

Welcome Week Handbook

BA (Hons) Aviation
Management

Cardiff School of Management

Academic year
2022/2023



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

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Introduction

Welcome Message

Starting University is very exciting. We have put together a series of activities and events to help you settle into your academic programme and get to know the University, your course and your new colleagues.

The aim, therefore, of Welcome Week is to provide you with an opportunity to get involved with your chosen course of study right from the start.

During Welcome Week you will be involved in a range of inquiry-based projects (please see the section on programme activities and projects for more details) designed to provide you with a taste of what you can expect during your studies at Cardiff Met.

Welcome Week Objectives

During Welcome Week you will be required to:

1. Meet your Personal Tutor and the rest of your cohort
2. Attend social activities and events on campus or online
3. Engage in a research-based task
4. Complete a problem-solving activity



Personal Tutors

Don't worry though; you will not be thrown in at the deep end! When you turn up for your registration session (please see induction timetable for details) you will get to meet your Personal Tutor. Your Personal Tutor will provide academic support and guidance during your time of study at Cardiff Met.

Please make sure that you attend the activities planned for your programme during Welcome Week, so you get to meet your Programme Directors, Tutors and the rest of your cohort.

Finally, I hope you enjoy your time studying at the Cardiff Met and I look forward to meeting you during your course of study.

Yours sincerely,

Dr Nick Jephson

Programme Director



Essential Information

Programme Details



The BA (Hons) Aviation Management programme aims to produce critically minded, innovative, entrepreneurial and discerning graduates who will succeed in the world of aviation and/or management. It will offer students a unique opportunity to draw on the expertise of Embry-Riddle Aeronautical University's 'Worldwide' learning platform, as well as to undertake cutting-edge management education through Cardiff School of Management. Students will also benefit from a close working relationship with Cardiff Airport, where they will undertake experiential academic and professional activity at Level 4, work experience in at Level 5 and a consultancy project or dissertation at Level 6.

You'll study a core set of modules in each of your three years of study. Year 1 will introduce you to basic and fundamental topics in the field of business and aviation; year 2 will develop your critical and analytical abilities whilst studying specialised aviation modules, alongside completing aviation-related work experience; and your final year of study will see you developing into an independent researcher alongside getting ready for the world of graduate work.

The unique partnership between Cardiff Met, Embry-Riddle Aeronautical University and Cardiff Airport will make for an immersive and exciting programme of study, and I am excited to see your personal and professional development during your time here as a student!

International Students

We understand that international students will have many obligations and paperwork to complete when they arrive in the U.K and The Global Student Advisory Service offers support to international students at Cardiff Met by providing support pre-arrival and throughout their studies.



Global Student Advisory Support

[International - Welcome \(sharepoint.com\)](#)

[Global Student Advisory Service International Welfare Advice](#)

[International Academic Advice International Academic Advice](#)

Global Student Advisory Contacts

Welfare Advice – intstudentadvice@cardiffmet.ac.uk

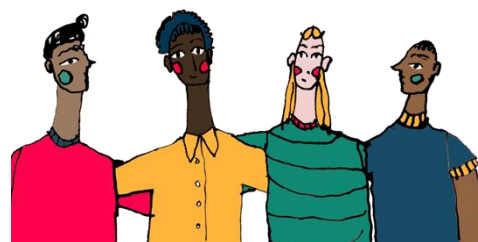
Immigration Advice - Immigrationregs@cardiffmet.ac.uk

International Academic Advice – intacademicadvice@cadiffmet.ac.uk

It is also important that you attend the activities planned for your course during Welcome Week, so you get to meet your Programme Directors, Tutors and the rest of your cohort. This will help you to settle into your new environment and make new friends.



Meet the Team



Dr Nick Jephson

Nick is a teaching-focussed academic with extensive experience in programme directorship, module leadership and pastoral care. He acts as programme director for the BA (Hons) Aviation Management degree. This means he is responsible for recruitment, induction and student progression in the course – so you'll be seeing plenty of him during your time as a student here at Cardiff Met! Additionally, Nick is a year tutor on the BA-Business and Management degree, and teaches across the suite of CSM programmes, from Foundation to MSc level.

