

**WE ARE
#CARDIFFMET**

**BA (HONS) INTERNATIONAL
BUSINESS MANAGEMENT**

ADVANCED ENTRY YEAR 3 (LEVEL 6)

**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 Direct Entry Student,

A very warm welcome to the Department of Business and Management from the programme team.

Congratulations on being accepted onto the final year of the BA (Hons) International Business Management programme.

We are delighted that you have decided to join us on the **BA (Hons) in International Business Management** programme commencing **Monday 16th September 2019** and we are looking forward to welcoming you to Cardiff Metropolitan University and the Cardiff of Management located in **Llandaff Campus** (Western Avenue, Cardiff). For directions to the **Llandaff Campus** and the Cardiff School of Management (CSM) please follow the link provided below: <http://www.cardiffmet.ac.uk/campuses/>

The purpose of this documentation is to provide you with information regarding the International Business Management (IBM) programme and the Induction Programme for IBM direct entry students. The Induction Programme will cover all the essential aspects of student life as well as introducing you to your specific programme of study.

Academic induction starts on Monday 16th September at the Llandaff Campus and runs for the entire week. On your arrival please report to the main reception of Cardiff School of Management (CSM), where reception staff will direct you to the room where you need to go for the beginning of Induction Week activities.

Upon arrival you will meet your Programme Director and Personal Academic Tutor (Esperanza Tevar) together with various IBM team members and other new students. You will receive a detailed copy of the induction programme explaining the various activities planned for induction week.

A number of sessions have been scheduled to provide you with opportunities to familiarise yourself with the University, get to know your fellow students and tutors, and obtain information about your programme of study and timetable. During the week you will be given specific information about the International Business Management programme, student ID card collection, timetable, foreign language choice, module option guidance and a short induction to Moodle (our Virtual Learning Environment).

It is likely that you are going to be exposed to many new things when you arrive. Initially, this can be confusing but please do not worry. On your arrival, staff will be on hand to help you and we will take you through the details.

On Wednesday 16th September students will need to attend the **Freshers Fayre** held at **National Indoor Athletics Centre (NIAC) at the Cyncoed Campus**. The Freshers Fayre provides students with the opportunity to find out about and sign up with the various clubs and societies within Cardiff Metropolitan University. There will also be a range of other services available which may interest you.

Please note that during the week you will sit a Foreign Language Placement Test to ensure you undertake the correct language module in your programme. Exact details will be provided on Monday 16th September.

Induction week is of immense importance for success on your course as it represents the first stepping stone to university life at Cardiff Metropolitan. Attendance is compulsory for all students.

If exceptional circumstances prevent you from attending the induction week, please inform: Esperanza Tevar (etevar@cardiffmet.ac.uk) via e-mail as soon as possible.

In addition to your induction sessions there will be time for you to settle in and complete any outstanding arrangements before the start of your programme, e.g. finding accommodation or registering with a G.P (doctor). All students of all nationalities should register with a local GP for the duration of their stay in Cardiff.

For administrative matters such as letters to landlord or bank manager, please address your queries to the IBM Programme Administrator Claire Reed (CEReed@cardiffmet.ac.uk).

If you have any enquiries regarding accommodation in Cardiff, please contact the Accommodation Service (accomm@cardiffmet.ac.uk). The accommodation office provides a comprehensive service, assisting students in securing accommodation and providing details of local landlords and other students who wish to share accommodation.

We hope the information contained in the joining pack answers all your initial queries. 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, do not hesitate to contact me.

We look forward to meeting you at the beginning of the academic year and we hope that you will have an enjoyable and rewarding time studying with us.

Esperanza Tevar

Programme Director BA (Hons) International Business Management

Telephone: 029 2041 6436

Email: etevar@cardiffmet.ac.uk



2. Programme overview : aims, structure and course management

The key aims of the programmes are to:

- To develop a critical understanding of the main functional areas of business and management within a variety of institutional and organisational contexts.
- To produce a graduate with the necessary skills and knowledge so that they can make an effective contribution to an organisation as a junior manager upon graduation.
- To lay the foundation for future and continuing professional development
- To provide students with transferable skills including technology, communication skills, analytical and effective decision making skills.
- To perceive their studies in a broader perspective.
- To provide students with foreign language competencies in order to function within an international business context.
- To foster an intercultural awareness of cultural differences and how these impact on business.

The programme is multidisciplinary in nature and by choosing option modules; students are able to tailor their course to meet their own specific professional interests. Direct entry students to Year 3 (Level 6) must complete 120 credits of level 6 modules. Modules at level 6 add greater academic depth to the subject and are more applied, practical, investigative or analytical in nature.

