

**WE ARE  
#CARDIFFMET**

**FOUNDATION PROGRAMME:  
CARDIFF SCHOOL OF MANAGEMENT**

*Foundation Leading to Accounting, Economics and Finance BA/BSc*

*Foundation Leading to Business and Management BA*

*Foundation Leading to Computer Science and Information Systems BSc*

*Foundation Leading to Marketing BA*

*Foundation Leading to Sport BSc*

*Foundation Leading to Tourism, Hospitality and Events BA*

**Induction & Enrolment Information**

**Academic Year 2019/2020**



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

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## **1. Welcome from your Teaching Team**

A very warm welcome to Cardiff School of Management and the Foundation Programme. We are very happy that you have decided to join us and we hope that you enjoy your studies here at the University.

Your first week will be an Induction Week which has been designed to give you an introduction to university life and to provide you with essential information to help you get the best out of your time here.

Throughout the week, staff will be on hand around the campus to provide you with assistance and guidance. If you have any questions about induction week or your programme in general, please feel free to approach us. In the meantime, if you have any queries or concerns before you arrive, please call or email me.

We look forward to meeting you and welcoming you to Cardiff Metropolitan University and Cardiff School of Management.

**Lisa Wright**

**Programme Director**

[lwright@cardiffmet.ac.uk](mailto:lwright@cardiffmet.ac.uk)

**Tel: 02920 416318**

## 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](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](#).

### **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

Attendance is compulsory in all modules and is monitored closely by the Programme Team. If you are unable to attend due to a valid reason please email [foundationabsence@cardiffmet.ac.uk](mailto:foundationabsence@cardiffmet.ac.uk).

***NB: Timetables are subject to change, right up to and including the start of term.***

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.

For your specific term dates please refer to <http://www.cardiffmet.ac.uk/registry/Pages/Term-Dates.aspx>.

### **Remember**

- Check your university emails daily as this will be the preferred means of communication
- Check Moodle daily
- Check your timetable daily for the first 2 weeks

Do see your Personal Tutor, your Programme Director or Year Tutor if you're uncertain or worried about anything.

## 5 Progression Information

Successful completion of the Foundation Programme: Cardiff School of Management will allow you to progress onto any one of the degree programmes listed below:

### **Accounting, Economics and Finance:**

[Accounting - BA \(Hons\)](#)

[Accounting & Finance - BA \(Hons\)](#)

[Business Economics - BA \(Hons\)](#)

[Economics - BSc \(Hons\)](#)

[International Economics & Finance - BSc/BScEcon \(Hons\)](#)

### **Business and Management:**

[Business & Management Studies \(with specialist pathways\) - BA \(Hons\)](#)

[International Business Management - BA \(Hons\)](#)

### **Computing and Information Systems:**

[Business Information Systems - BSc \(Hons\)](#)

[Computer Science - BSc \(Hons\)](#)

[Software Engineering - BSc \(Hons\)](#)

[Computer Games Design & Development](#)

### **Tourism, Hospitality and Events:**

[Events Management - BA \(Hons\)](#)

[International Hospitality Management - BA \(Hons\)](#)

[International Hospitality and Tourism Management – BA \(Hons\)](#)

[International Hospitality and Events Management – BA \(Hons\)](#)

[International Tourism Management\) - BA \(Hons\)](#)

[International Tourism and Events Management – BA \(Hons\)](#)

### **Marketing:**

[Advertising and Marketing Management - BA \(Hons\)](#)

[Brand and Marketing Management - BA \(Hons\)](#)

[Fashion Buying and Brand Management – BA \(Hons\)](#)

[Digital Marketing Management - BA \(Hons\)](#)

[Fashion Marketing Management - BA \(Hons\)](#)

[Marketing Management - BA \(Hons\)](#)

[PR and Marketing Management – BA \(Hons\)](#)

[Sales and Marketing Management – BA \(Hons\)](#)

### **Sport:**

[Sports Coaching - BSc \(Hons\)](#)

[Sports Media - BSc \(Hons\)](#)

[Sport Performance Analysis - BSc \(Hons\)](#)

[Sport, PE & Health \(Dance\) - BSc \(Hons\)](#)

[Sport, PE & Health - BSc \(Hons\)](#)

[Sport Management - BSc \(Hons\)](#)

[Sport & Physical Education Studies \(bilingual\) - BSc \(Hons\)](#)

[Physical Activity, Health and Well-being \(bilingual\) - BSc \(Hons\)](#)

**To ensure that your progression is completed successfully, please note the following procedure that you will need to follow next year:**

During the second term of the Foundation Programme, you will be invited to a Pathway day event where you will be able to learn more about the various programmes that are on offer to you. After this you will then be asked to complete a **Declaration of Intent to Progress Form**, stating the degree you wish to progress onto.

On successful completion of the Foundation Programme, and once your marks have been confirmed at Exam Board, you will then be contacted to sign our Terms & Conditions as a final confirmation of your chosen degree pathway.

Once these Terms & Conditions have been returned, the Enrolment Team will then update your record. From July 2020 onwards, you should also be directed to your relevant Induction & Enrolment information for Year One.



## 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 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: FdN 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>11.00 -12.30</b> Welcome from the PD &amp; Head of Department Ice Breaker University Expectations / Student Handbook</p> <p><b>12.30 – 13.30</b> LUNCH</p> <p><b>13.30 – 16.00</b> How the Foundation Year Works Meet the programme teaching team Foundation Student Experience Q&amp;A (Progressed students) Campus tour</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 11:45</b> About Personal Tutors Allocation of PT / seminar groups Meet your PT and cohort / seminar group Seminar group activity in breakout rooms: Discuss Pre-Arrival Survey (GD/LW/JP)</p> <p><b>11:45 – 13.00</b> LUNCH</p> <p><b>13.30 – 15.30</b> Whole group activity:- Managing your money Skills Discussion Zen</p> <p><b>14.00-15.00</b> Collect ID cards</p> <p><b>15:30 – 16.00</b> Welsh drop in (optional) Llandaff I Zone</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>11.00 -13.00</b> CAMPUS TREASURE HUNT</p> <p><b>13.00 – 14.00</b> LUNCH</p> <p><b>14.00 – 14.30</b> Managing Your Mental Health Any Questions 0.23</p> <p><b>Evening</b> SU Activities</p>	<p><b>11.00</b> Moodle demonstration and task Access week 1 timetables Treasure Hunt Awards Presentation ceremony</p> <p><b>14.00 - 19.00</b></p> <p><b>MetFest</b> Llandaff Campus</p>

Course specific events

Social Events