Nick's email address is NJephson@cardiffmet.ac.uk



Dr Kelly Young

Kelly is the programme director of the BA-Business Management degree at Cardiff School of Management. She is responsible for overseeing student progression and achievement across the programme, and has responsibility for plenty of the modules which you'll be studying during your time here. Kelly also manages our Welsh language provision at Cardiff School of Management, and can be contacted on KYoung@cardiffmet.ac.uk





Kerstin Alicki

Kerstin is the Director of Embry-Riddle Worldwide's Europe campus. Her involvement in the BA-Aviation Management is to be your main point of contact for all things related to the Embry-Riddle modules that you'll be studying. Kerstin is responsible for your enrolment onto the E-R modules, and for monitoring your engagement and progression as you undertake your studies. You'll be meeting Kerstin on Thursday of introduction week, where you will be introduced to the E-R learning systems as well as becoming familiar with their operations and services.

Kerstin's email address is alickik@erau.edu



Welcome Week

What to expect

During the week you will complete a small inquiry-based project, which you will undertake with a group of other new students from your programme, supported by academic and technical staff and an existing student or two.



At the end of the week, we will also give you some feedback on the strengths of your group's approach, sharing and celebrating what we have discovered together.

There will be an introduction to your new School and Programme and lots of fun activities to help you meet new people.

You will also need to complete a bit of administration, check-in so that we know who is doing what and when, complete any outstanding registration matters, pick up University ID and Students' Union cards, complete papers to help ensure your safety, and touch base with any specialised support services that you need.

Here's what Cardiff Met students enjoyed about Welcome Week

"Helped me settle in and took the pressure off travelling to a new place"

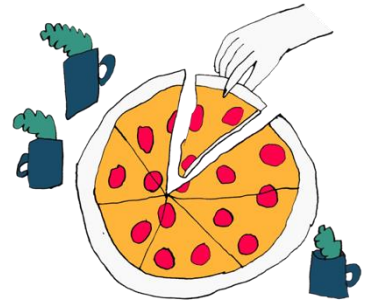
"The group projects to find out about our peers was a nice way of getting to know everyone"

"Helpful to chat informally to the Programme Director and chat about random things to help settle in"



Programme Activities and Projects

We have a busy week of activities and Information sessions planned for Fresher's week: It is a time to get to know your fellow Aviation Management students, to meet students on other business courses (who you'll be attending lectures and seminars with), to learn how we do things at Cardiff Met, but crucially, to get ready to successfully commence your university studies in just 1 weeks' time!



Monday 19th September

On Monday, we'll spend time in the Cardiff School of Management (CSM) building: we'll introduce ourselves to each other and start to find out a little about our experiences and motivations for studying the course. We'll conduct a 'treasure hunt' of Llandaff campus to get to know our educational surroundings too. In the afternoon, we'll familiarise ourselves with the personal tutoring system at Cardiff Met, before finishing early to enjoy the rest of the afternoon at leisure (or getting ready to go out!).



Tuesday 20th September

On Tuesday, we'll work alongside the BA-Business Management students (with whom you'll be spending plenty of time in lectures and seminars once term starts) on a special business challenge, hosted by Enterprise Rent-a-Car. We partner closely with Enterprise (a Times top 100 graduate employer) at Cardiff Met and are delighted to partner with them to bring the world of business and Management to you in your first week.

For most people, buying a car is one of the biggest purchases you'll ever make. Second only to buying your own home, buying a new vehicle can be a landmark moment, or even a rite of



passage. It's no surprise then that it doesn't come cheap: from MOTs to parking permits, petrol to insurance, cars are expensive things to maintain. What's more, if you live in a big city, chances are you don't use your car as often as you'd think. In fact, when you can take the bus, the train, or just walk to the amenities you need, you might only use your car once a week, or even less.

But if you're not using it regularly, what are you paying for, exactly? When it comes down to it, owning a car can often mean forking out huge sums of money for something you get little benefit from. That's a problem Enterprise Car Club want you to work in teams to solve.

Wednesday 21st September - Fresher's Fayre

On Wednesday, there are no planned activities at CSM: the main activity for you is the Fresher's Fayre. The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet to all our SU Societies, SU Sports Teams and of course a chance to grab all manner of freebies from our commercial partners! The fayre is an all-day event taking place on Wednesday 21/09/2022 within [NIAC on the Cyncoed campus](#)! It is one of the highlights of the Freshers calendar and one of the only times during your university journey that every student from all Cardiff Met schools will be in the same place!

