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**Welcome Week Handbook**

**MSc International Hospitality and Tourism Management**

**MSc International Hospitality and Tourism Management with Internship**

**MSc Event Project Management**

**MSc Event Project Management with Internship**

**Cardiff School of Management**

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Welcome to Cardiff Metropolitan University

Congratulations on starting your Cardiff Met Postgraduate Journey! We have put together a series of activities and events to help you get to know Cardiff Met, connect with your programme of study, and meet staff and other students.

Welcome Week provides you with the opportunity to settle into Cardiff Met and to get involved with your postgraduate studies right from the start. During Welcome Week you will be involved in a series of activities which will provide you with a taste of what you can expect during your postgraduate studies at Cardiff Met. You will also be able to:

1. Meet your Programme Director, academic staff, and fellow students.
2. Attend social activities and events on campus.
3. Get to know the Cardiff Met campuses and surrounding areas.
4. Find out what services we have available to support you on your Cardiff Met journey.

When you turn up for your first day you will meet a range of people who will provide academic support and guidance during your time of study at Cardiff Met. They will also give you your Cardiff Met student card, as long as you've uploaded your photograph!

Please make sure that you attend the activities planned by your programme of study during Welcome Week, so you are prepared to start your Cardiff Met postgraduate journey.

Finally, I hope you enjoy your time studying at Cardiff Met and I look forward to meeting you during Welcome Week.

A person holding a glass of wine

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**Dr Darryl Gibbs**

**Programme Director of the MSc suite of programmes**

## Programme Details

• MSc International Hospitality and Tourism Management

• MSc International Hospitality and Tourism Management with Internship

• MSc Event Project Management

• MSc Event Project Management with Internship

## Part-Time Students

Whilst full-time students should participate in everything, we recognise that you may not be able to do everything because of other commitments, and we understand this.

Talk with staff on your programme of study about which activities will be most valuable for you. You will be welcome to join in all events during the week, as and when you can. Do, though, ensure that you have registered, and done the required paperwork before attending any events.

International Students

We understand that for international students coming to the UK, adjusting to a new culture; finding somewhere suitable to live and following new processes and procedures can be quite overwhelming. The Global Student Advisory Service is available to offer friendly advice and support to all international students in relation to welfare concerns, academic skills, and immigration matters. For more information about the services available, access the links below:

Global Student Advisory Support

[Global Student Advisory Service International Welfare Advice](https://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Welfare-Advice.aspx)

[Global Student Advisory Service International Academic Advice](https://www.cardiffmet.ac.uk/international/currentstudents/international-academic-advice/Pages/default.aspx)

[Global Student Advisory Service Immigration Advice](https://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Immigration-Advisory-Service.aspx)

Global Student Advisory Contacts

Welfare advice – [intstudentadvice@cardiffmet.ac.uk](mailto:intstudentadvice@cardiffmet.ac.uk)

It is also important that you attend the activities planned for your programme of study during Welcome Week, so you get to meet your Programme Directors, Tutors, and the rest of your cohort. This will help you to settle into your new environment and make new friends.

# A group of people in clothing Description automatically generated with low confidenceMeet the Team

A person holding a glass of wine

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**Dr Darryl Gibbs. Programme Director**

Dr Darryl Gibbs is a Senior Lecturer in the Department of Tourism, Hospitality and Events. Darryl is also Programme Director for the MSc suite of programmes. Darryl teaches on a range of subjects across undergraduate and postgraduate modules. For your programme, Darryl Is module leader for People, Places and Practices and teaches on Industry Project Management and supervises postgraduate dissertations His research interests include critical hospitality studies, gender, sexuality and identity in tourism, hospitality and events and the co-construction, delivery and performance of hospitable experiences.

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# Dr Elspeth Dale. Year Tutor

# Dr Elspeth Dale is a Senior Lecturer in the Department of Tourism, Hospitality and Events. She is Year Tutor for the MSc suite of programmes in the department and also teaches on the MSc programmes delivering modules on managing people and markets and coordinating the long and short Internship modules. Elspeth also teaches on a range of subjects across undergraduate modules including Human Resource Management along with events and hospitality subjects. Her research interests include Human Resource Management, Strategic HRM, understanding Managing People, Employability, Workplace Teams and the impact cultural diversity can have on a workforce in tourism, hospitality and events. Elspeth also is still active in the industry delivering real life events with a focus on the hospitality/food and beverage provision.

