

Welcome Week Handbook

BA (Hons) International
Business 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 Director, Tutors, and the rest of your cohort.

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

Yours sincerely,



Cristina Fatmi

Programme Director



Essential Information

Programme Details



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 School of Management located in Llandaff Campus (Western Avenue, Cardiff). You can find detailed information on the programme on the [BA IBM \(Hons\)](#) page of our website.

Academic induction starts on Monday 19th September 2022 at the Cardiff School of Management. Please ask at reception to be directed to the right room. Welcome Week will cover all the essential aspects of student life as well as introducing you to your specific programme of study.

Several 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, about how to collect your student ID card, how the timetable works, about the foreign language modules and a short induction to Moodle (our Virtual Learning Environment). If you have any queries or concerns before you arrive, or if exceptional circumstances prevent you from joining us during induction week, please inform the programme director, Cristina Fatmi (cfatmi@cardiffmet.ac.uk) or Joanne Grimley, the programme administrator, (jgrimley@cardiffmet.ac.uk) via email as soon as possible.

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 Welcome Week Handbook answers all your initial queries.

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.



Part-Time Students

Whilst full-time students should participate in everything, we recognise that you may not be able to do so because of your other commitments, and we understand this.

Talk with your Personal Tutor about which activities will be most valuable for you and see what you can manage. You will be welcome to join in all events during the week, as and when you can. Do, though, ensure that you have registered, and done the required paperwork before attending any events.

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@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>Sylvie Beresford Senior Lecturer in Business French IBM year 1 tutor. Sberesford@cardiffmet.ac.uk</p>
	<p>Cristina Fatmi BA IBM (Hons) Programme Director Senior Lecturer in Business Spanish IBM year 2 tutor. Cfatmi@cardiffmet.ac.uk</p>
	<p>Esperanza Tevar-Terol Senior Lecturer in Business Spanish, Intercultural Awareness for Business and International Business and Cultural Diversity. IBM year 3 tutor. Etevar@cardiffmet.ac.uk</p>
	<p>Joanne Grimley Programme Administrator Jgrimley@cardiffmet.ac.uk</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, if possible, 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"

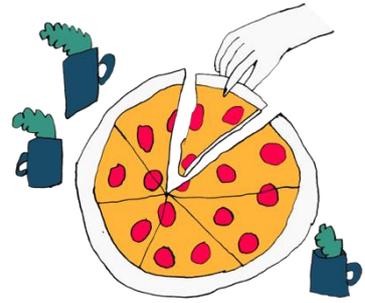


Programme Activities and Projects

Pre-Entry Summer Task

Business in a Global Context

Business in a Global Context is a module you will study in your first year in Term 1. The lecturer, Gary Samuel, has prepared a pre-induction activity for you to complete. Gary's instructions are detailed below. Please read the instructions carefully and send the completed task by email to your Programme director.



Business in a Global Context: “Global Business - The Good, the Bad and the Indignant!”

In order to introduce you to the world of business and the environment that shapes and determines its performance, you are required to complete the following pre-induction task. This information will form the basis of the opening few weeks of teaching to your module Business in a Global Context.

Task:

- Research and select three companies/organisations; one you think is good, one you think is bad and one that makes you annoyed, irritated, vexed, or downright angry, i.e., indignant.
- Companies/organisations can be from the private, public and third sectors.
- How you interpret and apply good, bad, and indignant to companies/organisations is up to you, but you will need to provide a rationale for your interpretation and application.
- Provide the names of each of the three companies/organisations with a brief typed explanation for each company/organisation (no more than one paragraph), detailing why you think each of them falls into the good, bad, or indignant category.
- Identify the sources of your research, i.e., where did you find information about the companies/organisations. You can use Harvard Referencing if you are familiar with this – if not, list the sources.

Important:

- The three companies/organisations must be different.
- Use credible sources for your research. We will explore what we mean by credible during the year, but at this stage avoid Wikipedia and tirades or histrionics in blogs, social media, etc.
- Remember the categories; one good company/organisation, one bad and one indignant.



Type the names of the companies/organisations and the explanation for why they are good, bad, indignant on one page and send it by email to Cristina Fatmi (cfatmi@cardiffmet.ac.uk) who will then forward the information to the module leader.

Icebreaker activity: to get to know you and each other.

EDGE task

Orientation activity: treasure hunt. With feedback at the end of the week.

Group research project: research on a given topic.

Learning and teaching at Cardiff Met

Expectations, concerns, and opportunities

Presentation of group project findings and discussion

Social Activities

[Student Union](#) events.