Head over to the [Cardiff Met Students' Union website](#) for up-to-date information on events, societies, support and more.

Thursday 22nd September: Student support and meeting Embry-Riddle

On Thursday morning, we'll spend time on campus, learning a little more about the support systems we have here at Cardiff Met. Whilst university-level study brings with it new levels of independence, you are never alone here - and Nick will show you all the sources of support to which you have access, as well as what you can do if you find yourself experiencing personal or academic difficulties.



In the afternoon, we'll meet the support team from Embry-Riddle Worldwide: you'll be studying 2 x Embry-Riddle modules per semester, all online, so before these start you'll need to know how to access all the learning material! Luckily, Kerstin Alicki (Embry-Riddle campus director - Europe) will be joining us to introduce all of the relevant systems/websites/procedures for accessing the modules you'll be studying.

Friday 23rd September - Cardiff Airport visit

On Friday morning, we'll meet at CSM before heading down to Cardiff Airport for a guided tour: you'll meet Spencer Birns, the Chief Executive Officer of the Airport, and will be shown round by him or one of his colleagues. You'll see the classroom facilities where your learning will take place (the semester 2 module 'Academic and Professional Skills for Aviation management' will take place at the airport!), as well as many other interesting parts of the airport operation.

When we get back from the airport, the rest of the day will be for you to spend at leisure.



Your Welcome Week Timetable

Mon	Tues	Weds	Thurs	Fri
<p>Meet the AvMan cohort:</p> <ul style="list-style-type: none"> •Group Meet •Icebreakers •What to expect •Orientation Task 	<p>: Enterprise Car Club Challenge (See handbook for details)</p>	<p>Freshers Fayre (Cyncoed campus)</p> <p>Social Activities</p> <p>No sessions planned at CSM!</p>	<p>Wellbeing and Student Support introduction</p>	<p>Cardiff Airport visit</p> <ul style="list-style-type: none"> •Meet at CSM 0930 •Evaluate week •Go to CWL to meet staff •Guided tour of airport!
<p>Lunch/ Campus Activities / free time 12-2</p>	<p>Lunch/ Campus Activities / free time 12-2</p>		<p>Lunch/ Campus Activities / free time 12-2</p>	<p>At Cardiff Airport</p>
<p>Programme Activity (CSM)</p> <ul style="list-style-type: none"> •Treasure hunt/tour of campus 	<p>Enterprise Car Club Challenge: session 2</p>		<p>Meet Embry-Riddle:</p> <ul style="list-style-type: none"> •Get to know Embry-Riddle learning systems •Meet Embry-Riddle staff 	<p>When back from Airport: free time to explore Cardiff /local area.</p>



Personal Welcome Week Checklist



During Welcome Week you need to make sure that you have completed the following tasks:

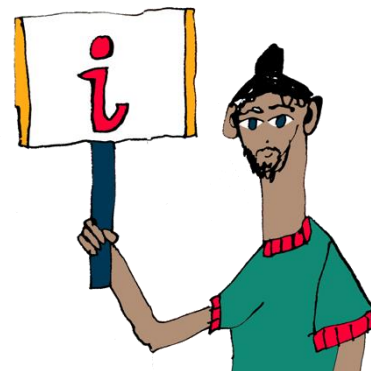
- Complete enrolment process
- Collect student ID card
- Attend programme activity sessions
- Attend some social events on campus/online
- Attend Fresher's Fayre - join a team/society!
- Meet your Personal Tutor
- Take part in the Met Mile Walk
- Familiarise yourself with the Library and Student Support Services



Useful Information

New Students Information

The [Course Joining Information website](#) has lots of useful information to help with your planning. Simply select your level of entry on the website to find out more and access your important joining information.



Student Services

[Student Services](#) provide support and guidance, including counselling and mental health, disability support, and money management.

SU Welcome Guide

An interactive guide to help you navigate your journey into and throughout your university life. Take the tour and enjoy each section designed to help you get to know Cardiff Met.

