

COURSE JOINING INFORMATION



BSC (HONS) SPORT MANAGEMENT

**CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

We are delighted that you are coming to join us in September as part of the BSc (Hons) Sport Management programme and I hope you are as excited as we are to get going in September! On behalf of your programme team, I would like to welcome you to the start of your undergraduate studies here within the Cardiff School of Sport and Health Sciences at Cardiff Metropolitan University. The sport programmes within the School constitute one of the largest and most comprehensive set of sport-related undergraduate courses in the UK, and as a consequence offers rich and diverse experiences and opportunities for all students to shape their future careers.

You have chosen to join the first Sport Management programme in the UK to be endorsed by the Chartered Institute of Sport and Physical Activity (CIMPSA). The programme will enable you to develop the critical understanding, professional knowledge, skills and attitudes needed to take up a managerial position in the ever-expanding sport and activity industry. This could be in leadership roles associated with researching the contemporary issues and challenges associated with modern sport; developing and delivering community sport and activity; developing and managing appropriate structures and environments for elite sport and also the governance and administration of sport at a national and international level, in the modern era.

The programme is delivered and managed by experienced academics with a wealth of research and applied experience, including professionally-recognised qualifications; all of which enrich and enhance the experience that you have with us as a student. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong friendships with peers on the programme and embracing opportunities that are available to you to develop academically, personally and professionally.

All of us have felt the impact of the COVID-19 pandemic, and at Cardiff Met we have always put the welfare and well-being of our students and staff at the forefront of our decision making, both during the initial phases of the pandemic, and as we plan for the future. There are more details later in this joining pack that outline the plans for our provision for the 2020-2021 academic year. Our plans continue to be developed as the guidance from the UK and Welsh Government is updated, and we will keep you updated with any changes along the way. In addition to your academic studies, we are also planning to offer a diverse range of sport, health and well-being activities through both [Cardiff Met Sport](#) and the [Students' Union](#).

Finally, welcome to Cardiff, our exciting capital city of culture and sport. We hope that all the diverse national and international sporting as well as cultural events will be up and running in the near future so you can enjoy everything Cardiff has to offer! Should you need a change of scene from the city, wonderful countryside and seaside are never far away!

We are delighted that you have chosen us for the next step in your career and we hope that your experience on the BSc (Hons) Sport Management programme lives up to expectation.

See you in September!

Elizabeth Lewis

**Programme Director
BSc (Hons) Sport Management**



2. Pre-Entry Summer Tasks

There are no required pre-entry summer tasks for the Sport Management programme; however, if you want to do some further pre-reading, then a list of suggested reading from the key modules within the programme is provided below. There are copies of all of these books in the Cardiff Met Library, and any links to e-books will be available via the Cardiff Met Library search function called [MetSearch](#) once you have enrolled.

Hoye, R, Smith, A, Nicholson, N., and Stewart, B. (2018) Sport Management : Principles and Applications. Fifth ed, London : Routledge [E-book available via MetSearch]

Robinson, L, Packianathan, C, Bodet, G and Downward, P (2012) Routledge Handbook of Sport Management. London : Routledge [E-book available via MetSearch]

Foster, G., O'Reilly, N., & Dávila, A. (2016). Sports business management: Decision making around the globe. [E-book available via MetSearch]

Professional Body Membership and Web Sites

Below is a list of professional body websites that you might wish to visit to gain further knowledge of the Sport Management industry, accreditations and career opportunities.

The Chartered Institute for the Management of Sport and Physical Activity www.cimspa.co.uk

QUEST – UK Quality Scheme for Sport and Leisure <https://questnbs.org/module-guidance>

Sport Kit Order

Once you have enrolled online, you will be sent information about ordering Cardiff School of Sport and Health Sciences sport kit. This kit is an optional purchase for all students, with a diverse product range to choose from. Please ensure you enrol ASAP to receive information about how to order the optional sport kit from our approved supplier. Kit order will be delivered to the address provided during the order process.



3. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student.

You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

Library & Information Services

You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard

Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](#).

Fees

Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our [Fee Tables](#). If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#). You should already be aware of these costs.



4. Induction Week

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

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

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

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



5. Programme Delivery

Due to the COVID-19 pandemic, Cardiff Met programmes have amended the delivery of their programmes in order to adhere to guidelines on social distancing and other measures set out by the UK and Welsh Governments. This section aims to outline what you can expect as a student studying an undergraduate programme within the Cardiff School of Sport and Health Sciences.

Your course will continue to be delivered through the core and optional modules that are specified for your programme. Crucially, this means that all of the learning outcomes for your programme will be maintained. In some instances, the order or duration of modules may have been changed to allow us to effectively deliver your programme to accommodate social distancing measures. Where we have made changes, they aim to provide support that maintains the quality of your learning experience.

To be inclusive of your individual circumstances, we are planning to offer your course through a mixture of learning opportunities that are either synchronous (delivered at a scheduled time and led by a member of staff) or asynchronous (activities designed and set by a member of staff, but completed in your own time). We are planning to use a mixture of campus-based and virtual-learning environments to offer you an enhanced and flexible learning experience.

Your programme will be delivered in a term-based model ([click here for term dates](#)), with a day of online synchronous (scheduled) and online asynchronous (in your own time) guided learning for each module. There will also be an on-campus contact point on a different day, where small group tutorials, seminars and / or practical sessions will bring the learning together. The purpose of these important on campus touch points will be to further support your learning and ensure that all module and programme learning outcomes can be addressed. . These sessions will focus on successfully facilitating your integration within our academic community and developing your relationships with both key staff and fellow students on your programme of study. We are designing this curriculum to enable flexibility to be able to switch to fully online delivery if there are further local restrictions, or full on-campus delivery should government restrictions ease.

The programme delivery, as outlined above, will be focussed around a mixture of tutor-led, student-led, group working and seminar activities. This will complement your self-directed learning undertaken within virtual learning environments. We are currently busy establishing how much of your scheduled learning will be time spent on-campus. Once we have more detailed information about the timetable of your online and on-campus days we will communicate that to you.

Further details related to the changes for each programme can be found here [\[www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx\]](http://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx), and the [University COVID-19 page](#).



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](#)

