

# **COURSE JOINING INFORMATION**



**MSC PROJECT MANAGEMENT**

**CARDIFF SCHOOL OF  
MANAGEMENT**

**Induction & Enrolment Information**

**Academic Year 2020/2021**

**CardiffMet**

## **CONTENTS**

- 1. Welcome from the Programme Director**
- 2. Enrolment / Student MetCard Collection**
- 3. Induction Week Timetable / What to expect when you arrive**
- 4. Attendance / Timetable**
- 5. Changes to the Course due to COVID-19**
- 6. Useful links**
- 7. Project Management Professional Institutions and Memberships**



## 1. Welcome from the Programme Director

I am very pleased that you have decided to join the Cardiff Metropolitan University MSc Project Management programme, 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.

Our MSc Project Management programme is unique and distinctive as it is designed and developed in alignment to key professional bodies in Project Management, APM (Association of Project Management) and PMI (Project Management Institute) knowledge areas and competencies framework which applies for any project domains and context.

Project Management is a life skill. The benefit and value of Project Management is enormous. As we can appreciate companies are turning to project management to consistently deliver business results and looking for a way to stay ahead of the crowd in today's competitive, tough and chaotic global economy through projects, equally important to achieve strategic and operational efficiency savings. Project professionals coming from different points of their career plays a vital role in the delivery of



business outcomes and benefits which are realised through the success of projects and logically that is the way that project management strategies drive organisational success.

Our MSc Project Management caters for wide range of sectors and domains including public, private, profit, financial, legal, public services, non-profit and non-governmental organisations (NGOs/Charities) as naturally the techniques and tool sets are similar and you will have every opportunity to apply them effectively and constructively in various meaningful context. We will take a structured approach in this programme to enhance your studying, learning and development. We also cover Strategic Project Management Programme Management and Portfolio Management. This MSc Project Management Programme has good balance of theory, practice, people, processes, tools, techniques, methods, methodologies, frameworks, governance and control, sustainability, managing complexities in mega projects, technology and innovation

Leading organisations across sectors and geographic borders have been steadily embracing project management as a way to control spending and improve project results. When the recession began, credit crunch, unprecedented market conditions, risk of unknowns-unknowns, pressure on efficiency savings, massive cost cutting initiatives, lean and doing more with less, operating in low price environment, this practice became even more important. Organisations discovered that adhering to project management methods and strategies reduced risks, cut costs and improved success rates, able to pull through the excessive competition and volatile business environment, all vital to surviving the economic crisis and business uncertainties. Project Management is an effective tool to manage sustainably business continuity, business resilience and succession planning and critically value for monies (VfM). I can't stress enough the relevance, priority, benefit and value of this MSc Project Management degree.

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.

The world of business and management is in itself exciting. Project management is highly growing profession and its demand will continue to increase in the future as well. The Programme Academic Team and I look forward to sharing its excitement and enthusiasm with you. We are also excited at the prospect of helping you to reach your full potential as successful project management professionals. We will expose you to ideas, concepts, context, facts, innovations, creativity, frameworks, tools and techniques within the projects and project management environment. We hope to help you to learn what is right for you. Your learning will truly go back to the work place.

One of the programme's strongest and attractive features will be its concern with student support and welfare. We hope we will never lose that concern and sight. If you are confronted with any problems you cannot solve yourself - and, of course, you should first use your own initiative – then you may want to contact our MSc Project Management teaching/admin team, student services either by email or telephone. We are very student friendly institution and the teaching team is 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!

Best wishes,

Mr. Langes Supramaniam ([lsupramaniam@cardiffmet.ac.uk](mailto:lsupramaniam@cardiffmet.ac.uk))

Programme Director for MSc Project Management



## 2. 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](http://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

If you are an international student 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](mailto: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](http://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](http://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 can be found [here](#). You should already be aware of these costs.