[What you need to know before you go](#)



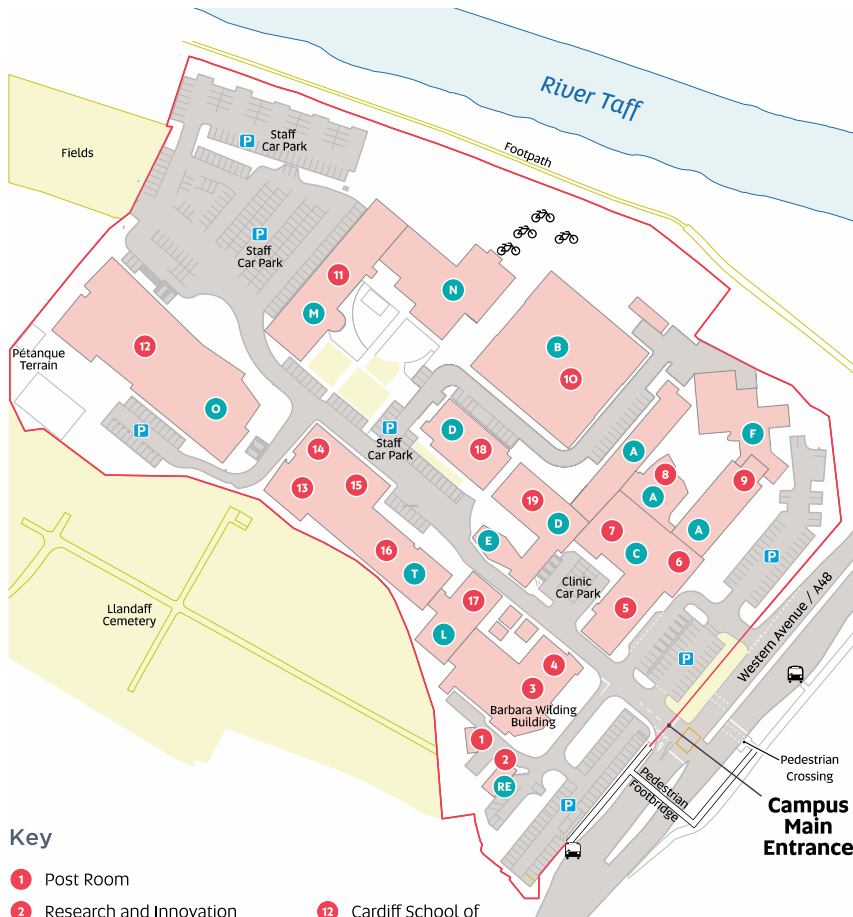
Academic Calendar 2022/23

[Academic Calendar 2022/2023](#)



Campus Map

Llandaff Campus



Key

- | | | |
|--|-------------------------------------|--|
| 1 Post Room | 12 Cardiff School of Management CSM | P Parking |
| 2 Research and Innovation | 13 IT Help Desk | 🚲 Bike Rack |
| 3 Student Hub | 14 School of Dental Technology | 🚌 Bus Stop |
| 4 Gym (First Floor) | 15 Global Engagement | 2 · City Circle |
| 5 Podiatry | 16 Biomedical Sciences CSSHS | 15 · Heath Hospital to Central Station |
| 6 Main Reception & i-Zone | 17 Learning Centre | |
| 7 Main Halls | 18 Food Industry Centre FIC | |
| 8 Lecture Theatre AO.31 | 19 School of Health Sciences CSSHS | |
| 9 Cardiff School of Technologies CST | | |
| 10 Cardiff School of Art and Design CSAD | | |
| 11 Maritime House | | |



Useful Contact Numbers

Accommodation Services – 029 2041 6188/9

Enrolment – 029 20 205669

Finance & Tuition Fees – 029 20 41 6083/6081

Home Admissions – 029 2041 6010

International Admissions – 029 20 41 6045

IT Helpdesk – 029 20 41 7000

I-Zone Cyncoed – 029 2020 5460

I-Zone Llandaff – 029 2020 5600

Learning Centre Cyncoed – 029 20 41 6242

Learning Centre Llandaff – 029 20 41 6244

Switchboard – 029 20 41 6070

Sports Facilities – 029 20 41 6042

Student Service – 029 20 41 6170

Students Union – 029 20 41 6190