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

Mon 19th	Tue 20th	Wed 21st	Thu 22nd	Fri 23rd
<p>Programme Activity</p> <ul style="list-style-type: none"> • Meet PD and tutors • Group meeting with PT • Icebreakers and team building activities • Plan for the week • Book 1-1 PT meetings • EDGE activity • Treasure hunt: orientation activity 	<p>Programme Activity</p> <ul style="list-style-type: none"> • Teaching and learning at Cardiff Met • Allocation of project groups • Expectations, concerns and opportunities • Project work • Q&A • PT Drop ins 	<p>Freshers' Fayre</p> <p>Social Activities</p>	<p>Programme Activity</p> <ul style="list-style-type: none"> • Small group project work: final preparation session • Plenary session: Q&A 	<p>Programme Activity</p> <ul style="list-style-type: none"> • Group presentation on project • Feedback session on orientation task • Check-in for Week 1
<p>Lunch/ Campus Activities</p> <p>12-2</p>	<p>Lunch/ Campus Activities</p> <p>12-2</p>		<p>Lunch/ Campus Activities</p> <p>12-2</p>	<p>Lunch/ Campus Activities</p> <p>12-2</p>
<p>Programme Activity</p> <ul style="list-style-type: none"> • Programme information • Introduction of group research project • Q&A 	<p>Programme Activity</p> <ul style="list-style-type: none"> • Project: working on your research project • PT drop-ins 		<p>Programme Activity</p> <ul style="list-style-type: none"> • 1-1 Personal tutor meetings: year 1: Sylvie Beresford; direct entry year 3: Esperanza Tevar. 	<p>Free time to explore Cardiff /local area.</p>



Personal Welcome Week Checklist

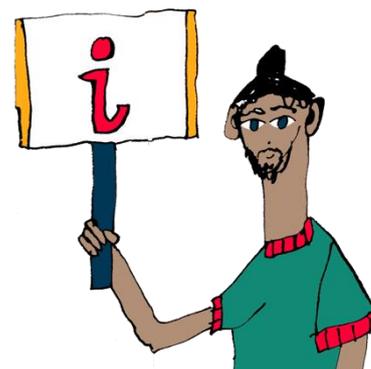


During Welcome Week you need to make sure that you have completed the following tasks:

- Complete enrolment process
- Collect student ID card
- Attend programme activity session
- Attend some social events on campus/online
- Attend Freshers' 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](#)



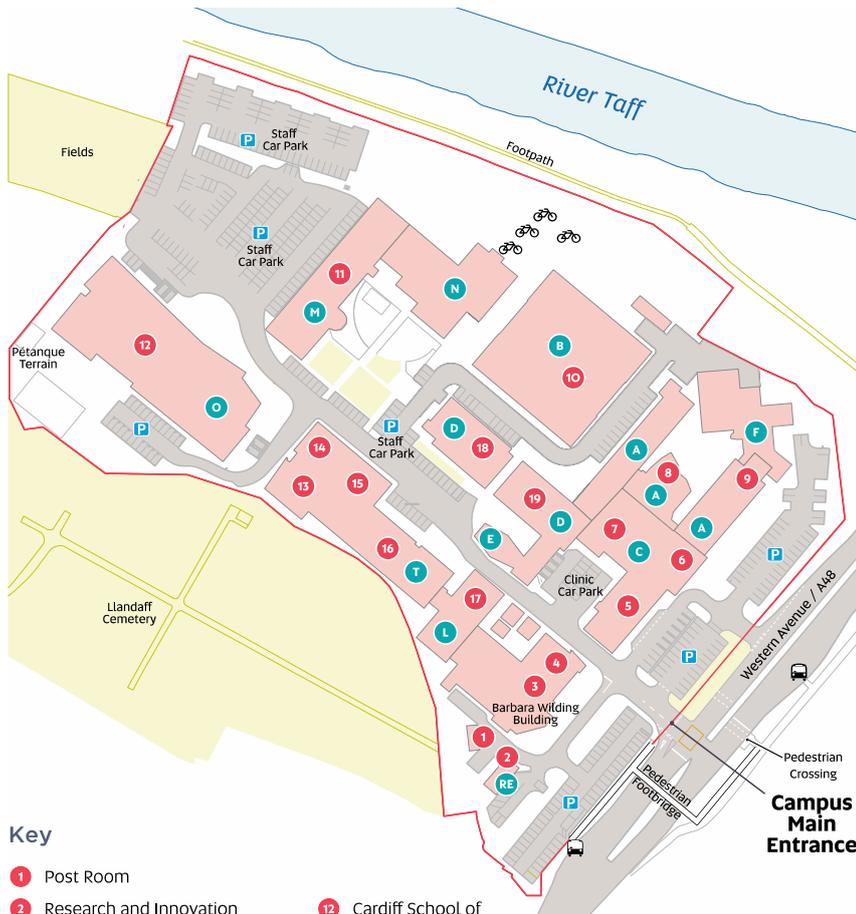
Academic Calendar 2022/23

[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

