



**Cardiff**  
Metropolitan  
University

Prifysgol  
Metropolitan  
**Caerdydd**

**MSc (PgD, PgC) International Supply Chain & Logistics Management**

**MSc (PgD, PgC) Production Engineering Management**

**JOINING INSTRUCTIONS FOR AY 2018/19**

**Dear Students**

**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.

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 leading local employer '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**

## **Welcome from the Programme Director**

I am delighted that you have decided to join Cardiff Metropolitan University's MSc International Supply Chain and Logistics Management / MSc Production Engineering Management programme. Our MSc programmes are unique and distinctive as they are designed and developed in alignment industry needs and professional bodies. One of the programme's strongest and attractive features will be its focus on student support and welfare. If you are confronted with any problems you cannot resolve then please contact myself on either: Email [ajthomas@cardiffmet.ac.uk](mailto:ajthomas@cardiffmet.ac.uk) or by Telephone **029 20 205233** and I will do my very best to ensure that we obtain a quick and permanent resolution to your issues.

Supply Chain Management and Production Engineering Management are key technical disciplines where there is a very high demand from businesses for highly trained and skilled managers in these areas. Companies need supply chain and production managers to ensure that their companies are effectively and efficiently managed and, to consistently deliver business results that keep themselves ahead of the competition in today's competitive and highly demanding global economy.

The strategies, tools and techniques delivered on these programmes will enable you to practice and implement them in a range of different scenarios thus allowing you to evaluate them effectively and constructively in various meaningful contexts. We will take a structured and innovative approach to delivering course content on these programmes to enhance your studying, learning and development.

During your period with us you will benefit from a variety of innovations on the programmes. Expect to be challenged and stretched but equally, expect the rewards to be significant and meaningful to you. The world of business and management is exciting and, the demand for Supply Chain and Production management is high and will continue to increase in the future. Our academic staff and I look forward to sharing our knowledge and skills with you and are committed to helping you to reach your full potential as effective management professionals.

May I close by wishing you the best of luck on the programme for which you have applied. May I hope that you will find your time on our programme both exciting and informative.

**Thank you**

**Professor Andrew Thomas**

*Programme Director for MSc International Supply Chain and Logistics Management / MSc Production Engineering Management*

## 1. The Programme Team

The Programme Team is comprised of Module Leaders who work together to deliver the teaching of the programme. The role of module leader is as a subject specialist and may lead of team of fellow specialists taking workshops/seminars to inform students of relevant material supporting the requisite learning outcomes. The following table shows the Module Leaders for each module on the programmes.

<b>Modules and Module Leader List</b>			
<b>Module</b>	<b>Credits</b>	<b>PEM/ISCLM</b>	<b>Module Leader</b>
Engineering Project Management	20	PEM	Professor Andrew Thomas
Innovation and Product Development	20	PEM	Prof Mark Francis
Logistics in a Global Context	20	ISCLM	Dr Rachel Mason-Jones
Advanced Manufacturing Paradigms	20	PEM	Prof Mark Francis
Production and Operations Mgt	20	PEM/ISCLM	Dr Rachel Mason-Jones
Quality Engineering and Management	20	PEM/ISCLM	Professor Andrew Thomas
International Trade Law	20	PEM/ISCLM	Myo Win-Pe
Supply Chain Management	20	ISCLM	Dr Rachel Mason-Jones
Leadership and Performance Mgt	20	ISCLM	Professor Andrew Thomas
Technical Report and Reflective Analysis	60	PEM/ISCLM	Prof Andrew Thomas

Another key member of the Programme Team is the Programme Administrator: Matthew Tuck who is based in the Taught Programmes Office. The Taught Programmes Office is located in O0.58 and should be your first point of contact for all academic queries. Further advice and support can be obtained from our School Research Office through Mrs Louise Ballantyne and Ms Adriana Snae (contact details provided at rear of this document).

Office hours are (Monday-Thursday 9.00-5.00pm and Friday's 9.00-4.00pm). All academics and administrators will do their best to help you manage your studies and succeed in your qualifications. The best way forward for individual support is to make individual appointments with key personnel.

