



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

MBA

SCHOOL OF MANAGEMENT

Induction & Enrolment Information

Academic Year 2018/2019

CONTENTS

1. [Welcome from your Teaching Team](#)
2. [Preliminary Reading List](#)
3. [Enrolment / Module Selection](#)
4. [Induction Week Timetable / What to expect when you arrive](#)
5. [Attendance / Timetable](#)
6. [Useful links](#)

1. Welcome from your Teaching Team

Dear Student

WELCOME TO THE CARDIFF SCHOOL OF MANAGEMENT AT CARDIFF METROPOLITAN UNIVERSITY

Congratulations! As Dean, I am delighted that you are joining us at the Management School - we really look forward to helping you go from success to success.

You've been offered a place, not only as a result of your academic track record, but also because we believe you want to make something of yourself through a commitment to learning, hard work and fun. And you will find no shortage of opportunities for fun here in the fabulous capital city of Cardiff!

You will start the journey of a lifetime by studying with us. You'll find that it's a journey where your intelligence, energy, ambition and our expert knowledge combine to give you the chance to prosper when you leave us for the world of business.

With us, you will find that you are living and working in a stimulating environment with tutors who bring their enthusiasm, skills and hard-won knowledge to your learning. You'll know that our courses are tested against the best of those offered by modern universities in the UK and the requirements of employers and leading professional institutes.

In September 2010, we moved to the most modern management school building in the UK and this continues to give us the chance to improve yet further the quality of the *Cardiff Experience*.

While you are here, you will be given every opportunity to build up a CV that is attractive to employers. These days, they are looking not only for 'technical' skills, but also the leadership, people and communication skills that virtually all good jobs demand. In the words of one local employer (judged to be one of the best to work for in the UK) – 'we are looking for interesting people who do things ...be it music, sport, [or] charity.' Challenge yourself to show that you are one of those interesting people – starting the day you arrive at our campus!

I look forward to seeing and working with you.

Best wishes

PROFESSOR DAVID BROOKSBANK

Dear Student

PREPARING FOR STUDYING FOR THE MBA AT CARDIFF METROPOLITAN UNIVERSITY

Welcome to the Cardiff Metropolitan University MBA programme. Your experience of pursuing this programme is going to be both challenging and rewarding. This information will help you to prepare better for the programme.

If you have been away from education for some time and/or have studied disciplines very different or much changed in the intervening years before beginning this course you may be a little apprehensive. The important thing is not to worry because we will guide you as to our expectation of the quality and standard of work required and help realise your potential.

Whilst there are many on-line resources available to you through our Virtual Learning Environment; Moodle and the university electronic library – and these will be explained at your induction – attendance at lectures still remains. A lecturer will provide support materials depending upon their teaching style and will facilitate your learning experience at the university. You will be expected to take your own notes and maintain files of information to prepare for assessments in each module. In simple terms you will be in the driving seat of your learning.

Moreover, we expect you to actively engage and the start of this is to read and think critically about the information you are given, checking all sources and the basis for the conclusions reached. You are now becoming a student of the business world. Such students work hard to form their own **evidenced** opinions and use the words of others to inform an understanding of case study examples leading to the shaping of discussions and ideas for application in the work-place, ultimately helping promising careers.

If you do not do so already - I would strongly recommend you to listen to the business news, learn about business developments around the world and the government policies that influence change.

More academically there are some core texts that will improve your ability to reach the pass mark of 40%, and hopefully go beyond to 70% and above (Distinction-level work). I would encourage you to become familiar with these. The more effort you make to read around a topic, noting in particular the lead authors and their opinions, the more likely you are to develop sound opinions yourself, reached by reflection and critique. You must become aware of the Harvard system of referencing. This is one of the most straightforward referencing styles available and easily learned and if you are familiar with this before you start writing you will be at an advantage.

Dr Mukul Madahar
Head of MBA

2. Preliminary Reading list

Study skills books can help in preparing for university study and recommended books are;

Cottrell S (2013) *The Study Skills Handbook* Palgrave

Core module preparatory reading:

MBA7000 People and Organisations

Linstead, S., Fulop, L. and Lilley, S. (2009), *Management and Organisation: A Critical Text*, London: Palgrave

Torrington, D., Hall, L. and Taylor, S. and C Atkinson (2014), *Human Resource Management*, Pearson

MBA7001 Accounting for Decision Makers

McLaney, E. and Atrill P (2014) *Accounting and Finance for Non-Specialists* (9th edition) Pearson

Atrill P. and McLaney E (2015) *Management Accounting for Decision –Makers* Pearson

MBA7002 Strategic Management

Volbarda H, Morgan R ,Reinmoller P and M Hitt (2011), *Strategic Management Competitiveness and Globalization*, (9th Edition), South- Western, Cengage Learning

Johnson, G., Whittington, R., Scholes, G., Regner P. and Angwin, D. (2014) *Fundamentals of Strategy* Pearson

MBA7003 Marketing

Armstrong, G., Kotler, P., Harker, M., Brennan, R., (2012), *Marketing: An Introduction 2/E*, Pearson

McDaniel, C. Jr.and Gates, R., (2015), *Marketing Research 10th edition International Student Version*, Wiley

MBA7061 Operations Management

Hill, A., and Hill, T., (2012), *Operations Management*, Palgrave Macmillan

Slack, N. Brandon-Jones, A. and Johnston, R. (2014), *Operations Management*, 7th Edition, Pearson

Once again I wish you all the best for your journey you are embarking on and beyond.

