

**WE ARE
#CARDIFFMET**

**BA (HONS) INTERNATIONAL
TOURISM MANAGEMENT**

**BA (HONS) INTERNATIONAL
TOURISM AND EVENT
MANAGEMENT**

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

Dear Student,

First of all, on behalf of the team I would like to congratulate you on securing a place on our programme and offer you a very warm welcome to Cardiff Metropolitan University. We are sure that you will find the time you spend with us enjoyable, stimulating and rewarding, and it will serve as a springboard into a successful career in this exciting and dynamic industry.

All International Tourism Management and International Tourism and Events Management students are asked to attend at the Llandaff Campus at 10.00AM on Monday 16 September for the commencement of the course-specific induction. Please go to the Cardiff School of Management building (at the rear of the campus) and you will be directed to the correct room upon arrival.

Your Induction Programme will cover all the essential aspects of student life as well as introducing you to your specific programme of study, the course team and other fellow students. During the week you will meet your Programme Director, your Year Tutor, Personal Tutor and other members of staff, as well as meeting all the other new students on the Tourism Management programmes as well as the other students within the tourism, hospitality and events department. A number of sessions will be scheduled where you will be given information about your course of study as well as the opportunity to enjoy yourselves at the Freshers' Fayre and Cardiff Met Fest.

As a team we are very much looking forward to welcoming you.

If exceptional circumstances prevent you from attending this important week, please call me on 029 20205573 or email vrichards@cardiffmet.ac.uk.

We'll look forward to meeting you soon in September.

Best wishes,

Yours sincerely,



Dr Vicky Richards

Programme Director Tourism Management Programmes

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.

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

Typically you will be required to attend university four days a week for lectures and seminars, with one day in the week left clear for study and part time work.

Teaching sessions are scheduled between 9:00 -17:00 wherever possible, however occasionally teaching may go up until 18.00. On average there are approximately 14 hours per week of formal scheduled teaching, but you are expected to spend as much time as possible with independent study involving reading around subjects, completing assignments and preparing for exams (when applicable).

Also as several modules only run for one term your timetable in the autumn term will be different to that of the spring term. We endeavour to balance the time spent in lectures and seminars each term, although depending on your study options this is not always possible so there may be a small variance on hours between one term and the next.

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.

5. Useful Links

The programme tutors and programme directors are willing and able to help with any queries that you may have about the programme. However, other departments within Cardiff Metropolitan University may be more ideally suited to answer your queries. Listed below are people who may be able to help.

Department Administrator **Andrea Baldwin** 02920 416375 or albaldwin@cardiffmet.ac.uk

Programme Director **Vicky Richards** 02920 205573 or vrichards@cardiffmet.ac.uk

Year Tutor **Helene Groussett-Rees** 02920 205684 or hgrousset-rees@cardiffmet.ac.uk

[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: BA International Tourism Management
(BA International Tourism and Events Management)
BA International Hospitality Management (All Pathways - and Events, and Tourism)
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</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 – 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</p> <p>MetFest</p> <p>Llandaff Campus</p>

Course specific events

Social Events