

# **COURSE JOINING INFORMATION**



**BA (HONS) BUSINESS & MANAGEMENT  
(ALL PATHWAYS)**

**CARDIFF SCHOOL OF  
MANAGEMENT**

**Induction & Enrolment Information**

**Academic Year 2020/2021**

**CardiffMet**

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## 1. Welcome from your Teaching Team



Hello and welcome to the Business, Management and Law Department (BML). I am excited that you have chosen to read your degree with us. The Business, Management and Law Department is one of the largest in the University and the largest in the School of Management. The Department is built on a tradition of excellence in research, teaching and engagement with the local business community. In addition to this, my colleagues are a diverse mix of people who have a shared passion for ensuring an excellent student experience and promise to offer you an inspiring and elevating time with us. The

Department boasts a vibrant student community with excellent degree outcomes. Our students leave Cardiff Metropolitan University with the skills and knowledge to operate as successful managers within the ever-changing world of modern Business, Management and Law. We truly look forward to you joining us.

With best wishes

Aylwin Yafele

Dear Student,

Congratulations on securing a place at Cardiff Metropolitan University!

I am delighted to welcome you as you start your life as a Cardiff Metropolitan Business student. We are thrilled to have you with us on campus, and we are excited to help nurture your academic strengths, encourage your personal growth, and inspire your creativity.

This will be a busy time for you and we have planned induction activities and events to help you settle in and find your way around. All new students are encouraged to take the opportunity to meet staff and familiarise themselves with their departments before your studying begins, by attending the introduction sessions and to that end we view them as mandatory element of starting University and all new students are expected to participate.

Cardiff Metropolitan's main concern is student success in education and in life, and I personally invite you to participate in the opportunities that Cardiff Metropolitan offers, joining talented scholars, who have been drawn from all over the world to teach, perform, create, and study in an aspirational environment.

I wish you all the very best as you embark on your journey at Cardiff Metropolitan. I very much hope it will be one filled with discovery, and that you will aspire towards achieving academic excellence.

With best wishes,



Chris Parry  
Programme Director



## 2. Pre-Entry Summer Tasks

In order for us to know you better I'd like to ask you a few questions, please enter your answers on the following link - <https://www.surveymonkey.co.uk/r/Z3H63GY>

- The most influential person in your life
- The "celebrity" you'd most like to meet for coffee
- The "celebrity" you'd least like to meet for coffee
- The top 3 sounds of the 20's
- Your favourite product
  - Real world
  - Virtual world
- Which company would you most like to work for
- Which company would you never work for
- The most important event in the last 12 months for you as an individual
- The most important event in the last 12 months
- What do you want from your first year at Uni

*A little more in depth*

- 1) The biggest achievement of the UK government since elected
- 2) The biggest failure of the UK government since elected
- 3) The Charity you'd most like to raise money for
- 4) If the Genie granted you 3 wishes

In the spirit of openness, my answers are at the end of this document. .



### 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](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 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](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 (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 Management will commence on Monday 28<sup>th</sup> 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

At the current time, this programme, like most others around the World, is being constrained by the social distancing measures brought about by the COVID-19 pandemic and, at least for Semester 1 the delivery pattern will be different. Whilst your education is vital, your health and safety has to be paramount, for both your wellbeing and for the University.

The programme was already extremely digital with the “Moodle” Virtual Learning Environment at the heart of every module on the programme with many lecturers recording lectures on Panopto for download and viewing at any time. And whilst socially distancing (whether 1 or 2 M) continues this will become the norm. Your studies will be a mix of pre-recorded lectures both long and short that will as usual convey the important facts and knowledge relevant to each area of study.

These will be supplemented by a mix of class based face to face seminars and Virtual seminars which will develop understanding and the ability to apply the knowledge you are gaining. These will be timetabled regular slots so you know when you are expected to be either in-class or on-line.

Here at Cardiff Metropolitan University, we believe that there’s a significant relationship between engagement and academic success. Consequently the University monitors your Moodle engagement and will take relevant action if this is deemed to be unsatisfactory. The University expects you to attend all the scheduled sessions (whether face to face or virtual) associated with each module you are enrolled on.

The University recognises that attendance and engagement with teaching and learning is a key element in successful student progression, achievement and employability. This approach also serves to identify students who may be experiencing difficulties and might need particular support. If you are disengaged for any period of time you must provide your Year Tutor/ Programme Director with an explanation for this as we are here to assist and support. WE WANT TO HELP. This is designed to re-engage you with your studies, to identify reasons and to assist and support you with any difficulties.

However, if you are perpetually non-engaging, and fail to explain the reasons for this to your Programme Director, you may be required to withdraw from the University. The Student Loans Company and/or any other relevant external body will be informed. In the case of Tier 4 students, UK Visas and Immigration (UKVI) will be informed that the University is no longer sponsoring the student. This will result in the curtailment of the Tier 4 visa. If the student is in receipt of official financial sponsorship, the Sponsor will also be informed.

Your confirmed timetable will be given to you during your Induction Week.

*NB: Timetables are subject to change, right up to and including the start of term.*

As a first year student, you will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.



## 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](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 28<sup>th</sup> 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 1<sup>st</sup> 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](http://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](#)

My answers to the survey:

- The most influential person in your life
  - My wife
- The “celebrity” you’d like to meet for coffee
  - Warren Buffett
- The “celebrity” you’d least like to meet for coffee
  - Donald Trump
- The top 3 sounds of the 20’s
  - No idea but for my first year at uni

Rod Stewart	You're In My Heart
Queen	We Are The Champions
Status Quo	Rockin' All Over The World

- Your favourite product/service
  - Real world Pizza
  - Virtual world. Netflix
- Which company would you most like to work for
  - Amazon
- Which company would you never work for
  - Liverpool FC
- The most important event in the last 12 months for you as an individual
  - Joining Mensa
- The most important event in the last 12 months
  - Rise of BLM