### 3. Pre-Entry Information Induction Week Timetable/What to expect when you arrive

MSc Project Management Induction Programme Session 2020/2021 (January 2020/21 Entry)

Sessions	Indicative Day/Time	Facilitator	Online	Comments
MSc Project Management – Welcome, Introduction, Course Information (A to Z)	26th January 2021 1400-1600pm	Langes Supramaniam	<b>MS Teams</b>  <b>ALL STUDENTS PLEASE ATTEND THIS SESSION</b>  <b>Live Online on MS Teams <a href="#">Click here</a></b>	MSc Project Management Programme Introduction, Timetable, Assessment Methods & Academic Regulations
Adjusting Life in UK, Professional Etiquette and Managing Expectations  How to cope with UK's culture (Cultural Adjustments) Managing UK's Postgraduate Taught Masters L7 (MSc) Expectations  How to be a successful Postgraduate Masters Student	27th January 2021 1000 – 1200 Noon	TBC	<b>MS Teams</b>  <b>ALL STUDENTS PLEASE ATTEND THIS SESSION</b>  <a href="#">Click here</a>	Dealing with UK and International Cultures and Etiquettes  Adjusting Life in HE – Managing Expectations  What is DIFFERENT?
MSc - Postgraduate Study Expectations & Academic Skills	27th January 2021 1400 – 1600pm	TBC	<b>MS Teams</b>  <b>ALL STUDENTS PLEASE ATTEND THIS SESSION</b>  <b>Live Online on MS Teams <a href="#">Click here</a></b>	Focused MSc Postgraduate Study skills set and expectations, being resourceful and practical, some reality checks, embedding forward planning in your studying and learning, Turnitin and Plagiarism - Don't do it
Library Induction  <ul style="list-style-type: none"> <li>• Metsearch</li> <li>• Journal Databases</li> <li>• Referencing Methods</li> <li>• How NOT to plagiarise</li> </ul>	28th January 1300 – 1400pm	Jamie Finch Nicola Herbett	<b>MS Teams</b>  <b>ALL STUDENTS PLEASE ATTEND THIS SESSION</b>  <b>Live Online on MS Teams <a href="#">Click here</a></b>	How to search and source for high quality peer reviewed and scholarly work



<p>“Masterness” and “Masterliness” in your MSc - How to achieve this</p>	<p>28th January 2021 1400 – 1600pm</p>	<p>Julia Fallon</p>	<p><b>MS Teams</b>  <b>ALL STUDENTS PLEASE ATTEND THIS SESSION</b>  Live Online on MS Teams <a href="#">Click here</a></p>	<p>All Critical - Critical Thinking, Critical Reading, Critical Writing, Critical Analysis, Critical Evaluation - What to expect and be ready to be challenged  Synthesis of Literature, Critical Thinking &amp; Critical Evaluation</p>
--	--	---------------------	--	--

**Please Note:**

1. Sessions are still indicative, sessions/days/time may change, brought forward/backward, revised, updates and still subject to confirmation. We will advise to students **ASAP** if this is the case. Couple of sessions above may be shared with other Postgraduate Programmes and International and Welfare Office may run some of the sessions above, again this will be advised **ASAP**
2. Attendance to all induction sessions are **COMPULSORY & MANADATORY to ENSURE YOU CLEARLY UNDERSTAND THE A TO Z OF MANAGING YOUR STUDY AND LEARNING IN THIS PROGRAMME, HOW TO BE RESOURCEFUL, MEANINGFULLY DRIVING THRU THE EXPECTATIONS OF POSTGRADUATE TAUGHT MASTERS STUDY.**

Please read this Joining Information together with the following documents:

Academic Handbook 2020/2021, click [here](#).

International Students Handbook 2020/2021, click [here](#).

Students Handbook and Student Charter 2020/2021, click [here](#).



#### 4. Timetable / Attendance

Timetable is still indicative and will be firmed before the start of the next semester (February 2021). You will be sent a copy of the timetable as soon as this is made available. Lectures and Seminars for Semester 1 will be facilitated online (MS Teams, specific details will be provided closer to the time) and will be spread throughout the week (for 12 weeks) for Semester 1 and Semester 2.

**There are 8 CORE MODULES AND 3 SEMESTERS for this MSc Project Management.**

**ALL THESE 8 MODULES ARE COMPULSORY AND MANDATORY IN ORDER TO SUCCESSFULLY COMPLETE THE PROGRAMME.**

Details are furnished as below.

