

COURSE JOINING INFORMATION



Master of Business Administration (MBA)

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information

**Academic Year 2020/2021
(January 2021)**

CardiffMet

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1. Welcome from your Teaching Team

Dear Student

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.

In September 2010, we moved to the most modern management school building in the UK and this continues to give us the chance to improve yet further the quality of the *Cardiff Experience*.

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 local employer (judged to be one of the best to work for in the UK) – '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



Dear Student

A very warm welcome to the Cardiff Metropolitan University MBA programme! Your experience of pursuing this programme is going to be both challenging and rewarding. This information will help you to prepare better for the programme.



If you have been away from education for some time and/or have studied disciplines very different or much changed in the intervening years before beginning this course you may be a little apprehensive. The important thing is not to worry because we will guide you as to our expectation of the quality and standard of work required and help realise your potential.

Whilst there are many on-line resources available to you through our Virtual Learning Environment; Moodle and the university electronic library – and these will be explained at your induction – attendance at lectures still remains. A lecturer will provide support materials depending upon their teaching style and will facilitate your learning experience at the university. You will be expected to take your own notes and maintain files of information to prepare for assessments in each module. In simple terms you will be in the driving seat of your learning.

Moreover, we expect you to actively engage and the start of this is to read and think critically about the information you are given, checking all sources and the basis for the conclusions reached. You are now becoming a student of the business world. Such students work hard to form their own evidenced opinions and use the words of others to inform an understanding of case study examples leading to the shaping of discussions and ideas for application in the work-place, ultimately helping promising careers.

If you do not do so already - I would strongly recommend you to listen to the business news, learn about business developments around the world and the government policies that influence change.

More academically there are some core texts that will improve your ability to reach the pass mark of **50%**, and hopefully go beyond to 70% and above (Distinction-level work). I would encourage you to become familiar with these. The more effort you make to read around a topic, noting in particular the lead authors and their opinions, the more likely you are to develop sound opinions yourself, reached by reflection and critique. You must become aware of the Harvard referencing system. This is one of the most straightforward referencing styles available and easily learned and if you are familiar with this before you start writing you will be at an advantage.

A handwritten signature in black ink, appearing to read 'Ricky Li', written in a cursive style.

Dr Ricky Li

Principal Lecturer and MBA Programme Director



Dear Students,

Welcome on Board our MBA Programme at Cardiff Met University

I am very pleased that you have decided to join the Cardiff Metropolitan University MBA, many of you were no doubt attracted by the prospect of joining a dynamic institution clearly headed for a great future.

Located in a vibrant European capital city, Cardiff Metropolitan University is a thriving and modern university. Integral to the city of Cardiff for more than 150 years, we continue to invest in our students' future with a focus on student employability and enhancing the student experience; providing education and training opportunities of the highest quality to students from over 140 countries worldwide.

All our schools specialise in courses that are career orientated and have been designed in conjunction with business and industry. Each school is also heavily involved with research and enterprise activities in their fields and offer thriving study environments for our students. Our academic teams are at the forefront of their fields and are supported in developing their knowledge and skills through the University's staff review and development scheme.

Our approach to learning, teaching and assessment is underpinned by high quality academic standards, working in partnership with students, the development and embedding of technology-enhanced learning and assessment, and research informed teaching.

Our objective is to develop creative, resilient and sought-after graduates with aptitudes, skills and experiences that enable them to make an impact in their chosen profession or pathway. Learning and teaching will always be at the heart of what we do here at Cardiff Metropolitan University and we hope you fully experience our efforts to maintain a personal touch within a friendly and supportive learning environment.

Cardiff Metropolitan University is a research and business orientated university. Research is at the heart of Cardiff Met and its Schools, engaging in research that is at the interface of new knowledge creation and its application. With an excellent track record in applied research, supported by a strong base of expertise and advanced scholarship, the University's research has direct application in business, industry, the professions and the community at large.

With our business-orientated approach Cardiff Metropolitan University focuses on the needs of industry, commerce, public and voluntary sector organisations. Our strong research and teaching base provide the platform for the development of a wide range of services relevant to many types of industries.

We are truly a Global University, ranked as the top UK University for overall international student support six years in a row, Cardiff Metropolitan University is proud to educate students from over 140 countries worldwide and be associated with a number of high-calibre partners in the UK and internationally.

Naturally, as with any market leader, we must consistently improve to stay ahead. During your period with us you will benefit from a variety of innovations to the programme. Expect to be challenged, pushed and stretched, a normal expectation for UK Postgraduate Taught Masters. Equally, expect the rewards to be immense. Your learning will truly go back to the workplace.