### Programme Information

The structure of the MSc International Supply Chain and Logistics Management programme is:

<b>Teaching Period</b>	<b>Module Title</b>	<b>Module Code</b>	<b>Credits</b>
<b>Semester 1</b>	Production and Operations Management	PEM7001	20
	Quality Engineering Management	PEM7002	20
	International Trade Law	PEM7003	20
<b>Semester 2</b>	Leadership and Performance Management	ISC7001	20
	Logistics in a Global Context	ISC7000	20
	Supply Chain & Logistics Management	ISC7002	20
<b>Semester 3</b>	Technical Report and Reflective Analysis	PEM7000	60

The structure of the MSc Production Engineering Management programme is:

Teaching Period	Module Title	Module Code	Credits
Semester 1	Production and Operations Management	PEM7001	20
	Quality Engineering Management	PEM7002	20
	International Trade Law	PEM7003	20
Semester 2	Advanced Manufacturing Paradigms	PEM7004	20
	Engineering Project Management	PEM7005	20
	Innovation and Product Development	PEM7006	20
Semester 3	Technical Report and Reflective Analysis	PEM7000	60

As you will see from the tables, both the International Supply Chain and Logistics Management students and, the MSc Production Engineering Management students complete the same modules in Semester 1 but will then split in Semester 2 to undertake their discipline specific subjects. Semester 3 sees the two student cohorts come back together to undertake their Technical Report and Reflective Analysis module.

Further information on these modules can be found in the Module Handbooks and via Moodle, our Virtual Learning Environment. Each of the modules on your programme are compulsory. Each 20 credit module is equivalent to 200 hours of student effort. The 20 credit taught modules are taught over one Semester which lasts for a period of 12 weeks. The modules will be delivered through a combination of lectures, including guest lectures from industry specialists, practical workshops, seminars and tutorials. The Programme Schedule and Semester dates can be found below.

The Semester dates for this academic year are:

Week Commencing:	Masters Week No
01 October 2018	INDUCTION
8 October 2018 – 14 December 2018	Semester 1 - Weeks 1 - 10
17 December 2018 – 13 January 2019	CHRISTMAS VACATION
14 January 2019 – 25 January 2019	Semester 1 – Weeks 11 & 12
28 January 2019	
04 February 2019	INDUCTION
11 February 2019 – 29 March 2019	Semester 2 – Weeks 1 - 7
08 April 2018 – 19 April 2019	EASTER VACATION
22 April 2019 – 17 May 2019	Semester 2 - Weeks 9 - 12
20 May 2019	
27 May 2019 – 16 August 2019	Semester 3 – Weeks 1 - 12

### Online 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, pay fees and, importantly, enables you to obtain your Student MetCard.

**From 3rd September 2018**, you can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system.

On receipt of your **'Enrolment Email'**, please begin your Self-Enrolment by going to the [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment) webpage and following the step-by-step guidance that is 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 that you originally used to apply with.**

Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met.

### **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)

### **Course induction**

The 1-day MSc International Supply Chain and Logistics Management / Production Engineering Management Induction Day will commence at **10.00am on Wednesday 3rd October 2018** in the Cardiff School of Management Building at the Llandaff campus (room to be confirmed). The induction day will cover all the essential aspects of postgraduate academic life as well as issuing various important documents and timetables, and explaining the core MSc modules. During that time you will also meet your Programme Director, your Year Tutor and other members of staff, as well as meeting all the other new students on the MSc programme.

If exceptional circumstances prevent you from attending, please inform us as soon as possible on 02920205233 or by e-mail ([ajthomas@cardiffmet.ac.uk](mailto:ajthomas@cardiffmet.ac.uk))

## **2. STUDENT HANDBOOK**

During the Induction Programme you will be issued with details of how to access the on-line Student Handbook. This important document includes detailed information relating to University, School and Programme Procedures and Regulations that you will need to refer to throughout your time at Cardiff Met.

