



**Cardiff**  
Metropolitan  
University

Prifysgol  
Metropolitan  
**Caerdydd**

**MSc International Hospitality and Tourism Management  
MSc Event Project Management**

**CARDIFF SCHOOL OF MANAGEMENT**

**Induction & Enrolment Information**

**Academic Year 2018/2019**

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## **1. Welcome from your Teaching Team**

### **Brief introduction to your programme including any accreditations**

Welcome to Cardiff Metropolitan University and, in particular, to the department of Tourism, Hospitality and Events. We are delighted that you have chosen to join us for your Masters programme and are sure that you will have an interesting and rewarding year with us.

Full details of the programme you have joined, including module content and timetable will be given to you during the Induction day. However, whether you are joining the MSc International Hospitality and Tourism or MSc Event Project Management programme, you will undertake 120 credits of taught modules and, on successful completion of these, you will have the choice of one of three final projects. Details of these will be explained to you on Induction Day and during the course of the taught part of the programme. Students undertaking the 2-year long Internship pathway will progress on to their Internship project on completion of 120 credits.

During your programme, you will also have numerous chances to engage with industry partners through your modules, work experience and internship opportunities. In the past, students have worked with the Principality Stadium, SWALEC stadium, Live Nation, Park Plaza hotel, the Mansion House, amongst many others.

During the programme, Event Project Management students will have the opportunity to gain an accredited qualification (CAPM) from the Project Management Institute.

Students who are undertaking the MSc in Hospitality and Tourism Management will visit one of our partner universities for a week and undertake a module with students from our partner universities. Previous venues have included Bulgaria and Athens.

We look forward to meeting you in October.

Emma Bettinson (Programme Director) & Elspeth Dale (Year Tutor)

## 2. 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. 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](http://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.

### 3. Induction Week Timetable

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](http://www.cardiffmet.ac.uk/newstudents)).

Monday 1st October	Tuesday 2nd October	Wednesday 3rd October	Thursday 4 <sup>th</sup> October	Friday 5 <sup>th</sup> October
		<p>10 a.m. – 3 p.m. Induction day. School of Management, Llandaff Campus</p> <p>This will include:</p> <ul style="list-style-type: none"><li>• an introduction to the teaching team</li><li>• programme structure &amp; handbook</li><li>• timetables</li><li>• library induction</li><li>• introduction to Moodle</li><li>• optional module choices</li></ul>		

#### **4. Attendance**

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. Seminars 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 or for students to present previously prepared work to their peers and a member of staff.

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 programme.

#### **Timetable**

The timetable for the programme is not yet available, however full-time students will undertake 3 modules per semester, which involves 12 hours of taught provision. We aim to condense this as much as possible in order for students to have periods of time when they are not in the classroom and can undertake independent study, gain work experience or carry out family commitments. We do not have an official attendance policy but recommend students attend all lectures and workshops in order to take full advantage of the programme.

## 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