We are very student friendly institution and the teaching team including our admin team are very approachable. Quality of students learning experience and journey is at our heart in everything that we do here at Cardiff Met University.

All the very best for the next one year with us!

Langes Supramaniam

MBA Cohort Leader



2. Preliminary Reading List

Study skills books can help in preparing for university study and recommended books are:

Cottrell S (2013) *The Study Skills Handbook* Palgrave

Core module preparatory reading:

MBA7000 People and Organisations

Linstead, S., Fulop, L. and Lilley, S. (2009), *Management and Organisation: A Critical Text*, London: Palgrave

Torrington, D., Hall, L. and Taylor, S. and C Atkinson (2014), *Human Resource Management*, Pearson

MBA7001 Accounting for Decision Makers

McLaney, E. and Atrill P (2014) *Accounting and Finance for Non-Specialists*, (9th edition) Pearson

Atrill P. and McLaney E (2015) *Management Accounting for Decision-Makers*, Pearson

MBA7002 Strategic Management

Volbarda H, Morgan R, Reinmoller P and M Hitt (2011), *Strategic Management Competitiveness and Globalization*, (9th Edition), South- Western, Cengage Learning

Johnson, G., Whittington, R., Scholes G., Regner P. and Angwin, D. (2014) *Fundamentals of Strategy*, Pearson

MBA7003 Marketing

Armstrong, G., Kotler, P., Harker, M., Brennan, R., (2012), *Marketing: An Introduction 2/E*, Pearson

McDaniel, C. Jr. and Gates, R., (2015), *Marketing Research 10th edition International Student Version*, Wiley

MBA7061 Operations Management

Hill, A., and Hill, T., (2012), *Operations Management*, Palgrave Macmillan

Slack, N. Brandon-Jones, A. and Johnston, R. (2014), *Operations Management*, 7th Edition, Pearson

Once again I wish you all the best for your MBA journey you are embarking on and beyond.



3. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student.

You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

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.

Your Student MetCard

Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](#).

Fees

For further information on tuition fees, please refer to our [Fee Tables](#). If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#). You should already be aware of these costs.



4. Course Structure (January 2021)

This MBA programme conforms to the institutional model for Master's Programmes consisting of nine modules:

Seven taught modules followed by the Final Project: equal to two modules

For full time students the normal pattern of progression through the taught part of the programme is shown below:

Semester 1:	Semester 2:	Semester 3:
<ul style="list-style-type: none">MBA7000 People and Organisations (20 credits)MBA7001 Accounting for Decision Makers (20 credits)Optional Module One (20 credits)* <p>*Please note that students enrolled on the Supply Chain and Logistics Management pathway will do both optional modules in Semester One</p>	<ul style="list-style-type: none">MBA7002 Strategic Management (20 credits)MBA7003 Marketing (20 credits)MBA7061 Operations Management (20 credits).Optional Module Two (20 credits)	<ul style="list-style-type: none">MBA7065 Capstone Project or MBA7066 New Business Project (40 credits) <p>* Please note, if you are on a pathway, you MUST undertake your final year project related to your pathway, either one of the above (MBA7065 & MBA7066) related to your pathway</p>

Option Modules

For a generic MBA award, you need to choose two option modules, one for each semester*. We are unable to guarantee that all optional modules will be offered each semester and **all are offered subject to a minimum group size of 20 students and a maximum group size of 50 students. They are also subject to availability.**

MBA Pathways

In addition to the core modules, students in each MBA pathway will study the following subject specific modules:

MBA (Business Analytics)

- CIS7026 Business Process and Data Analytics (semester 1)
- CIS7029 Social Media Analytics for Business (semester 2)

MBA (Finance)

- MBA7005 Management of Finance (semester 1)
- MBA7006 Finance for International Business (semester 2)

MBA (Human Resource Management)

- MBA7008 International Human Resource Management (semester 1)
- MBA7062 Developing People for Leadership and Management (semester 2)

MBA (Islamic Finance)

- MSM7027 Islamic Investment Banking (semester 1)



- MSM7028 Principles of Islamic Finance (semester 2)

MBA (Marketing Management)

- MKT7001 Behavioural Elements Marketing (semester 1)
- MKT7005 Strategic Global Marketing (semester 2)

MBA (Project Management)

- MPM7001 Project Management Theory and Practice (semester 1)
- MPM7007 Management of Mega and Complex Projects (semester 2)

MBA (Supply Chain and Logistics Management)

- ISC7000 Logistics in Global Context (semester 2)
- ISC7002 Supply Chain and Logistics Management (semester 2)

NOTE: All pathway and optional modules are run subject to minimum numbers.