**Please Note:**

**Attendance to ALL scheduled Lectures, Seminars, Tutorials and Workshops ARE ABSOLUTELY MANDATORY AND COMPULSORY, ALL of which will be facilitated ONLINE on MS Teams (subject to UK/Welsh Government's regulations due to the current pandemic situation. THERE IS NO EXCEPTION TO THIS RULE. Students' performance highly correlate to regular attendance, achievement and successful completion.**

**You can ONLY learn and develop when you engage and meet your lecturers, tutors and colleagues.**

Generally, as a guidance you are looking at the following:

Teaching starts the week of 1<sup>st</sup> February 2021 (for January 2021 Entry).

Jan 2021 Start:

**Semester 1 Modules (Runs through Feb 2021 – May 2021);** Induction is during the week of 25<sup>th</sup> January 2021.

1<sup>st</sup> Semester teaching starts during the week of 1<sup>st</sup> February 2021.

You will have Easter vacation break from 5<sup>th</sup> April up to the week of 14<sup>th</sup> April 2021.

Semester 1 will resume the week of 26<sup>th</sup> April 2021 up to the week of 14<sup>th</sup> May 2021.

4 Modules in Semester 1 (Live ONLINE MS TEAMS(Live ONLINE MS TEAMS – More specific details on Teaching, Learning and Assessment approach will be advised by the University pending UK/Welsh Government's regulations on the current pandemic situation):

MPM7004: Project Risk Management - 2 Hours Lecture and 2 Hours Seminar

MPM7005: Project Commercial Management - 2 Hours Lecture and 2 Hours Seminar

MPM7006: Project Management Innovations - 2 Hours Lecture and 2 Hours Seminar

MPM7007: Managing Mega and Complex Projects - 2 Hours Lecture and 2 Hours Seminar





For all four modules above you will have combination of LIVE ONLINE (MS TEAMS) lectures and seminars, self-driven workshop sessions, project review sessions, on-line forum activities (Moodle), range of other studying and learning activities, all facilitated LIVE ONLINE on MS TEAMS. You will also have summative assessment (formally assessed) spread through the months of March, April and May 2021. You will be given an assessment schedule for the academic year during the induction week.

You would need to very pro-active in the prep work, planning and eventually completing the assessments as you may have multiple submissions spread throughout semester 1. Format of assessments is case study report, reflective log, team presentations and Poster.

There is an expectation for students to be undertaking self-driven and independent studying and learning applying wide range of resources available from our library and public domains.

Each module is facilitated by a Module Leader (Lecturer) and any queries no matter how small, big or trivial please contact them in the first instance and they will put you in the right direction. Bigger issues/programme level clarification, please contact the Programme Director.

**Semester 2 Modules (Runs through Sept 2021 – Jan 2022) to be confirmed.  
More specific details on Teaching, Learning and Assessment approach will be advised by the University pending UK/Welsh Government's regulations on the current pandemic situation)**

You will have Christmas/New vacation where there will be no lectures and seminars or any form of teaching (Dates To be Confirmed)

Semester 2 will resume week of (Runs Through Sept 2021 – Jan 2022 – To Be Confirmed)

MPM7001: Project Management Theory and Practice - 2 Hours Lecture and 2 Hours Seminar

MPM7002: Project Leadership - 2 Hours Lecture and 2 Hours Seminar

MPM7003: Strategic Project Management - 2 Hours Lecture and 2 Hours Seminar

For all the three modules above you will have combination of LIVE ONLINE (MS TEAMS) lectures and seminars, self-driven workshop sessions, project review sessions, on-line forum activities (Moodle), range of other studying and learning activities, all facilitated LIVE ONLINE on MS TEAMS. You will also have summative assessment (formally assessed) spread through the months of November 2021 and January 2022. You will be given an assessment schedule for the academic year during the induction week.

You would need to very pro-active in the prep work, planning and eventually completing the assessments as you may have multiple submissions spread throughout semester 2.

