

COURSE JOINING INFORMATION



**BA (HONS) INTERNATIONAL BUSINESS
MANAGEMENT**

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Head of Department Welcome



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

Welcome from the Programme Team

A very warm welcome to the Department of Business, Management and Law from the programme team.

We are delighted that you have decided to join us on the **BA (Hons) International Business Management** programme and we look forward to welcoming you to Cardiff Metropolitan University and the Cardiff of Management located in **Llandaff Campus** (Western Avenue, Cardiff).

Academic induction starts on **Monday 28th September 2020**. The Induction Programme will cover all the essential aspects of student life as well as introducing you to your specific programme of study. During Induction week you will meet your Programme Director and Personal Academic Tutor together with various IBM team members and other new students.

A number of sessions have been scheduled to provide you with opportunities to familiarise yourself with the University, get to know your fellow students and tutors, and obtain information about your programme of study and timetable. During the week you will be given specific information about the International Business Management programme, student ID card collection, timetable, foreign language modules and a short induction to Moodle (our Virtual Learning Environment).

Induction week is of immense importance for success on your course as it represents the first stepping stone to university life at Cardiff Metropolitan. It is important that you join us during induction week as you will be given a range of important information about studying at Cardiff Met. If exceptional circumstances prevent you from joining us during induction week, please inform Esperanza Tevar (etevar@cardiffmet.ac.uk) and Cristina Fatmi (cfatmi@cardiffmet.ac.uk) via email as soon as possible.



For administrative matters such as letters to landlord or bank manager, please address your queries to the IBM Programme Administrator, Judith Smith (jsmith@cardiffmet.ac.uk).

If you have any enquiries regarding accommodation in Cardiff, please contact the Accommodation Service (accomm@cardiffmet.ac.uk). The accommodation office provides a comprehensive service, assisting students in securing accommodation and providing details of local landlords and other students who wish to share accommodation.

We hope the information contained in the joining pack answers all your initial queries. If you have any questions about induction week or your programme in general, please feel free to approach us. In the meantime, if you have any queries or concerns before you arrive, do not hesitate to contact me.

We look forward to meeting you at the beginning of the academic year and we hope that you will have an enjoyable and rewarding time studying with us.

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2. Pre-Entry Summer Tasks

Business in a Global Context

Business in a Global Context is a module you will study in your first year in Term 1. The lecturer, Gary Samuel, has prepared a pre-induction activity for you to complete. Gary's instructions are detailed below. Please read the instructions carefully and send the completed task by email to Esperanza Tevar (etevar@cardiffmet.ac.uk) and Cristina Fatmi (cfatmi@cardiffmet.ac.uk).

Business in a Global Context: "Global Business - The Good, the Bad and the Indignant!"

In order to introduce you to the world of business and the environment that shapes and determines its performance, you are required to complete the following pre-induction task. This information will form the basis of the opening few weeks of teaching to your module Business in a Global Context.

Task:

- Research and select three companies/organisations; one you think is good, one you think is bad and one that makes you annoyed, irritated, vexed or downright angry, i.e. indignant.
- Companies/organisations can be from the private, public and third sectors.
- How you interpret and apply good, bad and indignant to companies/organisations is up to you, but you will need to provide a rationale for your interpretation and application.
- Provide the names of each of the three companies/organisations with a brief typed explanation for each company/organisation (no more than one paragraph), detailing why you think each falls into the category good, bad or indignant.
- Identify the sources of your research, i.e. where did you find information about the companies/organisations. You can use Harvard Referencing if you are familiar with this – if not, list the sources.

Important:

- The three companies/organisations must be different.
- Use credible sources for your research. We will explore what we mean by credible during the year, but at this stage avoid Wikipedia and tirades or histrionics in blogs, social media etc.
- Remember the categories; one good company/organisation, one bad and one indignant.

Type the names of the companies/organisations and the explanation for why they are good, bad, indignant on one page and send it by email to Esperanza Tevar (etevar@cardiffmet.ac.uk) and Cristina Fatmi (cfatmi@cardiffmet.ac.uk) who will then forward the information to the module leader.



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 Management 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

Teaching sessions at Cardiff School of Management are scheduled between 9:00 to 18:00.

Teaching commences on 5th October 2020. You will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching. Please be aware your timetable may be subject to changes during the first week, so please remember to check it regularly for any updates. 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 who can advise.

You need to complete 120 credits. You will study 3 modules in Term 1 and 3 modules in Term 2. On average there are approximately 12 to 14 hours per week of formal scheduled teaching, but you are expected to spend as much time as possible familiarising yourself with the required and recommended reading for each module, completing preparatory tasks for seminars/tutorials, completing assignments and preparing for in-class test / exams as required. There will be no sessions scheduled on Wednesday afternoon (after 1 pm). This allows students to participate in sporting activities.

Please see below the modules that you will be studying in Year 1 (Level 4). Please note that you will confirm your language module choice during induction week.

TERM 1 (60 credits)	TERM 2 (60 credits)
Business in Global Context (20 credits)	Introduction to Marketing (20 credits)
Business Information Systems (20 credits)	Managing People at Work (20 credits)
Finance for Managers (20 credits)	<u>Plus ONE Language module (20 credits):</u>
	French in Professional Contexts
	Mandarin Chinese in Professional Contexts
	Spanish in Professional Contexts

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

The assessment methods are varied. Some modules are assessed by a combination of coursework and examination, whereas other modules are assessed by coursework alone. Coursework may consist of essays, reports, individual or group presentations, etc. Each module leader will provide details of the methods of assessment and the completion dates for their subjects in a module handbook.



Delivery of course material is primarily by a blend of lectures, tutorials, seminars and workshops.

Lectures are the main method of conveying information. Moodle, our Virtual Learning Environment system is extensively used and some lecture materials / preparatory reading are posted on Moodle on a weekly basis.

Tutorials are meetings of small groups of students with a member of staff. They can be used to expand on material covered in lectures, discuss subject areas, provide remedial support, and academic and pastoral counselling.

Seminars involve a student or students presenting previously prepared work to their peers and a member of staff. Seminars give students valuable experience in communication and student-centred learning.

Workshops involve group discussions of topics or demonstrations and are interactive problem solving exercises.

Due to Covid-19, our plans currently are for all students joining us in September to spend some of their learning time on campus. During the first term at least, campus lectures will not take place, but will be replaced by enhanced digital learning content supplemented by on-campus engagement involving small-group teaching in seminars, tutorials or practical sessions. Digital content will include recorded micro-lectures, question and answer sessions through wikis or blogs, guided independent tasks, simulations, individual and group projects and tasks that support 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 and other software will be used to continue to foster your programme identity and your sense of academic community belonging within your programme and School.

Every student is allocated a Personal Tutor who will support you throughout your Cardiff Met journey.

It is likely that you are going to be exposed to many new things during the first few weeks. Initially, this can be confusing but please do not worry, staff will be on hand to help you and we will take you through any queries you may have.



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 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](#)