If you do not wish to study a pathway you may choose two modules (one in each semester) from any of those listed above.



5. Attendance / Timetable

Induction Week Timetable ([click here](#))

During this week you will receive a series of introductory lectures, which will act as an important induction to the MBA course (A to Z). As well as following this, you can also find more information on what to expect when you arrive on our New Students pages ([Click here](#)).

Specific details about your Induction programme are in the process of being finalised, but the following ([click here](#)) will give you an idea of the types of activity which you will be undertaking. This is by no means definitive, and an accurate copy of your timetable will be issued to you upon arrival.

Please note all the induction sessions would be facilitated LIVE ONLINE ON MS TEAMS, THE SPECIFIC LINKS FOR ALL THE SESSIONS ARE ALSO AVAILABLE ON INDUCTION TIMETABLE DOCUMENT, PLEASE ENSURE YOU CLICK ON THESE LINKS TO JOIN THESE SESSIONS.

INDUCTION SESSIONS ARE ABSOLUTELY COMPULSORY TO ENSURE YOU WOULD BE ABLE TO NAVIGATE AND SHAPE YOUR TRANSITION MUCH MORE EFFECTIVELY AND UNDERSTAND CLEARLY THE EXPECTATIONS AND REQUIREMENTS OF UNDERTAKING A POSTGRADUATE TAUGHT MASTERS LEVEL 7 MBA at Cardiff Met.

PLEASE REMEMBER THIS IS YOUR MBA AND WE WANT YOU TO HAVE A VERY GOOD STUDYING, LEARNING AND ASSESSMENT EXPERIENCE AND WE WANT TO HELP YOU TO ACHIEVE THIS AND ENJOY YOUR TIME AT CARDIFF MET.

Attendance

Attendance on the MBA programme is monitored, and attendance at all lectures, tutorials and seminars is compulsory. Cardiff Met is obliged to report to the UK Visas and Immigration any international students who are recorded as having unauthorised absences from their classes, which may result in deportation from the UK.

If you are unable to attend your classes due to ill health, you must inform either the MBA Office, or the International Office if an international student, before your class takes place. If you are absent for more than one week for whatever reason, you must submit relevant supporting documentation, i.e. a doctor's note. We would also advise submitting a Mitigating Circumstances form with documentary evidence should performance in any assessments be affected by these circumstances.

Repeated absence from classes without explanation or prior authorisation will not be tolerated. Any student identified as having poor attendance will be asked to attend a meeting with the Programme Director. Any international student identified as having non-attendance will be immediately reported to the International Office.

Please note that MBA staff **CANNOT** record your attendance unless you have your Metcard (ID card) with you. If you have lost this, we recommend that you visit the I-Zone and purchase a replacement as a matter of urgency. If you fail to turn up on time for your lecture (after the attendance monitor has left the classroom/lecture theatre), then your attendance **WILL NOT** be recorded and you may be reported to the International Office.



Draft Timetable (Timetable is still indicative and subject to changes). Definitive timetable will be made available shortly

Semester One

Available from this link: [Click here](#) - You would need to enrol and access this link using your CardiffMet's username and password. Personalised timetable will also be sent to you once you have successfully enrolled to your programme of study

**** PLEASE NOTE DUE TO THE CURRENT PANDEMIC SITUATION (COVID19), PLEASE REFER TO PAGES 13 ONWARDS, ON SPECIFIC INFORMATION ON HOW THE SESSIONS WILL BE CONDUCTED THIS SEMESTER 1 FOR YOUR MBA PROGRAMME.**

Semester Dates

Induction will take place the week of 25th January 2021

Teaching for Semester One will take place 1st February 2021 – 14th May 2021. You will have three weeks Easter vacation during this time, which will take place 5th April 2021 – 23rd April 2021. Please note assessments (e.g., written coursework, exams and presentations submission) will also take place in the months of February, March, April and May 2021. Module Leaders would be giving advice regarding the submission and exam dates.

Teaching for Semester Two will be advised in due course. Normally it will be running from either Sept/Oct 2021 to January 2022

Semester Three dates have not been finalised, but the semester historically takes place in Feb 2022 – May 2022. Final results will be considered at an Examination Board in June 2022 with graduation anticipated to take place in July 2022, all dates are subject to changes.

Please note if you are on an internship/placement programme, you would have a different schedule for Semester Three, your study progression, examination board and graduation. We will provide further details about this during the induction week.

