

WE ARE **#CARDIFFMET**

BA (HONS) BUSINESS & MANAGEMENT (ALL PATHWAYS)

CARDIFF SCHOOL OF MANAGEMENT

Induction & Enrolment Information

Academic Year 2019/2020



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

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1. Welcome from your Teaching Team

Dear Student,

Congratulations on securing a place at Cardiff Metropolitan University!

I am delighted to welcome you as you start your life as a Cardiff Metropolitan Business student. We are thrilled to have you with us on campus, and we are excited to help nurture your academic strengths, encourage your personal growth, and inspire your creativity.

This will be a busy time for you and we have planned induction activities and events to help you settle in and find your way around. All new students are encouraged to take the opportunity to meet staff and familiarise themselves with their departments before your studying begins, by attending the introduction sessions and to that end we view them as mandatory element of starting University and all new students are expected to participate.

Cardiff Metropolitan's main concern is student success in education and in life, and I personally invite you to participate in the opportunities that Cardiff Metropolitan offers, joining talented scholars, who have been drawn from all over the world to teach, perform, create, and study in an aspirational environment.

I wish you all the very best as you embark on your journey at Cardiff Metropolitan. I very much hope it will be one filled with discovery, and that you will aspire towards achieving academic excellence.

With best wishes,



Chris Parry
Programme Director

2. Pre Induction Task

Brexit will be dominating the news agenda and impacting across all the fields of business, management, finance and beyond and even as I write this no-one really knows where we will be. But this could easily be the single most important event in your for the next 25 years and will certainly shape your early career choices and options. So during induction we will be holding a series of team debates covering all possible aspects so get prepared – read around the subject, watch different news channels here and abroad (the internet is great for that) . In order that you can be involved in driving the discussions / debates, please feel free to send debate topics to cparry@cardiffmet.ac.uk.

3 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. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures and guidance on learning for practice with information on all modules to be undertaken and reading lists.

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 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 is 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. You should already be aware of these costs.

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

4 Induction Week Timetable

Your first semester as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your course, library services, IT, student services and students union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

There is the Freshers Fayre where you can sign up to a number of different societies and clubs, and the MetFest social event on Friday afternoon.

Don't forget to get involved on Twitter with we are #cardiffmet.

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

5 Draft Timetable / Typical Attendance

Students can expect 12 hours a week that will be classroom based. This consists of 2 hours for each core lecture and two hours for the attributed seminars. Students can expect to have every Wednesday afternoon free, unless a specified session is needed. This is rare and consequently should not impact. We advocate that time is allocated for significant independent study and seminar preparation and engagement in extracurricular and co-curricular activities.

Here at Cardiff Metropolitan University, we believe that there's a significant relationship between attendance and academic success. Consequently the University monitors your attendance and will take relevant action if your attendance is deemed to be unsatisfactory. The University expects you to attend all the scheduled sessions, associated with each module or programme of research which you have elected to pursue. The University recognises that attendance and engagement with teaching and learning is a key element in successful student progression, achievement and employability. This approach also serves to identify students who may be experiencing difficulties and might need particular support. If you are absent for any period of time you must provide your Year Tutor/ Programme Director with an explanation for your absence as we are here to assist and support. This is designed to re-engage you with your studies, to identify reasons for your absence and to assist and support you with any difficulties.

However, if you are perpetually absent, and fail to explain the reasons for your absence to your Programme Director, or you fail to receive authorisation for your absence from the university, you may be required to withdraw from the University. The Student Loans Company and/or any other relevant external body will be informed. In the case of Tier 4 students, UK Visas and Immigration (UKVI) will be informed that the University is no longer sponsoring the student. This will result in the curtailment of the Tier 4 visa. If the student is in receipt of official financial sponsorship, the Sponsor will also be informed.

Your confirmed timetable will be given to you during your Induction Week.

NB: Timetables are subject to change, right up to and including the first few weeks of term.

In your first term, which runs from 23rd September to 13th December you will be studying Law and the World of Business , Finance for Managers and Principles of Information Systems . There is an enhancement activity week from 6/1/20 and teaching for Term two runs from 13th January 2020 until 3rd April and you will study, Introduction to Economics, Introduction to Marketing and Managing People at Work. You return from the Easter break on 27th April and will complete final assessments and examinations. The exam dates are not set yet but these will be over by 22nd May 2020.

As a first year student, you will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.

6 Useful Links

[Timetable](#)

This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

[International & Partnerships Office](#)

Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.

[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.

[Additional Course Costs](#)

Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

[Accommodation](#)

Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held throughout Induction, information will be sent to you by Accommodation when confirmed.

[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.

[Student Finance](#)

For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

[Cardiff Met Sport & Facilities](#)

[Cardiff Met SU including Freshers information & wristbands](#)

[Term Dates](#)

[Campus Maps, Bike Shelters & Met Rider](#)

Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.

[Safe Taxi Scheme](#)

Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.

[Virtual Tours](#)

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

[Student Handbook](#)

[Academic Handbook](#)

[Admissions Policy](#)

WELCOME 2019

induction week timetable

COURSE TITLE: Business & Management

CAMPUS: Llandaff

MONDAY 16 th SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 th SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 th SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 th SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 st SEPTEMBER Dydd Gwener 20 Medi
<p>09.30 - 17.00 Welcome and Induction Room O1:01 Please report to the Cardiff School of Management promptly at 9.30 am Activities including: Welcome by Programme Director Higher Education and  Surprise Evening SU Activities</p>	<p>10.00 – 13.00 Induction Activities Room O1:01 Including Pre-entry Task 121 with Personal Tutors 11.15-12.15 ID cards collected 14.00 Onward Student Services Drop-in Sessions Drop-in with Programme Director /Year Tutor Room O209 / O210 Professional Services DAY 1 Llandaff & Cyncoed Campus Running all day between 9 -5 Further details will be provided in your Joining Booklet, which you will receive in the post in September. Evening SU Activities</p>	<p>10:00 – 16:00 Freshers Fayre Cyncoed Campus National Indoor Athletics Centre (NIAC) <i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i> Evening SU Activities</p>	<p>10.00 – 16.00 Induction Activities Room O1:01 Including external speaker and previous students EDGE Challenge Professional Services DAY 2 Llandaff & Cyncoed Campus Running all day between 9-5 Further details will be provided in your Joining Booklet, which you will receive in the post in September. Evening SU Activities</p>	<p>11.30 - 13.00 Induction Activity Room O1:01 Personal Tutor Session Also Including results and prizes from Thursday</p> <p>14.00 - 19.00 MetFest Llandaff Campus</p>
				<p>Course specific events</p> <p>Social Events</p>