Donal O'Halloran	donal.ohalloran@badminton.wales
BASKETBALL - Stef Collins	scollins@cardiffmet.ac.uk
CRICKET - Mark O'Leary	mdoleary@cardiffmet.ac.uk
FOOTBALL (Men) - Dr Christian Edwards	cedwards@cardiffmet.ac.uk
FOOTBALL (Women) - Dr Kerry Harris	kharris@cardiffmet.ac.uk
HOCKEY - Luke Hawker	luhawker@cardiffmet.ac.uk
NETBALL - Suzy Drane	sdrane@cardiffmet.ac.uk
ROWING - Owain Jones	owainaron@gmail.com
RUGBY (Men) - Daniel Milton	dmilton@cardiffmet.ac.uk
RUGBY (Women) - Alan Sheppard	asheppard@cardiffmet.ac.uk
SQUASH - Greg Dainty	gdainty@cardiffmet.ac.uk
SWIMMING - Dan Davies	jddavies@cardiffmet.ac.uk
TENNIS - Ellen Jones	emjones@cardiffmet.ac.uk
TRAMPOLINE - Mark Samuels	msamuels@cardiffmet.ac.uk
TRIATHLON - Luke Watson	ntpcw@welshtriathlon.org

5. Useful links

The links below may prove useful over the next few months. Additionally, you can also find more information on what to expect when you arrive on our New Students pages

www.cardiffmet.ac.uk/newstudents

- [Academic Handbook](#)
- [Accommodation](#) Or contact the Accommodation Officer on 02920 416188.
- [Admissions Policy](#)
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#)
- [Library services](#) Or contact the Campus Librarian on 02920 416242
- [Performance Sport](#)
- [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