

**WE ARE  
#CARDIFFMET**

**BA (HONS) INTERNATIONAL  
BUSINESS MANAGEMENT**

**YEAR 1 (LEVEL 4)**

**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 Student,

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

We are delighted that you have decided to join us on the **BA (Hons) in International Business Management** programme commencing **Monday 16<sup>th</sup> September 2019**.

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 Induction Programme. The Induction Programme will cover all the essential aspects of student life as well as introducing you to your specific programme of study.

During the course of the week you will meet your Programme Director, your Personal Academic Tutor, various members of staff and other new students. 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; hence it is imperative that you attend Induction Week.

**The Year 1 Induction Programme meeting starts on Monday 16<sup>th</sup> September at 10.00 am at the Llandaff Campus.** On your arrival please report to the main reception of Cardiff School of Management, where you will be directed to the room where you need to go for the beginning of Induction Week activities.

On the day, students will be advised of their induction programme and the various activities planned for induction week. A scheduled time for collection of the Student MetCard will be given to you during your group meeting with your tutor and Programme Director.

**On Wednesday 18<sup>th</sup> 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.

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 this week, please inform the Programme Director -Esperanza Tevar ([etevar@cardiffmet.ac.uk](mailto:etevar@cardiffmet.ac.uk)) and the Personal Academic Tutor - Cristina Fatmi ([cfatmi@cardiffmet.ac.uk](mailto:cfatmi@cardiffmet.ac.uk)) via e-mail as soon as possible stating your reasons.

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](mailto:CEReed@cardiffmet.ac.uk)).

We hope this information 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 us.

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

Esperanza Tevar

**Programme Director BA (Hons) International Business Management**

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Cristina Fatmi [cfatmi@cardiffmet.ac.uk](mailto:cfatmi@cardiffmet.ac.uk)

## 2. Pre Entry Summer Task

### **Pre-Induction Activity - Business in a Global Context**

Business in a Global Context is a module you will study in your first year. The lecturer, Gary Samuel, has prepared a pre-induction activity for you to complete. Gary's instructions are detailed below. Please read the instructions carefully and bring along the material Gary Samuel requests in an envelope. You will need to hand in your envelope to your Personal Academic Tutor (Cristina Fatmi) on Tuesday 17<sup>th</sup> September.

### **Pre-Induction Activity**

#### **Business in a Global Context: "Global Business - The Good, the Bad and the Indignant!"**

In order to introduce you to the world of business and the environment that shapes and determines its performance, you are required to complete the following pre-induction task. This information will form the basis of the opening few weeks of teaching to your module Business in a Global Context.

#### **Task:**

- Research and select three companies/organisations; one you think is good, one you think is bad and one that makes you annoyed, irritated, vexed or downright angry, i.e. indignant.
- Companies/organisations can be from the private, public and third sectors.
- How you interpret and apply good, bad and indignant to companies/organisations is up to you, but you will need to provide a rationale for your interpretation and application.
- Provide the names of each of the three companies/organisations with a brief typed explanation for each company/organisation (no more than one paragraph), detailing why you think each falls into the category good, bad or indignant.
- Identify the sources of your research, i.e. where did you find information about the companies/organisations. You can use Harvard Referencing if you are familiar with this – if not, list the sources.

#### **Important:**

- The three companies/organisations must be different.
- Use credible sources for your research. We will explore what we mean by credible during the year, but at this stage avoid Wikipedia and tirades or histrionics in blogs, social media etc.
- Remember the categories; one good company/organisation, one bad and one indignant.
- Type the names of the companies/organisations and the explanation for why they are good, bad, indignant on A4 paper and place in an envelope with your name on it.
- Please submit your envelope to your Personal Academic Tutor (Cristina Fatmi) Tuesday 17<sup>th</sup> September.

### 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.

## 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.**

Please see below the modules that you will be studying in Year 1 (Level 4). All modules are compulsory (120 credits):

- Business in Global Context (20 credits)
- Introduction to Marketing (20 credits)
- Finance for Managers (20 credits)
- Language module : French / Mandarin Chinese/ Spanish (20 credits)
- Managing People at Work (20 credits)
- Business Information Systems (20 credits)

Delivery of modules is via a combination of lectures, tutorials, seminars or workshops. You will need to attend all the sessions specified on your timetable. Please note that you will select your language module during induction week.

There are 6 modules in total in Year 1. You will study 3 modules in Term 1 and 3 modules in Term 2. On average there are approximately 12 to 14 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 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: International Business management Year1 (level 4)**

**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>9.30-9.45</b> Please arrive at CSM reception, you will be directed to <b>Room O.020</b></p> <p><b>10.00 – 12.00</b> IBM Welcome Meeting Group meeting with programme tutors / Personal Tutor Ice breaker activities and team building activity</p> <p><b>12.00 – 12.30</b> Course related queries</p> <p><b>12.30 – 13.30</b> Lunch break</p> <p><b>13.30- 14.30 Room O.0212</b> Programme activity – Entering Higher Education: Concerns and Fears</p> <p><b>14.30 - 16.30</b> Team building activity preparation and orientation activity: Treasure Hunt</p> <p><b>Evening</b> SU Activities</p>	<p><b>9.30 Room O.307</b> Programme activity – Teaching and Learning in Higher Education</p> <p><b>11.00-11.30</b> Collect ID card</p> <p><b>11.00 - 12.30</b> Programme structure, Student Portal essentials, timetables, language modules and student reps. Treasure Hunt feedback</p> <p><b>12.30 -13.30</b> Lunch break</p> <p><b>13.30- 16.00 Room O.307</b> Programme activity: Enhancing your Employability and EDGE: expectations, future goals and aspirations Group tutorial with personal tutor</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>10.00 Room O.018</b> Programme activity- team building activity</p> <p><b>12.30 - 13.30</b> Lunch break</p> <p><b>13.30 - 15.30 Room O.018</b> Team building activity group presentations and discussion</p> <p><b>15.30 - 16.30</b> Individual tutorial with personal tutor (optional)</p> <p><b>Evening</b> SU Activities</p>	<p><i>Your Student MetCard can be picked up throughout the day from the i-Zone</i></p> <p><b>12.00 - 17.00</b></p> <p><b>MetFest</b> Llandaff Campus</p>

Course specific events

Social Events