COURSE JOINING INFORMATION

BA (HONS) BUSINESS & MANAGEMENT (ALL PATHWAYS)

CARDIFF SCHOOL OF MANAGEMENT

Induction & Enrolment Information

Academic Year 2021/2022

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

Head of Department

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

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://cardiffmet.eu.qualtrics.com/jfe/form/SV_bIONOukDD9dy6p0

- 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

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
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.

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 Home students for full-time undergraduate degrees, and full-time Masters programmes for September 2021 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 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 20th September 2021. 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.

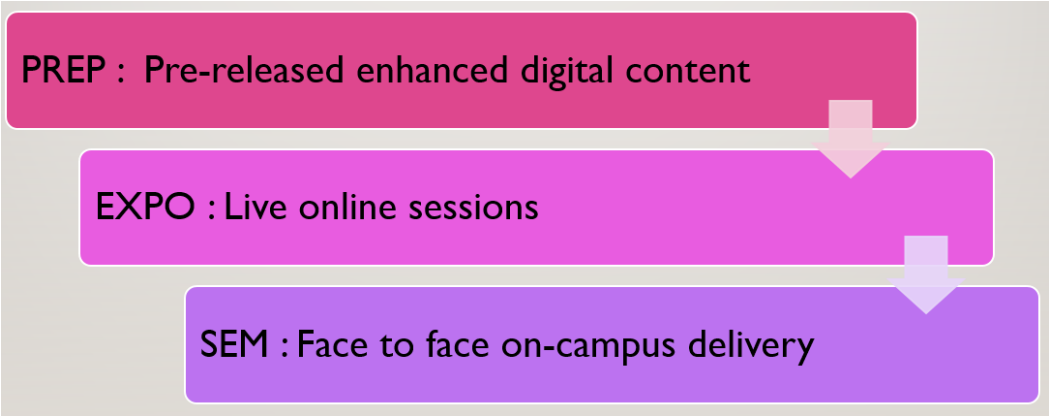
In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities 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

Most modules will be delivered through a mix of pre-released enhanced digital content, live online sessions and face to face on-campus delivery. This will be denoted on your timetables as follows:



The Preparatory sessions will provide you with the underpinning content that will be unpacked within the live online Exposition sessions, and then further explored within on-campus Seminar sessions of smaller groups of students.

We will continue to provide you with an exciting learning experience that enables you to progress through your programme 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. 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.

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 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 -
https://www.cardiffmet.ac.uk/international/study/Pages/default.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 20th September 2021. 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 and Bike Shelters

We 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.

Sustainability at Cardiff Met

Studying through the medium of Welsh
Find out which modules you can choose to study through the medium of Welsh on your course. You may then also be eligible for a bursary via Coleg Cymraeg Cenedlaethol.

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

Accessing IT systems
Once you have completed your enrolment online, you will be able to access all the relevant IT systems you will need throughout your student journey. Please refer to our IT Services for more information.

Met Central
Your central point as a student at Cardiff Met to stay up to date with all the latest news and events, as well as quick access to all the useful sites and tools.

COVID-19 Vaccinations

We're encouraging all of our students to have the Covid-19 vaccine as soon as possible. It's one of the things we can all do to help prevent the spread of the disease, keep each other safe and help us all return to our normal lives.

If you are a Cardiff resident and have yet to receive the first dose of the Covid-19 vaccination, we recommend you visit the Bayside Mass Vaccination Centre which is situated in the old Toys R Us Building. The centre is operating as a walk-in service, offering first doses of the Covid-19 vaccination every weekend between 8am and 4pm for anyone over 18 who lives, studies or works in Cardiff.

If you are moving to Cardiff to study with us for the new academic year and have yet to receive your first dose of the Covid-19 vaccine, we suggest you check with your local GP about getting the first dose before you move. If it is unavailable to you, you should attend the Bayside Mass Vaccination Centre as soon as you arrive in Cardiff.

We also advise all our students living in Cardiff to register with a GP. Once you've moved, you can register using our Cardiff GP Registration form.

More Information:

Public Health Wales

NHS England

Northern Ireland

Scotland