Format of assessments is case study report, reflective report, team presentations and Poster.

There is an expectation for students to be undertaking self-driven and independent studying and learning applying wide range of resources available from our library and public domains.

Each module is facilitated by a Module Leader (Lecturer) and any queries no matter how small, big or trivial please contact them in the first instance and they will put you in the right direction. Bigger issues/programme level clarification, please contact the Programme Director.



### **Semester 3 Modules (Runs through Feb/March 2022 – May 2022)**

**Progression to Semester 3 would be subject to students progress normally with their programme and have successfully completed, submitted and passed each core module's assessment expectations and requirements.**

1 Final Module in Semester 3

MPM7008: Capstone Project in Semester 3

More specific details on Teaching, Learning and Assessment approach will be advised by the University pending UK/Welsh Government's regulations on the current pandemic situation.

Facilitated LIVE ONLINE on MS Teams Workshops and Individual Project Supervisions by an Academic Supervisor. You will be allocated an Academic Supervisor who will guide you through the requirements to progress and complete this module successfully.

Further details on expectations and requirements will be provided during Semester 3.

**All assessments for all modules are by written Coursework. There is NO exam in this Programme or any of the modules self-contained in this Programme.** Coursework could be written report, reflective logs, team and individual presentations, poster, case study report and reflective report.

You will be advised of the specific requirements, format, structure, breadth and depth by the respective Module Leaders (Lecturers). Any queries about any module's assessment will need to be directed to the Module Leader in the first instance.

#### **ATTENDANCE MONITORING**

**APPLIES TO ALL SEMESTERS 1, 2 AND 3:**

**ATTENDANCE TO ALL SCHEDULED LECTURES, SEMINARS FACILITATED LIVE ONLINE ON MS TEAMS INCLUDING PARTICIPATION IN FORMATIVE AND SUMMATIVE ASSESSMENTS ARE MANDATORY AND COMPULSORY.**

**Any ABSENCES and NON-ATTENDANCE MUST BE AUTHORISED.**

**You can very much appreciate meaningful studying and learning can only be achieved if you attend ALL scheduled sessions (Lectures and Seminars FACILITATED LIVE ONLINE ON MS TEAMS) and are involved in all form of formal and informal interactions throughout this Programme.**

**Students Programme/Modules Completion, Achievement and Success directly co-relates to Students Attendance.**

**THERE IS NO EXCEPTION TO THIS RULE.**



## 5. 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 and laptop/PC, or visit the website in a browser to familiarize yourself with how to use this platform:

MS Teams, click [here](#).

Download MS Teams [here](#).

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>

### 1. Content of the course:

The content of the course has not changed, but we have restructured the delivery, so that you would normally study a maximum of three/four modules at each term. This allows us to respond to changes due to the pandemic more efficiently and it enables you to focus on fewer number of modules at any one time.

In terms of module sequence for MSc Project Management (PM)

MSc PM Jan 2021 Entry: 4 modules 1st Sem (Jan 2021 – May 2021), 3 modules 2nd Sem (Sept 2021 – Jan 2022), 1 module 3rd Sem (Feb 2022 – May 2022)

2. **Length of the course:** No changes are anticipated in terms of the length of your course.

### 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.

4. **Cost of the course:** No changes are planned to the cost of the course.
5. **How the course will be assessed:** It is not anticipated that the normal methods of assessment will change.
6. **Award:** No changes will occur to the qualification that will be awarded.
7. **Possible locations:** No changes to possible teaching locations will occur when face to face teaching can resume.

**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 using:

<http://www.cardiffmet.ac.uk/registry/Pages/Complaints.aspx>

Procedural advice is available from the Complaints Manager who can be contacted on email at [complaints@cardiffmet.ac.uk](mailto:complaints@cardiffmet.ac.uk).



