

**WE ARE
#CARDIFFMET**

BA (HONS) EVENTS MANAGEMENT

**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

First of all may I congratulate you on securing a place on our programme and offer you a very warm welcome to Cardiff Metropolitan University. I am sure that you will find your time with us enjoyable, stimulating and rewarding, and it will serve as a springboard into a successful career in the events industry.

The Induction Programme starts on Monday 16th of September at 10:00am in the Cardiff School of Management on the Llandaff Campus where you will meet with fellow students and the course teaching team. A range of course and department specific activities have been organised for induction week, in addition to university wide activities such as Freshers Fayre and Met Fest.

Please go to the Cardiff School of Management building on Monday the 16th and you will be advised which room to go to for your course specific induction.

You can find a copy of the induction programme under section 3 of your induction information.

If exceptional circumstances prevent you from attending this important week, please call me on 029 2041 6321 or email djaimangal-jones@cardiffmet.ac.uk.

We look forward to meeting you in September.

Best wishes

Dr Dewi Jaimangal-Jones
Events Management Programme Director

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. 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](#).

3 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.

4 Draft Timetable / Typical Attendance

Unfortunately, we are not in a position to provide you with an accurate timetable at this time and we apologise for any inconvenience this may cause. You will receive your full timetable during induction week, but in the meantime you may find the following information helpful.

Typically you will be required to attend university four days a week for lectures and seminars, with one day in the week left clear for study, part time work and volunteering.

Teaching sessions are scheduled between 9:00 and 17:00 wherever possible, however occasionally teaching may go up until 18.00. On average there are approximately 12 hours per week of formal scheduled teaching, therefore you are expected to spend additional time reading around subjects, preparing for seminars, completing assignments and preparing for exams (when applicable).

Also as all modules only run for one term your timetable in the autumn term will be different to that of the spring term. We endeavour to balance the time spent in lectures and seminars each term, although depending on your study options this is not always possible so there may be a small variance on hours between one term and the next.

5 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 of 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: 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 th SEPTEMBER Dydd Gwener 20 Medi
<p>10.00 – 12.00 Welcome to Cardiff Met – programme specific</p> <p>12.00 – 13.00 Lunch</p> <p>13.00 – 15.00 Welcome to International Hospitality Management – Room</p> <p>Evening SU Activities</p>	<p>10.00 – 12.00 Welcome to THE Department – Room Personal Tutor Allocation</p> <p>12.00 – 13.00 Welcome to THE Department Lunch</p> <p>13.00 – 15.00 An Afternoon with your Personal Tutor Meet at the Atrium Terrace @ 13.00 Wear shoes appropriate to walk</p> <p>15.00-15.45 ID card collection – Library</p> <p>Evening SU Activities</p>	<p>10:00 – 16:00 Freshers Fayre</p> <p>Cyncoed Campus National Indoor Athletics Centre (NIAC)</p> <p><i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i></p> <p>Evening SU Activities</p>	<p>10.00 – 15.00 A Taste of Cardiff Meet at Hospitality Suite @10.00 Wear shoes appropriate to walk</p> <p>Evening SU Activities</p>	<p>10.30 – 11.00 A Taste of Cardiff Award Ceremony – Hospitality Suite</p> <p>11.00 – 11.30 Refreshments Level 4,5 & 6</p> <p>11.30 – 12.00 Week 1 Timetable/Student Handbook – for all levels</p> <p>14.00 - 19.00 MetFest Llandaff Campus</p>

Course specific events

Social Events