

**WE ARE  
#CARDIFFMET**

**BSc (HONS) SPORT MANAGEMENT**

**CARDIFF SCHOOL OF  
SPORT AND HEALTH SCIENCES**

**Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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## 1. Welcome from your Teaching Team

We are delighted that you are coming to join us in September as part of the BSc (Hons) Sport Management programme and I hope you are as excited as we are to get going in September! On behalf of your programme team, I would like to welcome you to the start of your undergraduate studies here within the Cardiff School of Sport and Health Sciences at Cardiff Metropolitan University. The sport programmes within the School constitute one of the largest and most comprehensive set of sport-related undergraduate courses in the UK, and as a consequence offers rich and diverse experiences and opportunities for all students to shape their future careers.

You have chosen to join the first Sport Management programme in the UK to be endorsed by the Chartered Institute of Sport and Physical Activity (CIMPSA). The programme will enable you to develop the critical understanding, professional knowledge, skills and attitudes needed to take up a managerial position in the ever expanding sport and activity industry. This could be in leadership roles associated with researching the contemporary issues and challenges associated with modern sport; developing and delivering community sport and activity; developing and managing appropriate structures and environments for elite sport and also the governance and administration of sport at a national and international level, in the modern era.

The programme is delivered and managed by experienced academics with a wealth of research and applied experience, including professionally-recognised qualifications; all of which enrich and enhance the experience that you have with us as a student. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong friendships with peers on the programme and embracing opportunities that are available to you to develop academically, personally and professionally.

Cyncoed Campus, where the undergraduate sport programmes are delivered, is a vibrant and friendly campus with a wide range of sport and well-being activities happening on a daily basis. These activities may range from the training of elite national athletes through to local children taking part in many of our community-focused sport and activity sessions. As a Cardiff Met student there will also be a diverse range of sport, health and well-being activities to get involved with, through both the [Cardiff Met Sport](#) and the [Students' Union](#). Please take time away from your studies to get involved with some of these activities as they may help to further develop your professional skills and employability.

Finally, welcome to Cardiff, our exciting capital city of culture and sport. You could spend your weekends here watching football at the Cardiff City stadium, international cricket at the SSE SWALEC Stadium, ice hockey with the Cardiff Devils in the Bay and of course, international rugby at the Principality Stadium! Should you need a change of scene, wonderful countryside and seaside are never far away!

We are delighted that you have chosen us for the next step in your career and we hope that your experience on the BSc (Hons) Sport Management programme lives up to expectation.

See you in September!

**Elizabeth Lewis**

**Programme Director**

**BSc (Hons) Sport Management**

## 2. Pre-Entry Summer Task

There are no required pre-entry summer tasks for the Sport Management programme; however, if you want to do some further pre-reading, then a list of suggested reading from the key modules within the programme is provided below. There are copies of all of these books in the [Cardiff Met Library](#), and any links to e-books will be available once you have enrolled.

Hoye, R, Smith, A, Nicholson, N., and Stewart, B. (2018) *Sport Management : Principles and Applications*. Fifth ed, London : Routledge [[ebook](#)]

Robinson, L, Packianathan, C, Bodet, G and Downward, P (2012) *Routledge Handbook of Sport Management*. London : Routledge [[ebook](#)]

Foster, G., O'Reilly, N., & Dávila, A. (2016). *Sports business management: Decision making around the globe*. [[ebook](#)].

### Professional Body Membership and Web Sites

Below is a list of professional body websites that you might wish to visit to gain further knowledge of the Sport Management industry, accreditations and career opportunities.

The Chartered Institute for the Management of Sport and Physical Activity [www.cimspa.co.uk](http://www.cimspa.co.uk)

QUEST – UK Quality Scheme for Sport and Leisure <https://questnbs.org/module-guidance>

### Sport Kit Order

Once you have enrolled online, you will be sent information about ordering your free Cardiff School of Sport and Health Sciences kit package. Please ensure you enrol and order this kit as soon as possible in order to ensure it is ready for your arrival in 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

The sport programmes within the Cardiff School of Sport and Health Sciences deliver modules in a termly pattern. As a first-year student, this will mean that you undertake three modules in Term 1 (Sept-Jan) and another three modules in Term 2 (Jan-May). Please make sure you look at the [Cardiff Met Term Dates](#) and the [Academic Calendar for 2019/20](#) for more details.

The sport programmes also operate a “module on a day” delivery pattern. This means that all the scheduled contact for a module will happen on a specific day of the week. Modules may include a variety of lectures, practicals, seminars and independent learning tasks that are scheduled on the allocated day. You will have access to a personalised timetable through the [My Cardiff Met App](#) closer to your start in September which will contain details of your specific lecture schedule for each module. The days allocated for the first-year Sport Management modules are listed below:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Term 1</b>	SSP4108 Global Sports Industry	SSP4100 Research and Scholarship		SSP4109 The Sport Consumer	SSP4108 Global Sports Industry
<b>Term 2</b>	<b>SSP4102</b> Professional Development	<b>SSP4111</b> Sport Marketing and Communications		<b>SSP4110</b> Managing Sport and Physical Activity	SSP4102 Professional Development

Please note that this draft timetable may be subject to change.

## 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

### [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: SM**

**CAMPUS: Cyncoed**

<p>MONDAY 16<sup>th</sup> SEPTEMBER Dydd Llun 16 Medi</p>	<p>TUESDAY 17<sup>th</sup> SEPTEMBER Dydd Mawrth 17 Medi</p>	<p>WEDNESDAY 18<sup>th</sup> SEPTEMBER Dydd Mercher 18 Medi</p>	<p>THURSDAY 19<sup>th</sup> SEPTEMBER Dydd Iau 19 Medi</p>	<p>FRIDAY 20<sup>th</sup> SEPTEMBER Dydd Gwener 20 Medi</p>
<p><b>10.00 – 11.00</b> First Day Year Tutor Meeting (Venue: S101) (Get to know - meet Year Tutor: Allocate Personal Tutor Groups: Review Induction Week schedule: Orientation challenge)</p> <p><b>15.00 – 16.00</b> Personal Tutor Meeting 1 (Get to know Tutor and fellow students: Understand the expectations of HE: Start Induction task) SM-1: C101 SM-2: C106</p> <p><b>16.00 – 17.00</b> Guided study Time (Work on any tasks set during personal tutor meetings)</p> <p><b>16.00 – 17.00</b> ID cards can be collected from the Library.</p> <p>*Sports kit can be collected 9am – 4pm when you are free to do so (Venue: Archers Arena)</p>	<p><b>9.00 – 10.00</b> Personal Tutor Meeting 2 (Introduction to key university IT systems - Office 365, Moodle, Personalised Timetable and Personal Tutor Portal) SM-1: B211 SM-2: C208</p> <p><b>11.00 – 12.00</b> Introductory Talks 2 (Venue: LT4) (Get the information on Brecon residential, SSP4001 APT sport selection, Disability and Inclusivity services and Residence Life programme)</p> <p><b>12.00 – 13.00</b> Introductory Talks 1 (Venue: LT2) (Get introductory talk from the Student Union (SU) and Employability, Careers and Entrepreneurship Teams)</p> <p><b>14.00 – 15.00</b> Guided study Time (Work on any tasks set during personal tutor meetings)</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 – 16.00</b> Programme Activity Day (Get involved! Be inspired! Programme activity day to give you a taste of what is to come during the academic year)</p>	<p><b>10.00 – 11.00</b> Meet Programme Director &amp; Photo (Venue: LT4 &amp; NIAC) (Programme overview and outcomes, and group photo)</p> <p><b>11.00 -12.00</b> Guided study Time (Work on any tasks set during personal tutor meetings)</p> <p><b>12.00 – 13.00</b> Personal Tutor Meeting 3 (Conclusion of induction task, transition into academic life) SM-1: V007 SM-2: V008</p> <p><b>14.00 - 19.00</b></p> <p><b>MetFest</b></p> <p>Llandaff Campus</p>

Course specific events

Social Events

### [Updated welcome letter from your programme director.](#)

As Programme Director of BSc (Hons) Sport Management, I would like to welcome you to Cardiff Metropolitan University and the School of Sport and Health Sciences. The purpose of this letter is to give you a bit more information about the course you will be starting in September.

Induction Week will start on Monday 16<sup>th</sup> September and we have put together a series of activities to help you get to know the University, your programme of study, others on your course and the staff who will be teaching you. It is important that you attend induction week as you will be given a range of important information about studying at Cardiff Met.

Every new student is allocated a Personal Tutor who will support you throughout your Cardiff Metropolitan journey. Providing high quality support to you is important to us and you will meet your personal tutor during Induction Week. Staff from Student Services will also be available to give you advice on a range of issues, including student finance, disability assessments and support as well as advice and support related to your welfare and well-being.

We also have a range of exciting opportunities available for you during your studies, including: Work Placements, Study Abroad and Societies, all through a programme that is endorsed against the CIMSPA General Manager professional standard. We also have several sports teams waiting for you to join them. You can get information about these opportunities during Freshers Fayre on Wednesday 18<sup>th</sup> September.

It would be useful if you could enrol online **BEFORE** you come to the university as this will allow you to pick up your ID card early in Induction week. The card gives you access to Halls of Residence and to various other facilities around campus; it also allows you to make use of the facilities in the library.

Enjoy the rest of the summer, and we very much look forward to meeting you on Monday 16<sup>th</sup> September at 10:00 in S1.01 on Cyncoed campus. For more information about the Induction Week schedule please visit the new student webpage – [www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents).

Elizabeth Lewis  
Programme Director  
BSc (Hons) Sport Management