## 6. 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](#)

[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](#)

[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 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

### [Library and Information Services](#)

### [MetSearch](#)

IT A to Z and [IT Help Desk](#)

[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 and Student Charter](#) 2020/2021
- [Plagiarism](#)
- [Code of Practice on Plagiarism](#)
- [Guidelines on Penalties for Unfair Practice](#)
- [Unfair Practice Procedure](#)



## Other relevant and useful links throughout your Postgraduate MSc Study and 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 September 2020 and January 2021
- <http://www.cardiffmet.ac.uk/international/study/info/Pages/Visas-and-Immigration.aspx> - Visa and Immigration
- <http://www.cardiffmet.ac.uk/study/student-services/Pages/i-zone.aspx> - i-Zone
- <http://www.cardiffmet.ac.uk/study/student-life/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](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](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



**OTHER USEFUL LINKS AS PART OF YOUR INDUCTION PROGRAMME AND QUERIES TO HELP YOU SETTLE DOWN AT CARDIFFMET DURING YOUR MSc PROJECT MANAGEMENT STUDY:**

January 2021 International applicant FAQs (Frequently Asked Questions): [Click here](#)



Welsh University  
of the Year 2021: [Click here](#) & [Click here](#)

Student arrivals: 10 top tips: [Click here](#)

Enrolment: [Click here](#)

Practical Information: [Click here](#)

Visa and Immigration: [Click here](#)

BRP Information: [Click here](#)

Important dates: [Click here](#)

Late arrivals: [Click here](#)

Global Engagement Team: [Click here](#)

Global Student Advisory Service: [Click here](#)

International Student Advice Centre: [Click here](#)

International Immigration Advisory Service: [Click here](#)

Academic Handbook: [Click here](#)

Student Handbook: [Click here](#)

International Student Guide: [Click here](#)

Library: [Click here](#)

IT: [Click here](#)



My CardiffMet App (Access ONLY with your Cardiff Met Student Account):  
[Click here](#)



Microsoft Teams (Access ONLY with your Cardiff Met Student Account): [Click here](#)



Student Email (Access ONLY with your Cardiff Met Student Account): [Click here](#)



Moodle (Access ONLY with your Cardiff Met Student Account): [Click here](#)



Academic Calendar: [Click here](#)

Flash IT Guides: [Click here](#)

Your Technology: [Click here](#)

AppsAnywhere: [Click here](#)

Fees and Money Matters: [Click here](#)

Cultural Issues: [Click here](#)

Why Cardiff Met: [Click here](#)

Study Skills Consultation: [Click here](#)

Living in Cardiff: [Click here](#)

Cardiff Student Life: [Click here](#)

Wellbeing Service: [Click here](#)

Being Well, Living Well (Access ONLY with your Cardiff Met Student Account): [Click here](#)

Essentials Guide 2020, Cardiff Met Students' Union: [Click here](#)

Money Advise: [Click here](#)

Employability: [Click here](#)

Careers Service: [Click here](#)



Careers MetHub: [Click here](#)

Careers Support: [Click here](#)

Online Career Support: [Click here](#)

Careers e-Module: [Click here](#)

Enrolment FAQ: <http://www.cardiffmet.ac.uk/study/newstudents/Pages/FAQs.aspx>

For any queries, please contact:

Admissions - 029 2041 6010 / [askadmissions@cardiffmet.ac.uk](mailto:askadmissions@cardiffmet.ac.uk) / [askinternational@cardiffmet.ac.uk](mailto:askinternational@cardiffmet.ac.uk)

Enrolment - 029 2020 5669 / [enrolment@cardiffmet.ac.uk](mailto:enrolment@cardiffmet.ac.uk)

International Student Advice Centre – 02920416494, 02920416045 / [intstudentadvice@cardiffmet.ac.uk](mailto:intstudentadvice@cardiffmet.ac.uk) / [international@cardiffmet.ac.uk](mailto:international@cardiffmet.ac.uk)

International Welfare Advisory Service: [intstudentadvice@cardiffmet.ac.uk](mailto:intstudentadvice@cardiffmet.ac.uk)

Please ensure that you enrol in order to obtain your University ID card, access to the Student Portal (The Student Room), Moodle (Access to University's lectures, seminars and workshops materials and resources) and your Personalised Timetable



## COVID-19 related information

What to expect in 2021: [Click here](#)

