

September 2020

Dear student,

As Programme Director of the BA (Hons) International Business Management, I would like to welcome you to Cardiff Metropolitan University and the School of Management.

Induction Week starts on **Monday 28th September. Induction activities will take place online via Microsoft Teams.**

The Admissions team will send you all the necessary information on how to access Microsoft Teams. We recommend that you download the app to your laptop and / or phone before Monday 28th September and familiarise yourself with how to use this platform.

Prior to Monday 28th September, the IBM induction tutors will send you an e-mail with the URL link to join the IBM induction activities via Microsoft Teams.

It is important that you join us during Induction Week, as you will be given important information about studying at Cardiff Metropolitan and the IBM programme.

We have put together a series of activities to help you familiarise yourself with the university and services available to support you during your studies, get to know other students on your programme and meet with your Programme Director and Personal Tutor. Your Personal Tutor will support you throughout your Cardiff Metropolitan journey.

Term 1 starts on Monday 5th October. In response to Covid-19, the university has adopted a flexible learning and teaching approach. Your health and wellbeing are central to all our decisions and we will support your academic integration and collaboration through online lectures, on-campus face-to-face teaching in small groups, meetings with your personal tutor, etc.

We will continue to provide you with an exciting learning experience that enables you to progress through your programme encouraging you to connect with your peers, to think creatively in solving problems and to identify and seize opportunities for your own development. Microsoft Teams and other software will be used to continue to foster your programme identity and your sense of academic community belonging within your programme and School.

I hope you are excited about starting your studies at Cardiff Metropolitan and I very much look forward to meeting you on Monday 28th September. Your induction timetable is below for you.

Esperanza Tevar

Programme Director BA (Hons) International Business Management

Email: etevar@cardiffmet.ac.uk

WELCOME 2020

INDUCTION WEEK TIMETABLE

COURSE TITLE: **INTERNATIONAL BUSINESS MANAGEMENT – YEAR 1**

CAMPUS: **LLANDAFF CAMPUS**

MONDAY 28th SEPTEMBER Dydd Llun 28 Medi	TUESDAY 29th SEPTEMBER Dydd Mawrth 29 Medi	WEDNESDAY 30th SEPTEMBER Dydd Mercher 30 Medi	THURSDAY 1st OCTOBER Dydd Iau 1 Hydref	FRIDAY 2nd OCTOBER Dydd Gwener 2 Hydref
<p><u>Morning Session</u></p> <p>10.00 - 12.30 Via Microsoft Teams <i>(Session includes comfort breaks)</i></p> <p>IBM Welcome Meeting (Programme Director/Personal Tutors)</p> <p>Ice breakers and team building activities</p> <p><u>Afternoon session</u></p> <p>13.30 - 14.30 Via Microsoft Teams Team building activities: -EDGE / Orientation activity -Group research question activity for Thursday's session.</p> <p>14.45 - 16.00 Via Microsoft Teams Group meeting with Programme Director/Personal Tutors</p> <p>Programme structure, language modules, Student Room essentials, student reps and timetables.</p> <p>Q&A session</p>	<p><u>Morning Session</u></p> <p>10.00 - 11.30 Via Microsoft Teams Programme activity: -Teaching and Learning at Cardiff Met -Blended Learning : concerns, opportunities, expectations and roles</p> <p><u>Afternoon session</u></p> <p>12.00 - 13.30 Via Microsoft Teams Programme activity: Introduction to academic writing and Harvard referencing</p> <p>14.30 - 16.00 Via Microsoft Teams</p> <p>Individual meeting with Personal Tutor. Invitation via Microsoft Teams.</p>	<p>Virtual Events from your Student Union</p>	<p><u>Morning Session</u></p> <p>10.00 - 11.30 Via Microsoft Teams Group research question activity: Presentation of group findings and group discussion.</p> <p><u>Afternoon session</u></p> <p>13.30 - 15.00 Via Microsoft Teams</p> <p>Individual meeting with Personal Tutor. Invitation via Microsoft Teams.</p>	<p><u>Morning Session</u></p> <p>10.30 - 12.30 Via Microsoft Teams <i>(Session includes comfort breaks)</i></p> <p>Team building activity: Orientation activity- group feedback</p> <p>Plenary session / Q&A session</p>