Best wishes
Dr Mukul Madahar
Head of MBA

3. Enrolment and Module Selection

Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard. ID Cards will be issued during induction.

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.

Course Structure

This MBA programme conforms to the institutional model for Master's Programmes consisting of nine modules:

Seven taught modules plus Core Skills and Personal Development Planning followed by the Final Project: equal to two modules

For full time students the normal pattern of progression through the taught part of the programme is shown below:

Semester 1: <ul style="list-style-type: none">• MBA7000 People and Organisations (20 credits)• MBA7001 Accounting for Decision Makers (20 credits)• Optional Module One (20 credits)* Core Skills	Semester 2: <ul style="list-style-type: none">• MBA7002 Strategic Management (20 credits)• MBA7003 Marketing (20 credits)• MBA7061 Operations Management (20 credits).• Optional Module Two* (20 credits) PDP	Semester 3 : <ul style="list-style-type: none">• MBA7065 Capstone Project, MBA7066 New Business Project or MBA7072 Consultancy Project (40 credits)
---	--	--

Option Modules

You need to choose two option modules, one for each semester*. We are unable to guarantee that all optional modules will be offered each semester and **all are offered subject to a minimum group size of 20 students and a maximum group size of 50 students.**

Please note that seven specialist pathways available to students

If you wish to take one of the following pathways, which will be reflected on your final degree certificate, you must study the relevant modules.

MBA Pathways

MBA (Business Analytics)

- CIS7026 Business Process and Data Analytics
- CIS7029 Social Media Analytics for Business

MBA (Finance)

- MBA7005 Management of Finance
- MBA7006 Finance for International Business

MBA (Human Resource Management)

- MBA7008 International Human Resource Management
- MBA7062 Developing People for Leadership and Management

MBA (Islamic Finance)

- MSM7027 Islamic Investment Banking
- MSM7028 Principles of Islamic Finance

MBA (Marketing)

- MKT7001 Behavioural Elements Marketing
- MKT7005 Strategic Global Marketing

MBA (Project Management)

- MPM7001 Project Management Theory and Practice
- MPM7007 Management of Mega and Complex Projects

MBA (Supply Chain and Logistics)

- ISC7000 Logistics in Global Context
- ISC7002 Supply Chain and Logistics Management

NOTE: All pathway and optional modules are run subject to minimum numbers.

If you do not wish to study a pathway you may choose two modules (one in each semester) from any of those listed above.

*Please note that students enrolled on the Supply Chain and Logistics Management pathway will do both optional modules in Semester Two.

4. Induction Week Timetable

During this week you will receive a series of introductory lectures, which will act as an important induction to the MBA course. As well as following this, you can also find more information on what to expect when you arrive on our New Students pages (www.cardiffmet.ac.uk/newstudents).

Specific details about your Induction programme are in the process of being finalised, but the following will give you an idea of the types of activity which you will be undertaking. This is by no means definitive, and an accurate copy of your timetable will be issued to you upon arrival.

Please note that sessions are compulsory, and will be monitored in-line with University and UKVI regulations.

Monday 1 st October 2018	Tuesday 2 nd October 2018	Wednesday 3 rd October 2018	Thursday 4 th October 2018	Friday 5 th October 2018
2pm – 3pm: Effective Communication for Study and Work With Staff from the International Office	2pm – 3pm: Student Health With Sue King	Free time to explore the city and work on Marketing presentations	1pm – 3pm: Module Fayre With Module Leaders	11am – 1pm: Library Induction With Jamie Finch
	3pm – 4pm: Introduction to the Student's Union			
3pm – 4pm: Welcome to the MBA With Dr Mukul Madahar	4pm – 5pm: MBA Procedures With Dr Mukul Madahar (to include Marketing Presentation Briefing)			

Semester Two

		MBA 1 FT OCT GROUP																		
		9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
Mon																				
Tue																				
Wed																				
Thu																				
Fri																				

Semester Dates

Induction week will take place the week of 1st October 2018.

Teaching for Semester One will take place 8th October 2018 – 18th January 2019, and will be followed by an examination period. You will have a three week Christmas vacation during this time, which will take place 17th December 2018 – 6th January 2019.

Teaching for Semester Two will take place 4th February – 17th May 2019, and will be followed by an examination period. You will have a three week Easter vacation during this time, which will take place 30th March – 21st April 2019.

Semester Three dates have not been finalised, but the semester historically takes place June – September. Final results will be considered at an Examination Board in October 2019.

6. Useful links

- [Academic Handbook](#)
- [Accommodation](#)
- [Additional Costs](#)

Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.
- [Admissions Policy](#)
- Bike Shelters

Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [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.
- [Occupational Health](#)

To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Sport & Health Sciences (involving a clinical placement component), are required to participate in a mandatory Occupational Health Screening assessment. Additionally, certain courses are also required to adhere to the Department of Health's immunisation and vaccination programme.
- [Student Finance](#)

For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [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.
- [Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours