

COURSE JOINING INFORMATION



**BA (HONS) INTERNATIONAL BUSINESS
MANAGEMENT – YEAR 3 ENTRY**

**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) 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.

Esperanza Tevar

Programme Director BA (Hons) International Business Management

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2. Pre-Entry Summer Tasks

Academic writing and Critical Thinking

As part of your induction programme, we will be discussing some key features of academic writing, critical thinking and Harvard referencing conventions. This will help you navigate the UK educational system in a more efficient and confident way as you continue to polish your academic skills in a new educational environment.

Task 1

You are required to undertake some preliminary research on the key features of academic writing, critical thinking and Harvard referencing.

You need to make notes of your initial findings and observations so we can discuss this in detail during one of the sessions.

Task 2

To further contextualise your research, you are required to read the journal article **“Educating global leaders: Exploring intercultural competence in leadership education”**. Please click on the link below to access the article. <http://www.aabri.com/manuscripts/09392.pdf>

You need to:

- use summarising and paraphrasing techniques to convey the key ideas in a format that is consistent with academic writing.
- argue in your opinion what characteristics makes this article critical.
- make some key observations as to how the various academic sources used are referenced in the text and in the reference list / bibliography.



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.

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



IBM YEAR 3 (LEVEL 6) -Programme Structure

TERM 1

<u>TWO Core Modules (20 credits each module):</u> BLC6004 International Business and Cultural Diversity BSP6061 International Business Management	<u>ONE Option Module from the list below (20 credits each module):</u> BHL6002 International and Comparative HRM BHL6016 Contemporary and International Issues in Business Ethics
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TERM 2

<u>ONE Core Module</u> <u>One language module from the list below</u> depending on prior language level (20 credits) French in Professional Contexts (Pre-requisite for this module A2/B1) Spanish in Professional Contexts (Pre-requisite for this module A2/B1) Spanish Business Communication and Contemporary Global Issues (Pre-requisite for this module B2) French Business Communication and Contemporary Global Issues (Pre-requisite for this module B2)	<u>TWO Option Modules from the list below (20 credits each module):</u> BHL6000 European Business Law BSP6010 Visioning Sustainability for Change BSP6032 Innovations and Entrepreneurship BSP6004 International and Global Marketing BAC6005 Investment Management
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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](#)