Accommodation infographics: [Click here](#)

Halls of Residence Information: [Click here](#)

Privately Rented Accommodation: [Click here](#)

Covid-19 Self-Isolation Accommodation: [Click here](#)

Living off Campus: [Click here](#)

Airport Welcome: [Click here](#) (Subject to current UK and Welsh Government Advise)

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

Coronavirus Protecting your wellbeing: [Click here](#)

Keeping Everyone Safe: [Click here](#)

## CardiffMet is on Social Media



Twitter: [Click here](#)

Instagram: [Click here](#)

YouTube: [Click here](#)

Linkedin: [Click here](#)

Twitter – Wellbeing Service: [Click here](#)

Facebook - Global Student Advisory Service: [Click here](#)

CardiffMet Student Blogs: [Click here](#)

## PLEASE NOTE:

Once you have successfully enrolled please use Cardiff Met's student account when communicating with the MSc Project Management Programme Team

Lectures will begin the week of 1<sup>st</sup> February 2021, and seminars will begin the week of 8<sup>th</sup> February 2021

ALL THE VERY BEST WITH YOUR MSc PROJECT MANAGEMENT PROGRAMME AT CARDIFF MET UNIVERSITY



## 7. Project Management Professional Institutions and Membership

There are three main recognised bodies for project management who provide a range of project management best-practice methodology, principles, qualifications, certifications and professional membership. Reassuringly, there is considerable overlap concerning what each of the three bodies considers as best-practice project management.

The differences between the three bodies tends to be more related to the level, focus, breadth and depth of project management principles, processes, techniques and methods rather than there being any fundamentally conflicting views about best-practice project management.

The three-main recognised project management bodies are:

**1. Association for Project Management (APM)** – Their aim is to develop and promote project management across all sectors of industry. At the heart of APM ethos is the APM Body of Knowledge (APM BoK) in its 6<sup>th</sup> edition, comprising sixty-nine knowledge areas required to manage any successful project. APM BoK provides a framework and key principles for managing projects.

**2. Project Management Institute (PMI)** – At the heart of the PMI philosophy is ‘A Guide to the Project Management Body of Knowledge (PMBOK Guide)’ in its 6<sup>th</sup> edition. The PMBOK Guide comprises core project management processes and techniques, and also includes professional responsibility covering extensively ten knowledge areas. There are several other Foundational Standards (The Standard for Program Management, 4<sup>th</sup> Edition, The Standard for Portfolio Management, 4<sup>th</sup> Edition, Organisational Project Management Maturity Model (OPM3) 3<sup>rd</sup> Edition and The PMI Guide to Business Analysis) Practice Standards (Practice Standard for Project Risk Management, Practice Standard for Earned Value Management, 2<sup>nd</sup> Edition, Practice Standard for Project Configuration Management, Practice Standard for Work Breakdown Structure, Practice Standard for Scheduling, 2<sup>nd</sup> Edition, Practice Standard for Project Estimating and Project Manager Competency Development Framework, 3<sup>rd</sup> Edition) and Frameworks and Practice Guides (Agile, Requirements Management, Governance of Portfolios, Programs and Projects, Business Analysis for Practitioners, Implementing Organisational Project Management, Navigating Complexity and Management Change in Organisations).

**3. AXELOS** – owners of the PRINCE2 method for managing projects. PRINCE2 is an acronym for Projects In Controlled Environments. PRINCE2 is a structured process-based method for effective project management. AXELOS is a joint venture company, created in 2013 by the Cabinet Office on behalf of Her Majesty’s Government (HMG) in the United Kingdom and Capita plc, to manage, develop and grow the Global Best Practice portfolio. AXELOS boasts an already enviable track record and an unmatched portfolio of globally recognized best practice qualifications.

AXELOS is responsible for developing, enhancing and promoting a number of best practice methodologies used globally by professionals working primarily in project, programme and portfolio management, IT service management and cyber resilience.

The methodologies, including ITIL®, PRINCE2®, MSP® and our collection of cyber resilience best practice products, RESILIA®, are adopted by private, public and voluntary sectors in more than 150 countries to improve employees’ skills, knowledge and competence in order to make both individuals and organizations work more effectively.

