

**WE ARE
#CARDIFFMET**

**BA (HONS)
INTERNATIONAL HOSPITALITY MANAGEMENT**

**BA (HONS) INTERNATIONAL HOSPITALITY &
EVENTS MANAGEMENT**

**BA (HONS) INTERNATIONAL HOSPITALITY &
TOURISM 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 Programme Director

I am very pleased that you have decided to firmly accept our offer of a place on one of our International Hospitality Management programmes within the Department of Tourism, Hospitality and Events (THE) Management, in Cardiff School of Management. As Programme Director I want to extend to you a very warm welcome to the Department, the School and University and to wish you all the best during your period of study with us.

The Department is one of four within the School and is staffed by twenty academics who have a wide range of research interests alongside a wealth of industry experience, all of whom will welcome and support you during your time with us. Individual programme modules are set within field groups which constantly monitor and review the delivery, assessment and student support, and we pride ourselves on our strong links with local, national and international industry contacts which enables us to monitor programme validity and relevance.

Each programme is managed by a Programme Director supported by Year Tutors and Personal Tutors. During your first weeks of study we will explain to you the formal and informal mechanisms that you can use to contribute to the ongoing development of your programme and also central university services that are available to enhance your experience. We are passionate about our courses and always strive to make them as robust as possible to enable our students to become sort after and employable graduates.

Yours faithfully

Lisa Wright

Programme Director International Hospitality Management Programmes

Cardiff School of Management

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.

Additional Information:

In addition to your Induction Week events, Hospitality students will be able to visit prominent hotels to gain an insight into the Industry at work. Representatives from local hotels as well as current level two and three students are also available to talk to new students and answer any questions that they may have. An introduction to the Industry's professional body, The Institute of Hospitality, is also provided. It is important for new students to form a group ethos as quickly as possible; to this end team-building activities will also form part of the induction programme.

Additional Costs

There will be a uniform cost for working in the restaurant and kitchen areas. This will be dealt with during induction week. We aim to keep this cost to a minimum and if students are already working in the Industry there is a strong possibility that they will have the relevant equipment. We anticipate that you budget for £50.00 but in previous years the reality has been much less. All students are expected to attend sessions in an appropriate manner, this is especially so for practical sessions in the Food and Beverage areas. Legislation is quite specific and module tutors will ensure that all students adhere to dress codes, i.e. protective clothing, footwear, length of hair, make-up and jewellery.

4 Draft Timetable / Typical Attendance

Your timetable will be allocated by the end of Induction Week and will be discussed with your year tutor and Programme Director so that you know exactly where you need to be for your first classes on 23rd September.

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.

There is statistical evidence that those students whose attendance is in the upper quartile, achieve much higher results and have fewer referrals in exams and assessments. It is in your best interest to attend all sessions and attendance at practical sessions is compulsory, with those students missing sessions having to attend catch-up practicals. Attendance is taken in key modules and those missing consecutive lectures or seminars may have to explain their absence. Those with illness or other valid reasons for absence should contact the year tutor to provide reasons.

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