YEAR 3 (LEVEL 6) Course Structure

CORE MODULES- 60 credits in total of core modules		Credits	Delivery
BLC 6004	International Business & Cultural Diversity	20	Year-long
BSP 6061	International Business Management	20	Year-long
Either Or....	Foreign Language module – <u>Core module</u>	20	Year-long
	French / Spanish/Mandarin Chinese in Professional Contexts (depending on prior language level)		
	Spanish / French Business Communication & Contemporary Global Issues (depending on prior language level)		
OPTION MODULES- 60 credits in total of option modules		Credits	
BHL6000	European Business Law	20	Year-long
BHL6002	International and Comparative HRM	20	Year-long
BHL6016	Contemporary and International Issues in Business Ethics	20	Year-long
BSP6010	Visioning Sustainability for Change	20	Year-long
BSP 6032	Innovations & Entrepreneurship	20	Year-long
BSP 6004	International and Global Marketing	20	Year-long
BAC 6005	Investment Management	20	Year-long
CIS 6011	Technology Project Management	20	Term 1
Language module	Second foreign language (Requirements apply. To be discussed with Programme Director if interested in taking a second language <u>as an option module.</u>)	20	Year-long

HLT 6009	Dissertation (Requirements apply . Pre-requisite- module on Research Methods. To be discussed with Programme Director if interested in taking this module)	40	Year-long
BRM6002	Launching an Enterprise (Requirements apply . Pre-requisite- module on Research Methods. To be discussed with Programme Director if interested in taking this module)	40	Year-long

Delivery of course material is primarily by a blend of lectures, tutorials, seminars and workshops.

Lectures are the main method of conveying information. Moodle, our Virtual Learning Environment system is extensively used and some lecture materials / preparatory reading are posted on Moodle on a weekly basis.

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.

The assessment methods are varied. Some modules are assessed by a combination of coursework and examination, whereas other modules are assessed by coursework alone. Coursework may consist of essays, reports, individual or group presentations, etc. Each module leader will provide details of the methods of assessment and the completion dates for their subjects in a module handbook.

All courses at Cardiff Metropolitan University have a designated Programme Director who is responsible for the overall management of each course and a Year Tutor/Personal Academic tutor.

Academic guidance will be provided in various ways:

- Modular handbook listing all the available fields of study, modular regulations and brief details of all modules
- Academic student handbook available on line
- Programme handbooks offering detailed information on programme content, learning and teaching methods and assessment, details of all modules, etc. (Programme handbooks and module handbooks are available on Moodle)
- Prior to the commencement of the course, during the induction period, you will be advised of the names of staff that are able to provide academic counselling to assist you in your choice of modules throughout the programme of study
- Through a Personal Academic Tutor
- Library and study skills packages
- Through Student Support Services including counselling and careers advice.

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.

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

Teaching sessions at Cardiff School of Management are scheduled between 9:00 to 18:00.

As a first year student, you will have access to your confirmed timetable from Induction Week (w/c 16th September 2019), which is prior to the first week of teaching.

If you have any specific problems or issues, please contact the Programme Director and we will do our best to accommodate you.

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.

Delivery of modules is via a combination of lectures, tutorials, seminars or workshops. On average there are approximately 12 hours per week of formal scheduled teaching, but you are expected to spend as much time as possible familiarising yourself with the required and recommended reading for each module, completing preparatory tasks for seminars/tutorials, completing assignments and preparing for in-class test / exams as required. There will be no sessions scheduled on Wednesday afternoon (after 1 pm). This allows students to participate in sporting activities.

Please be aware your timetable may be subject to changes during the first week, so please remember to check it regularly for any updates on room allocation, etc.

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 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: International Business management Year3 (level 6)

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>9.30-9.45 Please arrive at CSM reception you will be directed to Room O.020</p> <p>10.00 – 12.00 IBM Welcome Meeting Group meeting with programme tutors / Personal Tutor Ice breaker activities and team building activity</p> <p>12.00 – 12.30 Course related queries</p> <p>12.30 – 13.30 Lunch break</p> <p>13.30- 14.30 Room O.307 Programme activity – Teaching and Learning in British Higher Education</p> <p>14.30 - 16.30 Team building activity preparation and orientation activity: Treasure Hunt</p> <p>Evening SU Activities</p>	<p>9.30 Room O.115 Programme activity – Critical thinking and academic writing</p> <p>11.00-11.30 Collect ID card</p> <p>11.00 - 12.30 Plenary session with Programme Director/personal tutor: Student Portal essentials, timetables, language modules and student reps. Treasure Hunt feedback</p> <p>12.30 -13.30 Lunch break</p> <p>13.30- 16.00 Room O.115 Group tutorial with personal tutor Foreign language modules- Diagnostic language placement test</p> <p>Evening SU Activities</p>	<p>10:00 – 16:00</p> <p>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 Room O.018 Programme activity- team building activity</p> <p>12.30 - 13.30 Lunch break</p> <p>13.30 - 15.30 Room O.018 Team building activity group presentations and discussion</p> <p>15.30 - 16.30 Individual tutorial with personal tutor (optional)</p> <p>Evening SU Activities</p>	<p><i>Your Student MetCard can be picked up throughout the day from the i-Zone</i></p> <p>12.00 - 17.00</p> <p>MetFest</p> <p>Llandaff Campus</p>

Course specific events

Social Events