REMINDER:

ATTENDANCE TO ALL SCHEDULED LECTURES, SEMINARS, WORKSHOPS AND TUTORIALS ARE ABSOLUTELY COMPULSORY AND ATTENDANCE WILL BE MONITORED IN LINE WITH THE UKVI'S REQUIREMENTS.

ANY ABSENCES MUST BE AUTHORISED.



6. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

A Safe Community for All: [Click here](#)

January 2021 International Applicant FAQs: [Click here](#)

Your induction will be delivered online using Microsoft Teams. We recommend that you download the app to your phone or visit the website in a browser to familiarize yourself with how to use this platform.

MS Teams: [Click here](#)

Download MS Teams: [Click here](#)

6. 1. Content of the course

The content of the course has not changed, but we have restructured the delivery, which allows us to respond to changes due to the pandemic more efficiently. We will continually monitor and review this situation. In terms of module sequence for MBA:

MBA January 2021 Entry (1 Year Programme): 3 modules in Semester One (Feb 2021 – May 2021), 4 modules in semester Two (Sept/Oct 2021 – Jan 2022), 1 module 3rd Sem (Feb 2022 – May 2022)**

MBA January 2021 Entry (Internship/Placement Programme): 3 modules in Semester One (Feb 2021 – May 2021), 4 modules in semester Two (Sept/Oct 2021 – Jan 2022), Internship (March 2022 – October 2022), 1 module (November 2022 – January 2023)**

** Please NOTE if you are on MBA Supply Chain and Logistics Management pathway then you would be doing 4 modules in Semester One (Feb 2021 – May 2021), 3 modules in Semester Two (Sept/Oct 2021 – Jan 2022)

6. 2. Length of the course

No changes are anticipated in terms of the length of your course.

6. 3. How the course will be delivered

We are looking forward to welcoming you to Cardiff. Please note that at the current time there are national restrictions in force as a result of Covid19 which mean that the University has moved all of its teaching online until 1st February 2021 and will revert to face to face teaching when restrictions are lifted and it is safe to do so. We will be reviewing the current situation over the next few weeks and a decision will be made on whether this period of online learning will be extended further. This information will be available from the 22nd January 2021 and we will contact you as soon as we know.

The health and wellbeing of students and staff is our main priority and we have worked hard to ensure our campuses are safe and you are able to get as much as you can from your time with us during these unprecedented times. We recognise these are exceptional circumstances and the challenges we face are varied but our students and staff have been playing their part in keeping our campuses and our communities safe by following the guidelines - washing hands regularly, wearing masks and keeping a 2-meter distance from those not in their households and following social distancing guidelines. By



continuing studies online with an enhanced digital learning content, we are all helping to reduce the risk of transmission of this virus and to allow us to adhere to the UK and Welsh Government regulations regarding social distancing.

Digital content will include live online lectures/seminars (streamed with MS Teams), seminar question and answer sessions through MS Teams, guided independent and self-directed tasks, individual and group seminar activities and tasks that support student's learning and assessments.

We will continue to provide you with an exciting learning experience that enables you to progress through your course encouraging you to connect with your peers, to think creatively in solving problems and to identify and seize opportunities for your own development.

Your health and wellbeing are central to all our decisions and we will support your academic integration and collaboration through online sessions with your lecturers and personal tutors. Microsoft Teams will be used to continue to foster your programme identity and your sense of academic community and belonging within your programme and School.

6. 4. Cost of the course

No changes are planned to the cost of the course.

6. 5. How the course will be assessed

It is not anticipated that the normal methods of assessment will change.

6. 6. Award

No changes will occur to the qualification that will be awarded.

6. 7. Possible locations

No changes to possible teaching locations will occur when face to face teaching takes place.

6. 8. Complaints

If you have any issues with the changes that have been implemented, then we would ask that you formalise your issue via the University Complaints Policy and Procedure. A link to the same can be found [here](#).