## **3. PROGRAMME DURATION**

The programmes demonstrate strong links with range of manufacturing, production and supply chain companies and have a flexible design in order to meet the educational and professional needs of each student, offering three awards: Postgraduate Certificate, Postgraduate Diploma and MSc. Additionally, candidates admitted to a modular Masters Degree Scheme may qualify for the intermediate awards of Postgraduate Certificate and Postgraduate Diploma.

The taught element of the scheme shall consist of 120 M-level credits. A candidate who is admitted to the Master's scheme but is subsequently unable, or is not permitted, to progress to completion may, depending upon the number of credits attained at the time of exit, qualify for one of the following awards:

- Not fewer than 60 credits at M level = Postgraduate Certificate
- Not fewer than 120 credits at M level = Postgraduate Diploma

A candidate who is able/permitted to progress to completion may, upon successful attainment of not fewer than 180 credits at M-level, at least 60 of which shall be for the independent technical report , be eligible for the award of Master's Degree. A candidate must successfully complete 120 M-level credits before being permitted to proceed to the 60-credit independent technical report .

All taught modules are undertaken throughout the academic year comprising two semesters, starting in October and finishing in May. After completion of 120-credits of taught M-level modules, students progress to the independent research project, which will be submitted in September.

#### **4. TEACHING AND ASSESSMENT**

Delivery of course material is by a blend of lectures, tutorials, seminars, workshops, case studies and field study visits.

- Lectures are the main method of conveying information.
- Tutorials are meetings of small groups of students with a member of staff. They can be used to expand on material covered in lectures, discuss subject areas, provide remedial support, and academic and pastoral counselling.
- Seminars involve a student or students presenting previously prepared work to their peers and a member of staff. Seminars give students valuable experience in communication and student-centred learning.
- Workshops involve group discussions of topics or demonstrations and are interactive problem solving exercises.
- Case Studies are real or simulated complex problems which students analyse and present their own solutions.
- Field studies, day visits and guest speakers are arranged to enable students to observe the commercial and real-life application of the theoretical aspects of their studies. Visits are arranged where possible to observe the commercial application of the theoretical and practical aspects of student's studies. A cost may be levied and students may be responsible for any admission charges, e.g. exhibitions.

#### **5. ADDITIONAL COSTS**

Please note that in addition to any charges for visits; charges are made for photocopying and for binding of student work where it is a stipulated requirement e.g. Technical Report.

#### **6. COUNSELLING AND GUIDANCE**

Guidance will be provided in three ways:

- i) Through Module Tutors who will advise on their subject material;
- ii) The Programme Director, who deals with all of the administration for the course;
- iii) Through a Year Tutor.

#### **7. TEXT BOOKS**

We appreciate the financial constraints on students in postgraduate education and the purchase of certain textbooks is optional. Reading material and sources of information will vary according to the specific nature of the topics being researched by individual students. Detailed lists of required and recommended reading will be provided for each module in module handbooks.

## **8. DISABILITY**

During induction you will have the opportunity to learn of the support available to you through Cardiff Met's Student Services. Cardiff Met has a Disability Adviser who is able to provide advice on disability issues. The School's modules have been audited to identify issues relating to various disabilities. Should you experience problems relating to specific modules as you progress through the course, please let us know so we can deal with them.

### **USEFUL TELEPHONE NUMBERS**

The course team are willing and able to help with any queries that you may have about the programme. However, other departments within Cardiff Met may be more ideally suited to answer your queries. Listed below are a number of people who may be able to help.

#### **Programme Director:**

Professor Andrew Thomas

Tel: 029 2020 5233

Email: [ajthomas@cardiffmet.ac.uk](mailto:ajthomas@cardiffmet.ac.uk)

#### **Year Tutor:**

Professor Mark Francis

Tel: 029 2020 5679

Tel: [mfrancis@cardiffmet.ac.uk](mailto:mfrancis@cardiffmet.ac.uk)

#### **CSM Research Office**

Ms Adriana Snae Tel: 029 2041 6348

#### **Admissions Queries:**

Tel: 029 2041 6010

Email: [askadmissions@cardiffmet.ac.uk](mailto:askadmissions@cardiffmet.ac.uk)



## 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