AXELOS is committed to nurturing best practice communities on a global scale. In addition to globally recognized qualifications, AXELOS equips professionals with a wide range of content, templates and toolkits.



#### 4. APMG's PM4SD (Project Management for Sustainable Development)

Cardiff School of Management is now an Accredited Training Organisation (ATO) certified by APMG International to deliver the ground-breaking project management methodology. Endorsed and recognised by the European Union, Industry and Government bodies, the PM4SD methodology consolidates and builds on the PRINCE2® Project Management Methodology – a structured method for effective, participatory and transparent project management, the de facto standard used extensively by the United Kingdom Government and widely recognized and used in the public and private sector, worldwide.

APMG (APM Group) International is the most reputable global accreditation and examination institute. APMG accredits organizations to deliver training courses and consultancy services for a broad range of professional certification schemes. Their long history of accrediting organizations worldwide – combined with their rigorous assessment process means that APMG accredited organizations are recognized for their commitment to delivering exceptional service.

APMG have a diverse portfolio of certification schemes including internationally renowned solutions for project, business and IT management, Cyber Security and Public-private partnerships.

Their portfolio of certification schemes – supported by their network of APMG accredited organizations makes it easy to find a nearby training course or consultancy service.

APMG's certification schemes, exam and accreditation services support their goal of enabling organizations and professionals to maximise their effectiveness through use of the latest methodologies and core competencies.

PM4SD applies when public or private organizations need to plan and manage the delivery of projects embedded with sustainability principles. PM4SD provides a guarantee for public authorities and industry that projects will be transformed into concrete actions with clearly defined roles and responsibilities leading to positive impacts on local communities, the local economy and the natural environment.

PM4SD was developed in partnership with FEST, the Foundation for European Sustainable Tourism, an organization dedicated to supporting governments, academies and organisations in planning, delivering and managing tourism programs and projects with sustainability.

ALL above information is modified, adapted and directly quoted from the following websites, copy rights, patent, trademarks, registered, intellectual property belongs and credited to ALL these below. All rights are reserved by these institutions below:

- a.) ©Copyright 2018 APM (Association for Project Management). All rights are reserved, including copyright and database right. APM retains the rights to all its copyrighted materials, trademarks and brands as well as the guidelines for their use. The names, images, pictures and logos identifying APM, are proprietary marks of the APM. Unless specifically stated otherwise, all material on the site is subject to APM's branding and copyright policy.
- b.) ©2017 Project Management Institute, Inc. All rights reserved, PMI® Intellectual Property (IP) Guidelines, PMI, the PMI logo, Project Management Professional (PMP), the Registered Education Provider logo, PMBOK, PgMP, PfMP, OPM3, CAPM, PMI-SP, PMI-RMP, PMI-ACP, PMI-PBA, Project Management Journal, PM Network, PMI Today, Pulse of the Profession,



the PMI logo, the PMP logo, PMI Talent Triangle and the slogan MAKING PROJECT MANAGEMENT INDISPENSABLE FOR BUSINESS RESULTS are ALL registered marks of the Project Management Institute, Inc.

- c.) PRINCE® - "PRINCE® is a (registered) Trade Mark of AXELOS Limited. All rights reserved."
- d.) PRINCE2 Agile® - "PRINCE2 Agile® is a (registered) Trade Mark of AXELOS Limited. All rights reserved."
- e.) The Swirl Logo™ is a trade mark of AXELOS Limited, used under permission of AXELOS Limited. All rights reserved.
- f.) The APMG-International Agile Project Management and Swirl Device logo is a trade mark of The APM Group Limited.
- g.) PM4SD™ is a trade mark of the Foundation for European Sustainable Development.
- h.) The PM4SD logo is a Registered Trade Mark of the Foundation for European Sustainable Development.

