

WE ARE #CARDIFFMET



Induction & Enrolment Information Academic Year 2018/19



Cardiff
Metropolitan
University

Prifysgol
Metropolitana
Caerdydd

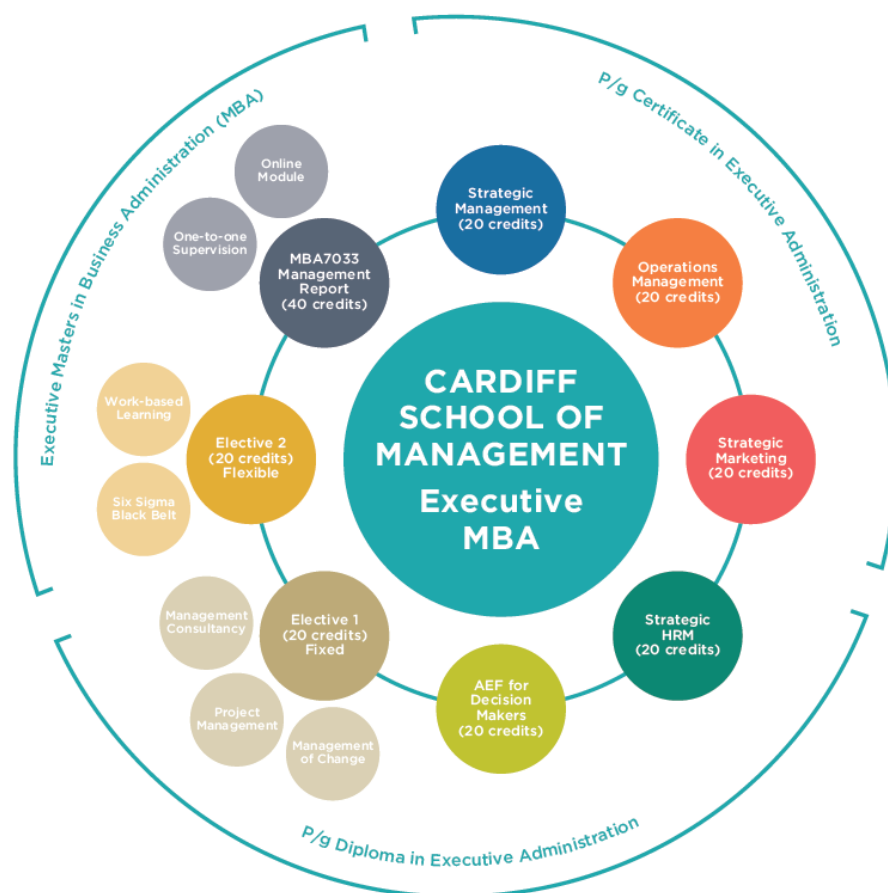
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1. CARDIFF SCHOOL OF MANAGEMENT – EXEC MBA

Congratulations on deciding to study your Executive MBA here at Cardiff School of Management. Our Executive MBA programme has been developed in conjunction with the Chartered Management Institute (CMI) syllabus to develop more effective managers and future leaders. Successfully completing the CSM Executive MBA could be the catalyst for enhanced career development such as moving to a more senior role or it could enable you to develop beyond your technical specialism. As illustrated below, you can complete your Executive MBA in a number of ways:

- ‘Fast-track’ Exec MBA over 24 months
- Postgraduate Certificate in Executive Business Administration in Yr 1
- Postgraduate Diploma in Executive Business Administration in Yr 2
- Exec MBA completed in Yr 3



The CSM Executive MBA is delivered through intensive weekend blocks, with additional online activities, real business projects to encourage a deeper understanding, with a strong emphasis on interactive teaching and learning. It is delivered at a pace that suits you and your work commitment - it is highly practical and action-oriented.

