

# Welcome Week Handbook

Cardiff School of Management  
Foundation Programmes  
(All Pathways)

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,

Lisa Wright

Programme Director



# Essential Information

## Programme Details

Foundation leading to Accounting Economics & Finance

Foundation leading to Business and Management

Foundation leading to Computing and Information Systems

Foundation leading to Law

Foundation leading to Marketing

Foundation leading to Sport

Foundation leading to Tourism, Hospitality & Events

International Foundation (leading to all of the above)



## 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](mailto:intstudentadvice@cardiffmet.ac.uk)

Immigration Advice - [Immigrationregs@cardiffmet.ac.uk](mailto:Immigrationregs@cardiffmet.ac.uk)

International Academic Advice – [intacademicadvice@cardiffmet.ac.uk](mailto:intacademicadvice@cardiffmet.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



	<p>Lisa Wright, Programme Director <a href="mailto:lwright@cardiffmet.ac.uk">lwright@cardiffmet.ac.uk</a></p>
	<p>Dr Emma Bettison, Head of Department <a href="mailto:ebettinson@cardiffmet.ac.uk">ebettinson@cardiffmet.ac.uk</a></p>
	<p>Gareth Dyer Foundation Year Tutor <a href="mailto:gdyer@cardiffmet.ac.uk">gdyer@cardiffmet.ac.uk</a></p>
	<p>Judith Smith Course Administrator <a href="mailto:jsmith@cardiffmet.ac.uk">jsmith@cardiffmet.ac.uk</a></p>



# 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"*

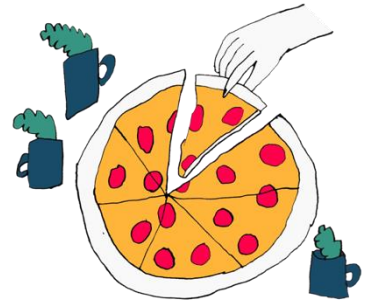
*"Helpful to chat informally to the Programme Director and chat about random things to help settle in"*





## Programme Activities and Projects

You will have been sent the link to a pre-entry task which was designed for you to complete during the summer and prior to your arrival. [Summer Task Foundation 2022.pptx](#) During welcome week, we will be feeding back on the completion of this task.



## Social Activities

During the week, you will have to opportunity to engage in a number of social activities which have been designed for you to meet your peers and colleagues in fun and informal social settings outside of the classroom. These include Freshers Fayre, meeting your programme team and personal tutor, an orientating treasure hunt around the campus, a welcome social event and an award ceremony for the Treasure hunt.

## Freshers' 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.



# Your Welcome Week Timetable

Monday 19.09.22	Tuesday 20.09.22	Wednesday 21.09.22	Thursday 22.09.22	Friday 23.09.22
Programme Specific Activity	Introducing your programme	Freshers Fayre  Social Activities	Task based group activity	Next week and beyond
Lunch/ Campus Activities 12-2	Lunch/ Campus Activities 12-2		Lunch/ Campus Activities 12-2	Lunch/ Campus Activities 12-2
Task based group activity	Orientation Treasure Hunt		Social Event & Award ceremony	Orientation Free time to explore Cardiff /local area.



## Personal Welcome Week Checklist



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

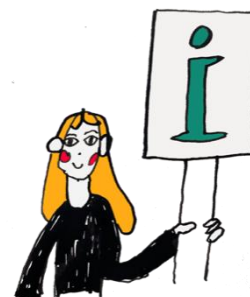
- Complete enrolment process
- Collect student ID card
- Attend programme activity session
- Attend some social events on campus/online
- Attend Fresher's Fayre
- Meet your Personal Tutor
- Take part in the Met Mile Walk
- Familiarise yourself with the Library and Student Support Services



# 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](#)



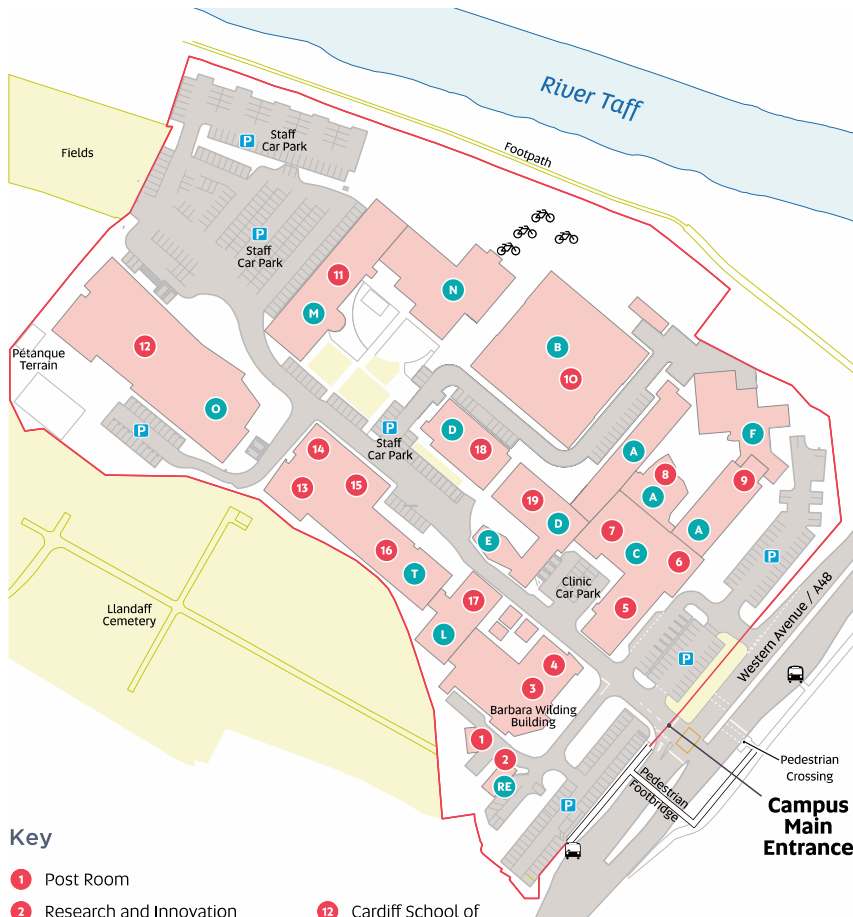
## Academic Calendar 2022/23

[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

