COURSE JOINING INFORMATION

MSC
SPORT MANAGEMENT AND LEADERSHIP

CARDIFF SCHOOL OF SPORT AND HEALTH SCIENCES

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Congratulations on gaining a place on our Masters programme. On behalf of your programme team, I would like to welcome you to the start of your postgraduate studies here in the Cardiff School of Sport & Health Sciences. The 'Sport' programmes within the School constitute one of the largest and most comprehensive set of sport-related postgraduate courses in the UK. Experienced staff, with significant research experience and professional expertise will provide the teaching during your programme.

Postgraduate study always involves teaching in small group sizes (whether in person or online) and we hope that this lends itself to creating a friendly and nurturing atmosphere in which to further your knowledge. Please get involved with the possibilities that are presented during your Masters programme and from the broader University community of which you are a part.

The programme is directed towards employability in terms of both developing and enhancing the careers of those already working in the sport sector and preparing immediate graduates and those seeking a change in their career to be competitive in the employment market. There is an emphasis on developing personal authenticity and self-confidence along with conceptual and interpersonal leadership skills and we encourage students to work together in peer groups and learn from each other's experiences. The programme also provides an excellent springboard for students wishing to progress to MPhil/PhD study and further their development within a postgraduate research context.

Finally, welcome to Cardiff, our exciting capital city of culture and sport. Should you need a change of scenery, wonderful countryside and the seaside are never far away!

We are delighted that you have chosen us for the next step in your career and hope that your experience on the Masters programme is both rewarding and enjoyable.

Mark Lowther
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Programme Director, MSc Sport Management and Leadership

2. Pre-Entry Summer Tasks

You will be sent a comprehensive list of reading and pre-programme activities (including leadership questionnaires) separately to this document but the items below are suitable as a general introduction to some aspects of the programme. Postgraduate study in management and leadership balances reading between formal policy documents, academic textbooks and peer reviewed journal articles.

Leadership Theory - Northouse, P.G., (2013). *Leadership: theory and practice* 6th ed., Thousand Oaks: SAGE.
https://metsearch.cardiffmet.ac.uk/permalink/f/1543tpk/44CMU_ALMA5183169030002425

Leadership Practice - Binney, G., Wilkes, G. and Williams, C. (2012). *Living Leadership*. London: Financial Times Prentice Hall.
https://metsearch.cardiffmet.ac.uk/permalink/f/1543tpk/44CMU_ALMA5153079690002425

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
Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. 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. Induction Week

Induction for all students within the School of Sport and Health Sciences will commence on Monday 28th September 2020. Your first term as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your programme, library services, IT, student services and Students Union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our New Students pages for you.

For those in Halls of Residence, don't forget to check out the programme offered through the Residence Life Team.

5. Draft Timetable / Typical Attendance

Week Commencing:	Week	Proposed Teaching Pattern	Proposed Assessment Submissions
28 September 2020	10	**Programme Induction**	
05 October 2020	11	Sport Context and Challenges (FT; PT1)	
12 October 2020	12		
19 October 2020	13	Sport Context and Challenges (FT; PT1)	
26 October 2020	14		
02 November 2020	15	Organisational Strategy (FT; PT2)	
09 November 2020	16		
16 November 2020	17	Personal Skills and Leadership Dev. (FT; PT1)	Sport Context and Challenges (WRIT1)
23 November 2020	18		
30 November 2020	19	Organisational Strategy (FT; PT2)	Organisational Strategy (WRIT1)
07 December 2020	20		
14 December 2020	21	CHRISTMAS VACATION	CHRISTMAS VACATION
21 December 2020	22	CHRISTMAS VACATION	CHRISTMAS VACATION
28 December 2020	23	CHRISTMAS VACATION	CHRISTMAS VACATION
04 January 2021	24	CHRISTMAS VACATION	CHRISTMAS VACATION
11 January 2021	25	Personal Skills and Leadership Dev. (FT; PT1)	Personal Skills and Leadership Dev. (WRIT1)
18 January 2021	26		
25 January 2021	27	Research Skills for Sports Leadership (FT; PT2)	Organisational Strategy (WRIT2)
01 February 2021	28		
08 February 2021	29	Leadership and Influencing Skills (FT; PT1)	Personal Skills and Leadership Dev. (WRIT2)
15 February 2021	30		
22 February 2021	31	Research Skills for Sports Leadership (FT; PT2)	
01 March 2021	32		
08 March 2021	33	Leadership and Influencing Skills (FT; PT1)	Leadership and Influencing Skills (PRES1)
15 March 2021	34		
22 March 2021	35	*Contemporary Management (FT; PT2)*	Research Skills for Sports Leadership (WRIT1)
29 March 2021	36		
05 April 2021	37	EASTER VACATION	EASTER VACATION
12 April 2021	38	EASTER VACATION	EASTER VACATION
19 April 2021	39	EASTER VACATION	EASTER VACATION
26 April 2021	40	*Contemporary Management (FT; PT2)*	Leadership and Influencing Skills (WRIT2)
03 May 2021	41		
10 May 2021	42	Ind. Research Project - Action Learning Set (FT; PT2)	*Contemporary Management (PORT1)*
17 May 2021	43		
24 May 2021	44		*Contemporary Management (WRIT1)*
31 May 2021	45		
07 June 2021	46		
14 June 2021	47		
21 June 2021	48		*Independent Study (WRIT1); Supervised Placement (WRIT, PORT1, PRES1)*

Key: FT=Full time students. PT1 = Part time first year students. PT2 = Part time second year students

Contemporary Management, Independent Study and Supervised Placement are optional modules - students' select one of three

The MSc SML (Sport Management and Leadership) programme is made up of the dissertation (60 credits), five core modules (20 credits each) and one optional module (20 credits). You should estimate around 200 hours of work (including attending classes) for every 20-credit module. Each taught module comprises around 40 hours of teaching, with the remainder of the time taken up by assignment preparation and your own personal study activities.

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;

https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx

Some of your induction is likely to be delivered online, sometimes 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.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software

7. Useful links

Timetable
This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

Global Engagement
Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions - http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx

Additional Course Costs
Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

Accommodation
Student residential contracts will start on 28th September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which will be sent to you by Accommodation when confirmed

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.

Student Finance
For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

Cardiff Met Sport & Facilities

Cardiff Met SU *including SU Societies, SU Sports Clubs and the ability to access independent advice and support*

Term Dates

Campus Maps, Bike Shelters & Met Rider

Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to www.cardiffmet.ac.uk/MetRider. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.

Virtual Tours
Have another look around our campus and facilities with our guided virtual tours

Student Handbook

Academic Handbook

Admissions Policy

Frequently Asked Questions

Complaints