2. WELCOME FROM YOUR TEACHING TEAM

<p>Dr Paula Kearns Head of Departemnt for Marketing & Strategy ✉ pkearns@cardiffmet.ac.uk ☎ +44 (O) 2920 205567</p>	<p>Staff Profile: http://www.cardiffmet.ac.uk/management/staff/Pages/Paula-Kearns.aspx</p>
<p>Dr John williams Programme Director for Exec MBA Module Leader for Strategic Management ✉ jwilliams@cardiffmet.ac.uk ☎ +44 (O) 2920 205568</p>	<p>Staff Profile: http://www.cardiffmet.ac.uk/management/staff/Pages/John-Williams.aspx</p>
<p>Dr Rachel Mason-Jones Module Leader for Operations Management ✉ rkmason-jones@cardiffmet.ac.uk ☎ +44 (O) 2920 416447</p>	<p>Staff Profile: http://www.cardiffmet.ac.uk/management/staff/Pages/Dr-Rachel-Mason-Jones.aspx</p>
<p>Kath Mutter Module Leader for Strategic Marketing ✉ kmutter@cardiffmet.ac.uk ☎ +44 (O) 2920 416298</p>	<p>Staff Profile: http://www.cardiffmet.ac.uk/management/staff/Pages/Katherine-Mutter.aspx</p>
<p>Sian Rees Module Leader for Strategic HRM ✉ srees@cardiffmet.ac.uk ☎ +44 (O) 2920 205541</p>	<p>Staff Profile: http://www.cardiffmet.ac.uk/management/staff/Pages/Sian-Rees.aspx</p>
<p>Dr Rafik Omar Module Leader for Accounting, Economic and Finance (AEF) ✉ romar@cardiffmet.ac.uk ☎ +44 (O) 2920 205568</p>	<p>Staff Profile:</p>
<p>Llyr Roberts Module Leader for Management Report ✉ lroberts@cardiffmet.ac.uk ☎ +44 (O) 2920 416310</p>	<p>Staff Profile: http://www.cardiffmet.ac.uk/management/staff/Pages/Llyr-Roberts.aspx</p>

3. INDUCTION – FRIDAY 7TH SEPTEMBER 2PM

3.1. Induction Activities - CSM Reception

Time	Activity	
2.00pm	Arrival, Tea & Coffee	CSM Reception
2.15pm	Welcome Talk	Dr John Williams
2.30pm	Enrolment MetCard Collection E- Mail	Dr John Williams
3.00pm	Library Resources Moodle	Dr Paula Kearns
4.00pm	Meet the Team Teaching Timetable Module Overview	Dr John Williams
5.00pm onwards	Bar Meal at the Maltsters with the Teaching Team	Llandaff Village

3.2. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Cardiff Met 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 can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**. On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the www.cardiffmet.ac.uk/enrolment webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be Unconditional Firm (UF) i.e. all conditions met and place accepted.

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 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](#).

3.3. 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.

3.4. Timetable

Core Modules	Day	Month	Year	CMI	
				CMI Cert*	CMI Dip
Strategic Management	22nd 23rd	Sep	2018	✓	✓
	13th 14th	Oct	2018	✓	✓
Operations Management	19th 20th	Jan	2019	✓	✓
	16th 17th	Feb	2019	✓	✓
Strategic Marketing	11th 12th	May	2019	✓	✓
	1st 2nd	Jun	2019	✓	✓
Strategic HRM	21st 22nd	Sep	2019		✓
	12th 13th	Oct	2019		✓
Accounting, Economics & Finance	18th 19th	Jan	2020		✓
	1st 2nd	Feb	2020		✓
	15th 16th	Feb	2020		✓
Management Report					✓

*Application subject to approval

Elective Modules	Month	Year
Management of Change	May	2020
Consultancy Tools and Techniques	June	2020
Project Management	July	2020
Work-based Learning	Flexible	
Six Sigma: Blackbelt	Flexible	

3.5. Fees

For up to date information on tuition fees and the financial support that may be available. Please refer to www.cardiffmet.ac.uk/fees.

- For those studying over 2-years: 50% of the fees are due each year
- For those studying over 3-years: 33% of the fees are due each year

If your employer are supporting some (or all) of your fee, can you please bring a letter from your organisation to that effect detailing the invoicing arrangements.

4. USEFUL LINKS

[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.

[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

[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](#)

[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](#)