# Welcome Week

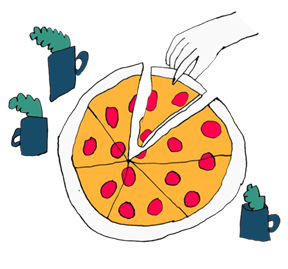
## What to expect

During the week you will have the opportunity to engage in several activities, which you will undertake with a group of other new postgraduate students from your programme, supported by staff and current students who are on your programme. There will also be lots of help from the other Cardiff Met services showing some great tools and techniques you can use during your post graduate journey.

There will be an introduction to your new school and programme of study and lots of activities to help you meet new people.

You will need to complete a bit of administration and check-in with your programme team so we know who is doing what, and when. You will also need to complete any outstanding enrolment matters, pick up Students’ Union cards, and touch base with any specialised support services that you need.

Here’s what Cardiff Met students enjoyed about Welcome Week  
  
*“Helped me settle in and took the pressure off travelling to a new place”  
  
“The group activities helped me to find out about our peers was a nice way of getting to know everyone”  
  
“Helpful to chat informally to the Programme Director and chat about random things to help settle in”.*

**Programme Activities and Projects **

You will have been sent the link to a pre entry task which was designed for you to complete during the summer and prior to your arrival. During welcome week, we will be feeding back on the completion of this task.

**Social Activities**

During the week, you will have to opportunity to engage in a number of social activities which have been designed for you to meet your peers and colleagues in fun and informal social settings outside of the classroom. These include Freshers Fayre, a walking tour of Llandaff, an Interactive destination challenge around Cardiff, a welcome brunch and an award ceremony for the destination challenge.

## Freshers’ Fayre

The Freshers’ Fayre, organised by the [Students’ Union](http://www.cardiffmetsu.co.uk/), is your first chance to meet all our [SU Societies](https://www.cardiffmetsu.co.uk/societies/), [SU Sports Teams](https://www.cardiffmetsu.co.uk/sports/susport/) and of course a chance to grab all manner of freebies from our commercial partners! The fayre is an all-day event taking place on Wednesday within NIAC on the Cyncoed campus! Although it is called Freshers' Fayre you are more than welcome to join the fun and have a look around. It is one of the highlights of Welcome Week and one of the only times during your university journey that every student from all Cardiff Met schools will be in the same place!

Head over to the [Cardiff Met Students’ Union website](http://www.cardiffmetsu.co.uk) for up-to-date information on events, societies, support and more.

Welcome Week Activities (Postgraduate)

During Welcome Week you will have the opportunity to:

* Attend a welcome meeting with your Programme Director and Year Tutor and meet the team, where they will provide an introduction and outline expectations.
* Meet other postgraduate students.
* Take part in a welcome week activity with other post graduate students.
* Familiarise yourself with campus.
* Explore what services are available to support you on your learner journey.
* Attend Fresher’s Fayre on Wednesday.
* Attend a programme Meet & Greet Inspirational Session.
* Familiarise yourself with the digital tools you will be expected to use during your studies.
* Take part in a ‘wrap up’ session, reflect on the week and make sure you know what your timetable is looking like for the first week of teaching.
* Attend the Cardiff Met celebration event on Friday afternoon.

**A picture containing shape

Description automatically generated**Personal Welcome Week Checklist

During Welcome Week you need to make sure that you have:

* Completed the enrolment process.
* Collected your student ID card.
* Attended programme activity session.
* Attended some social events on campus/online.
* Attended Freshers’ Fayre
* Met with your Programme Director and Year Tutor amd staff on your programme of study.
* Familiarised yourself with the library and any support services you might need e.g., Dyslexia or Disability help.

# A picture containing text Description automatically generatedUseful Information

## New Students Information

The [Course Joining Information website](https://www.cardiffmet.ac.uk/study/newstudents/Pages/default.aspx) has lots of useful information to help with your planning. Simply select your level of entry on the website to find out more and access your important joining information.

Student Services

[Student Services](https://www.cardiffmet.ac.uk/study/studentservices/Pages/default.aspx) provide support and guidance, including mental health, disability support, careers advice, part-time jobs information and money management.

## SU Welcome Guide

An interactive guide to help you navigate your journey into and throughout your university life. Take the tour and enjoy each section designed to help you get to know Cardiff Met.

[What you need to know before you go](https://www.cardiffmetsu.co.uk/what_to_know_before_you_go/)

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## Academic Calendar 2023/24

[Academic Calendar 2023/2024](https://www.cardiffmet.ac.uk/registry/Documents/ENG%20Term%20Dates%202023-24%2015_02_23.pdf)

Campus Map   
  
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