This programme will examine each approach and provide information to allow students to evaluate key requirements for their own needs and requirements and subsequently to effectively consider and apply the relevant project management terminologies, methods, processes and languages to their own future organisation, most common for their anticipated future clients, stakeholders or industry sector projects, programs and portfolios. It will also provide information in relation to qualifications or professional status that can be gained via each body, both in terms of individuals and organisations. The Programme director and module tutors will be able to provide the guidance and information around membership and qualifications within these three bodies.

As we can appreciate both APM (Association of Project Management) and PMI (Project Management Institute) are renowned and globally leading advocators of project management, program management and portfolio management practices wide across sectors, industries and disciplines.

### **Project Management Institute ([www.pmi.org](http://www.pmi.org))**

Project Management Institute is the world's leading not-for-profit professional membership association for the project, program and portfolio management profession. Founded in 1969, PMI delivers value for more than 2.9 million professionals working in nearly every country in the world through global advocacy, collaboration, education and research. PMI advances careers, improves organizational success and further matures the profession of project management through its globally recognized standards, certifications, resources, tools, academic research, publications, professional development courses, and networking opportunities. As part of the PMI family, Human Systems International (HSI) provides organizational assessment and benchmarking services to leading businesses and government, while ProjectManagement.com and ProjectsAtWork.com create online global communities that deliver more resources, better tools, larger networks and broader perspectives (extract from [www.pmi.org](http://www.pmi.org), accessed on the 19th July 2019).

You will have an opportunity to subscribe as student member of PMI. If you are enrolled full time in a degree-granting program at a college or university that has U.S. accreditation, or the global equivalent, you are eligible for a PMI student membership. Your membership publications will be delivered electronically to your email address. This membership offer does not include print publications sent to you via postal mail. For 2018, it cost USD \$32 to join and USD \$32 to renew. You could also consider taking up the Chapter Membership (UK Chapter is equally very active in



promoting project management). Fees vary for different chapters. You can find membership information and chapter near you from this link: <http://www.pmi.org/membership/membership-types-of-memberships.aspx>

The PMI PMP qualification has a much wider global presence and international following with over 694,536 individuals with active PMP. It is very strong in the USA, Canada, Mexico, South America, Asia and many other parts of the world. To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

So, your decision really depends upon where you see your project management career taking you. If it is within the UK then follow the APM route, if you want to work outside the UK, or for a USA based multi-national then go for PMP. In some cases, it can be worth doing the APMP first and then the PMP once you have the experience. The bodies of knowledge are quite complementary. Further information is available from this link,

<http://www.pmi.org/~media/PDF/Certifications/handbooks/project-management-professional-handbook-pmp.ashx>

### **Association of Project Management (www.apm.org.uk)**

The award-winning Association for Project Management is committed to developing and promoting project and programme management through its FIVE Dimensions of Professionalism. There are a number of ways in which you can benefit from what we do, including:

- membership
- qualifications
- events
- publications
- online services

The association is a registered charity with over 21,650 individuals and 570 corporate members making it the largest professional body of its kind in Europe. As part of its strategy to raise awareness and standards in the profession it is currently in the process of applying for a Royal Charter. APM's mission statement is "To provide leadership to the movement of committed organisations and individuals who share our passion for improving project outcomes" (extract from [www.apm.org.uk](http://www.apm.org.uk), accessed on the 19th June 2018). You will also have an opportunity to subscribe as student member of APM. You can obtain further information from this link, <https://www.apm.org.uk/Grades>

The APM qualifications are most recognised in the UK and mostly by the individual and corporate members of the APM. They have a wide range of qualifications from and introductory level to the managers of complex projects. The APMP is a foundation level qualification, which covers all the basics of project management and leads to a 3-hour written exam. Please refer to the most recent and up-to-date information about APM's offering of professional qualifications and professional affiliations in Project Management, available from this link - <https://www.apm.org.uk/qualifications-and-training/> accessed on the 19<sup>th</sup> June 2018.



This Programme is designed and developed, the content is in alignment to APM's and PMI's body of knowledge and competencies development framework and it has both a real competitive edge but also a more holistic approach and effective approach to project management in your studying and learning with us.

**Your learning with us truly goes back to the work place. We are very hopeful to prepare you for a successful career in a collaborative world of projects, programmes and portfolios.**