Procedural advice is available from the Complaints Manager who can be contacted on email at complaints@cardiffmet.ac.uk



7. Useful links

- [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](#)
- <http://www.cardiffmet.ac.uk/about/sustainability/Pages/Travel-and-Transport.aspx> - Travel and Transport. 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](#)
- [Student Finance](#): For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [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](#)
- <https://study.cardiffmet.ac.uk/Library/Pages/Home.aspx> - Library and Information Services
- https://metsearch.cardiffmet.ac.uk/primo-explore/search?vid=44WHELP_CMU_NUI1&lang=en_US – MetSearch
- <http://study.cardiffmet.ac.uk/IT/Pages/Home2.aspx> - IT A to Z and IT Help Desk
- <https://www.cardiffmet.ac.uk/about/Pages/Moodle.aspx> - Moodle, Cardiff Met's Virtual Learning Environment

Please read this Joining Information together with the following documents:

- Academic Handbook 2020/2021
- International Students Handbook 2020/2021
- Students Handbook 2020/2021
- Student Charter



Available from these links below:

- <http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx> (Academic Handbook)
- <http://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook-and-Student-Charter.aspx> (Student Handbook and Student Charter)
- <https://campaigns.cardiffmet.ac.uk/documents/international/International-Guide.pdf> (International Student Guide)
- <http://www.cardiffmet.ac.uk/registry/Pages/Plagiarism.aspx> - Plagiarism
- https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_08_05.pdf - Code of Practice on Plagiarism
- https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_08_03.pdf - Guidelines on Penalties for Unfair Practice
- https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_08_01.pdf - Unfair Practice Procedure

Other relevant and useful links throughout your Postgraduate Taught Masters Study and MBA Journey with Cardiff Met:

- <http://www.cardiffmet.ac.uk/study/newstudents/pg/Pages/default.aspx> - Welcome Postgraduate Students
- <http://www.cardiffmet.ac.uk/study/newstudents/Pages/Enrolment.aspx> - Enrolment Information A to Z
- <http://www.cardiffmet.ac.uk/international/study/info/Pages/Important-Dates.aspx> - Practical Information and Important Dates
- <http://www.cardiffmet.ac.uk/international/study/info/Pages/default.aspx> - International Student Accommodation, Arrival and Visa
- <https://www.cardiffmetsu.co.uk/metfest/> - METFEST & Freshers Fayre
- <http://www.cardiffmet.ac.uk/study/adviceforapplicants/Pages/Admissions-Policy.aspx> - Admissions Policy
- <http://www.cardiffmet.ac.uk/accommodation/Pages/default.aspx> - Accommodation
- <http://www.cardiffmet.ac.uk/about/campuses/Pages/default.aspx> - Campuses and Locations
- <http://www.cardiffmet.ac.uk/study/finance/Pages/Postgraduate,-Research-and-Part-Time-Students-.aspx> – Fees and Finance
- <http://www.cardiffmet.ac.uk/international/study/info/Pages/Airport-Welcome.aspx> - Airport Welcome and International Arrival Information
- <http://www.cardiffmet.ac.uk/international/study/info/Pages/Important-Dates.aspx> - Important Dates January 2021
- <http://www.cardiffmet.ac.uk/international/study/info/Pages/Visas-and-Immigration.aspx> - Visa and Immigration
- <http://www.cardiffmet.ac.uk/study/studentservices/Pages/i-zone.aspx> - i-Zone
- <http://www.cardiffmet.ac.uk/study/studentlife/Pages/Cardiff---About-the-city.aspx> - Living in Cardiff
- <http://www.cardiffmet.ac.uk/study/finance/bursaries/Pages/default.aspx> - Bursaries and Scholarships
- <http://www.cardiffmet.ac.uk/international/Pages/default.aspx> - International Office
- <http://www.cardiffmet.ac.uk/international/currentstudents/Pages/default.aspx> - International Student Advice Centre
- <http://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Welfare-Advice.aspx> - International Welfare Advisory Service



- <http://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Immigration-Advisory-Service.aspx> - International Immigration Advisory Service
- <http://www.cardiffmet.ac.uk/international/currentstudents/international-academic-advice/Pages/default.aspx> - International Academic Advice
- http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx - Mitigating Circumstances and Special Cases
- http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_05_01E.pdf - Mitigating Circumstances Procedure
- <https://www.cardiffmet.ac.uk/study/student-services/Pages/MetHub.aspx> - MetHub
- <https://www.cardiffmet.ac.uk/about/careers/Pages/default.aspx> - Careers Service
- <http://study.cardiffmet.ac.uk/AcSkills/Pages/default.aspx> - Academic Skills
- <http://study.cardiffmet.ac.uk/AcSkills/Pages/Studying.aspx> - Studying
- <http://study.cardiffmet.ac.uk/AcSkills/Pages/Writing.aspx> - Academic Skills Writing
- <http://study.cardiffmet.ac.uk/AcSkills/Pages/Criticality.aspx> - Criticality
- <http://study.cardiffmet.ac.uk/AcSkills/Pages/Referencing.aspx> - Referencing

