



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

MSc HRM Programme

SCHOOL OF MANAGEMENT

Induction & Enrolment Information

Academic Year 2018/2019

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1. Welcome from the Programme Teaching Team

Welcome to the MSc HRM programme in Cardiff School of Management (CSM) ! As you will discover CSM offers you a vibrant and challenging environment to learn and study, where commitment and enthusiasm will be rewarded.

The MSc HRM programme aims to provide a high quality and professionally relevant postgraduate experience. The programme has been designed to support and develop critical appreciation of how human resource policies, procedures and practices are designed and deployed in organisations and the contemporary issues and debates that surround HRM's role and function.

Graduates will be equipped with the necessary skills and knowledge for a multi-disciplinary approach to business, organisations and HR issues. By enabling students to function as autonomous learners, the resulting graduates will have developed the foundations for future and continuing professional development.

Cardiff Metropolitan University is an Approved Centre of the Chartered Institute for Personnel and Development (CIPD). This course has been approved by the CIPD and therefore aligns with the knowledge components of the professional membership criteria. Studying a programme with links to a CIPD qualification is one of the most popular ways to become a member (you join as a Student member). This course will provide you with the underpinning knowledge towards professional membership and successful completion of the MSc HRM will mean that you will become an Associate Member of the CIPD.

We hope you enjoy your time with us, and benefit not just from the knowledge you will gain, but the friendships and memories that will be with you for a lifetime.

The very best of luck in your studies!

The MSc HRM Programme Teaching Team

2. Preliminary Reading List

Bratton, J and Gold, J. (2017) *Human Resource Management Theory and Practice*. 6th Ed.

Basingstoke: Palgrave Macmillan

Lewis, D. (2015) *Employment Law: The Essentials*. 13th Ed. London: CIPD.

Redman, T. and Wilkinson, A. (2013) *Contemporary Human Resource Management: texts and cases*. 4th Ed. London: FT/Pearson Education.

Taylor, S. (2016), *Resourcing and Talent Management*. 6th Ed. London: CIPD.

Wilton, N. (2016) *An Introduction to Human Resource Management*. 3rd Ed. London: Sage.

3. Enrolment / ID Card Collection

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.

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.

Enrolment process for international students

Please go to the I-zone in the main reception area, ensuring that you bring your passport/visa/original education documents along with you. This is to enable you to go through the enrolment process. There will be student helpers at the I-zone to help with any queries.

4. Induction

The first induction session for the MSc HRM programme will start in the midday on Monday 1st October 2018 in Cardiff School of Management (CSM), located in the Ogmore Building. This day and the rest of the week will include meeting other students on the programme, getting to know the staff, and introducing you to life at Cardiff Metropolitan University. It is very important that you attend the induction programme.

Induction Week Timetable (provisional)

Below is a schedule of your first week with us. 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).

MONDAY 1 st October 2018	TUESDAY 2 nd October	WEDNESDAY 3 rd October	THURSDAY 4 th October	FRIDAY 5 th October
1-3pm Welcome to Cardiff Met University Orientation exercises Give out the key reading	10am-3pm Postgraduate Study Student Services Icebreaker group activity	10am-3pm Introduction to Library CIPD membership Introduction to information systems at Cardiff Met (Moodle)	10am-3pm Research Activity on HR topic Group Presentation of Findings on HRM Research Feedback	10am-12pm Programme Handbook & Teaching Timetable Plagiarism and Turnitin CIPD enrolment

A more detailed schedule will be available well in advance but please treat this as a full week in Cardiff Metropolitan, as there will be activities for each day of the week from Monday 1st October 2018 to Friday 5th October 2018 inclusive. Full teaching then starts during the week commencing 8th October 2018.

Please Note: All sessions are compulsory and attendance will be monitored, in-line with UKVI regulations.

4. Programme structure and teaching arrangements

Programme structure

The modules you will be studying are as follows:



Each module involves a two hours lecture and a two hours seminar on a weekly basis during each semester. Lectures and seminars usually take place three days per week. Attendance at each scheduled session is compulsory.

The detailed timetable will be provided once it is confirmed.

5. 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 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.
- [Term Dates](#)
- [Virtual Tours](#)

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