

**WE ARE  
#CARDIFFMET**

**BA (HONS) FASHION BUYING &  
BRAND MANAGEMENT**

**CARDIFF SCHOOL OF  
MANAGEMENT**

**Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

## CONTENTS

1. [Welcome from your Teaching Team](#)
2. [Pre-induction Tasks](#)
3. [Enrolment / Student MetCard Collection](#)
4. [Induction Week Timetable](#)
5. [Attendance / Timetable](#)
6. [Useful links](#)

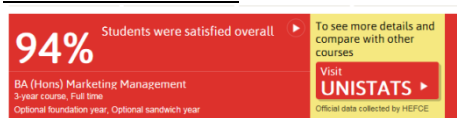
## 1. Welcome from your Teaching Team

Dear Fashion Buyer/Brander

As Programme Director of BA (Hons) Fashion Buying and Brand Management, I would like to welcome you to Cardiff Metropolitan University and the School of Management. The purpose of this letter is to give you a bit more information about the course you will be starting in September. Congratulations - you are now a Fashion Buying and Branding student at Cardiff Met and here are three reasons to be confident that you have chosen the right course:



✓ Overall satisfaction:



✓ Met Marketers on a Mission: For the last 5-year our student have got through to the UK finals of the Chartered Institute of Marketing's (CIM) prestigious student marketing competition, 'The Pitch'.

See for yourself what fun they had:

<https://drive.google.com/file/d/1xCMvgNGRY09j0nhIGfzK-8jBCnTMRchZ/view>



✓ CIM Graduate Gateway University: You can gain CIM qualifications without having to do all the usual assessments.

Buying & Branding is a critical business function and is perhaps the most important component in determining a fashion business' profitability and success. Our course has a great reputation for its vocational orientation and your lecturers have both academic knowledge and industry experiences to teach you the skills you need for the workplace after graduation.

Induction Week will start on **Monday 16<sup>th</sup> September 2019** and we have put together a series of activities to help you get to know the University, your programme of study, others on your course and the staff who will be teaching you. It is important that you attend induction week as you will be given a range of important information about studying at Cardiff Met.

Every new student is allocated a Personal Tutor who will support you throughout your Cardiff Met journey. Providing high quality support to you is important to us and you will meet your personal tutor during Induction Week. If you would prefer a Welsh speaking Personal Tutor please let me know before you arrive so I can arrange this for you.

We also have a range of existing opportunities available for you during your studies, including: Work Placements, CIM Student Chapter, CIM Pitch 2020 Competition, Enhancement Activities, Language clubs, Volunteering opportunities. We also have several sports teams waiting for you to join them. You can get information about these opportunities during Freshers Fayre on Wednesday 18<sup>th</sup> September 2019.

Please make sure you enrol online BEFORE you come to the university on the 16<sup>th</sup> September 2019 as this will allow you to pick up your ID card early in Induction week. The card gives you access to various facilities around campus; it also allows you to make use of the facilities in the library.

I very much look forward to meeting you on **Monday 16<sup>th</sup> September at 10.00am** in the School of Management on the **Llandaff campus**. For more information about induction week please go to [www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents).

Kind Regards

Jo Tidy  
Programme Director

Jo Tidy Programme Director – Fashion Buying and Brand Management	Staff Profile:
Dr Nicola Williams-Burnett Programme Director – Marketing Management	Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Nicola-Williams-Burnett.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Nicola-Williams-Burnett.aspx</a>
Dr Paula Kearns Head of Department	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>
Dr Faten Jaber Senior Lecturer in Marketing	Staff Profile:
Dr John Follet Senior Lecturer in Marketing	Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/John-Follett.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/John-Follett.aspx</a>
Shari Finch Lecturer in Marketing	Staff Profile:
Kath Mutter Senior Lecturer in Marketing	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>

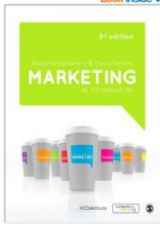


Jemma Oeppen-Hill Programme Director - Fashion Marketing	Staff Profile: <a href="http://www.cardiffmet.ac.uk/management/staff/Pages/Jemma-Oeppen-Hill.aspx">http://www.cardiffmet.ac.uk/management/staff/Pages/Jemma-Oeppen-Hill.aspx</a>
Dr Cherniece Plume Programme Director – Digital Marketing	Join her on twitter: <a href="https://twitter.com/Cherniece_P">https://twitter.com/Cherniece_P</a>

BA (Hons) Fashion Buying & Brand Management – Sept 2019

Level 4 - 1 <sup>st</sup> Year (120 Credits)	Level 5 - 2 <sup>nd</sup> Year (120 Credits)	Level 6 – 3 <sup>rd</sup> Year (120 credits)
<p><b>Compulsory</b></p> <p>Semester 1 (70-credits):</p> <ul style="list-style-type: none"> <li>• Introduction to Fashion Marketing (20)</li> <li>• Digital Media for Marketers (20)</li> <li>• Principles of Fashion Studies (30)</li> </ul> <p>Semester 2 (50-credits):</p> <ul style="list-style-type: none"> <li>• Fashion Visualisation (CSAD) (30)</li> <li>• Finance For Managers (20)</li> </ul>	<p><b>Compulsory (100 credits)</b></p> <ul style="list-style-type: none"> <li>• Creative Marketing Communication for Fashion (20)</li> <li>• Fashion Buying and Merchandising (20)</li> <li>• Marketing Research Methods (20)</li> <li>• Fashion Consumer Behaviour (20)</li> <li>• Fashion Industry in Practice (20)</li> </ul> <p><b>Optional - 20 credit choice from:</b></p> <ul style="list-style-type: none"> <li>• Fashion Journalism and Creative Direction (20)</li> <li>• Digital Analytics - Web, Mobile &amp; Marketing (20)</li> <li>• Search Marketing: Content, SEO + PPC (20)</li> <li>• Mobile and Social Media Marketing (20)</li> <li>• Sports, Events and Sponsorship Marketing (20)</li> <li>• Managing Marketing Performance and Law (20)</li> </ul>	<p><b>Compulsory (100 credits)</b></p> <ul style="list-style-type: none"> <li>• Green Design: Sustainability and Responsibility in Fashion (20)</li> <li>• International Fashion Supply Chain Management (20)</li> <li>• Strategic Fashion Brand Management (20)</li> <li>• Fashion Buying and Brand Management Project (40)</li> </ul> <p><b>Optional - 60 credit choice from:</b></p> <ul style="list-style-type: none"> <li>• Fashion Dissertation (40)</li> <li>• Fashion Marketing Plan (40)</li> <li>• International And Global Fashion Marketing (20)</li> <li>• Industrial Work Experience (20)</li> <li>• Contemporary Issues In Marketing (20)</li> <li>• Key Account Management for Marketers (20)</li> <li>• Fashion Futures and Innovation (20)</li> <li>• Content, Copyright and Creativity (20)</li> <li>• Global Sporting Events (20)</li> </ul>

All the modules you study this year, and in subsequent years, will have recommended text books. Such reading is seen as central to understanding the module and the issues and debates it raises. Below are the recommended reading for your Year 1 BA (Hons) Fashion Buying & Brand Management programme.

**Should I buy the books?** We carry multiple copies of these books in the library, although as you might imagine they are often in high demand. We encourage you to consider purchasing such texts, although this is not compulsory, and with good time and library management you should be able to borrow texts to complete your work, ready for workshops and seminars. Some texts are available as e-books and are accessible online via the library.

Module Name	Recommend Reading	Example of front cover
Introduction to Marketing	Masterson, R. & Pickton, D. (2014) <i>Marketing an Introduction</i> . 3 <sup>rd</sup> Ed, Sage	
Introduction to Fashion Marketing	Posner, H. (2015) <i>Marketing Fashion: Strategy, Branding and Promotion</i> . London: Laurence King Publishing.	
Digital Media for Marketers	Chaffey, D. and Smith, P.R. (2017) <i>Digital Marketing Excellence: Planning, Optimizing and Integrating Online Marketing</i> . 5 <sup>th</sup> Edition, Routledge.	

## 2. Pre-induction Tasks

### Principles of Fashion Studies

Principles of Fashion Studies is a module you will study in your first year – it will be your introduction to fashion within the business context, and studying it at university level. In order to kick off the module, you are asked to complete a short pre-module task to use as an ice breaker in the first week of sessions.

Your journey through university will be what you make it, staff will be there to guide you throughout your time but this really does start with you. In preparation for beginning the course, please sign up for email alerts from Business of Fashion ([www.businessoffashion.com](http://www.businessoffashion.com)). If you already have a student email address you can sign up a student membership – however we will do this together when you begin if you don't have it already.

Another good fashion resources is Drapers ([www.drapersonline.com](http://www.drapersonline.com)), again they offer student membership for a cost. This is not necessary to pay for but if you wish to it is there. We have copies in our library. Drapers also has a good jobs website [www.drapersjobs.com](http://www.drapersjobs.com) - please start here for your pre-arrival task.

Have a look through the multitude of jobs available within the industry and read through some that you feel you would like to do in the future. Please select and save 5 – 6 job adverts and bring these (digitally or printed) to your first lecture for Principles of Fashion Studies on Monday 23<sup>rd</sup> September at 9am. I will explain what we are going to do with them then.

Enjoy your reading in the meantime and I look forward to seeing you all in September.

Jemma  
(Module leader – Principles of Fashion Studies)



### 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](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 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](mailto: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](http://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](http://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

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

Whilst I appreciate that there are many other calls on your time, I cannot over-emphasise that regular attendance is essential in order to pass the modules and attain a good degree at the end of your course. There are typically 12 hours of class contact a week, consisting of 6 lectures delivered to the whole course and 6 hours of tutorials, seminars or workshops, in which students are split into smaller groups. The structure of these will depend on the module, but in general they are structured as follows:

**Tutorials** 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, provide remedial support, and academic and pastoral counselling.

**Seminars** involve a student or students presenting previously prepared work to their peers and a member of staff. Seminars give students valuable experience in communication and student-centred learning.

**Workshops** involve group discussions of topics or demonstrations and are interactive problem solving exercises.

We will provide you with a more detailed timetable as soon as possible, but if you have any specific problems or issues, please contact the Programme Director and we will do our best to accommodate them.

**As a first year student, you will have access to your confirmed timetable from Induction Week, via the link in Section 6. *NB: Timetables are subject to change, right up to and including the start of term.***

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.

## 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 14<sup>th</sup> 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: BA Fashion Marketing, BA Fashion Buying and Brand Management**

**CAMPUS: Llandaff**

MONDAY 16 <sup>th</sup> SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 <sup>th</sup> SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 <sup>th</sup> SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 <sup>th</sup> SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 <sup>th</sup> SEPTEMBER Dydd Gwener 20 Medi
<p><b>10.00</b> School of Management Arrival, Welcome and Introductions to the Marketing Teaching Team. Being a 'Met-Marketer':</p> <ul style="list-style-type: none"> <li>• 2nd &amp; 3rd year students talk about their experiences</li> <li>• Alumni talk</li> </ul> <p>Chartered Institute of Marketing (CIM) activities:</p> <ul style="list-style-type: none"> <li>• CIM Chapter</li> <li>• CIM Pitch</li> <li>• CIM Qualifications</li> </ul> <p>Institute of Direct and Digital Marketing (IDM) activities</p> <p><b>11.30</b> Course Activities:</p> <ul style="list-style-type: none"> <li>• Ice breakers</li> <li>• Expectations</li> <li>• Marketing Challenge</li> <li>• Allocation of Personal</li> </ul> <p>Tutors</p> <p><b>12.30 LUNCH (Free)</b> An opportunity to meet and socialise with all marketing students</p> <p><b>13.30-14.00</b> ID Card Collection - Learning Centre</p>	<p><b>10.30</b> Campus photoshoot – meet to discuss plans, gather equipment and shoot on campus.</p> <p><b>12.30</b> LUNCH</p> <p><b>13.30</b> Library &amp; IT Essentials, Introduction to Cardiff Met Information systems eg E-mail, VLE (Moodle) and Turn-it-in.</p> <p><b>14.30- 17.00</b> Marketing Challenge - an opportunity for you and your group to work in studio 01.18</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 16:00</b></p> <p><b>Freshers Fayre</b></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><b>Evening</b> SU Activities</p>	<p><b>10.30</b> Personal Tutor Group Session: getting to know each other</p> <p><b>11.00</b> Room 01.18 DROP IN - Marketing Challenge - an opportunity for you and your group to work in the studio.</p> <p><b>12.30</b> LUNCH</p> <p><b>13.00</b> Your timetable</p> <p><b>14.00</b> Induction Week Marketing Challenge</p> <ul style="list-style-type: none"> <li>• Round-up</li> <li>• Winners</li> </ul> <p><b>Evening</b> SU Activities</p>	<p><b>14.00 - 19.00</b></p> <p><b>MetFest</b></p> <p>Llandaff Campus</p>

Course specific events

Social Events