

Welcome Week Handbook

BSc (Hons) Sport
Management

Cardiff School of Sport and
Health Sciences

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,



Matt James

Programme Director



Essential Information

Programme Details



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 attributes required for management positions 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 managed and delivered 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.

Sports 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. If you have not already done so, please ensure you enrol ASAP to receive information about how to order the optional sport kit from our



approved supplier. If you have then not received this information after enrolling, please contact admissions via askadmissions@cardiffmet.ac.uk.

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

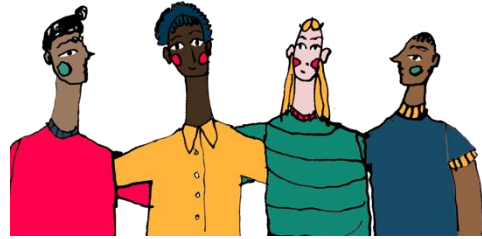
International Academic Advice – intacademicadvice@cardiffmet.ac.uk





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



 A portrait of Matt James, a man with short grey hair and glasses, wearing a black Under Armour polo shirt. He is smiling and looking towards the camera.	<p>Matt James Programme Director</p>
 A portrait of Suzy Drane, a woman with long dark hair, wearing a black Under Armour polo shirt. She is smiling and looking towards the camera.	<p>Suzy Drane Year Tutor</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.



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 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"

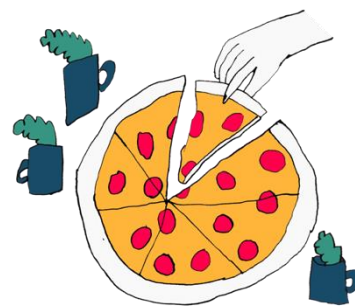
"The group projects to find out about our peers was a nice way of getting to know everyone"

"Helpful to chat informally to the Programme Team and chat about important things to help settle in"



Programme Activities and Projects

Welcome week will include a wide range of programme specific activities scheduled across the week. This will include timetabled sessions led by a member of the programme team, and non-timetabled (asynchronous) activities designed and set



by a member of the team but completed in your own time. You will also be given the chance to attend a range of events including fun ice-breaker activities, campus tours, and introductory talks to clarify the training, support and additional resources available to you from our library, IT, and student services, as well as your Students Union. You will also meet your personal tutor and our existing course representatives, who will help you settle at Cyncoed and respond to any specific questions or concerns you may have.

Welsh Language Opportunities

Yn ystod yr wythnos groeso, fe'ch gwahoddir i gymryd rhan mewn gweithgareddau Cymraeg, wedi'u cynllunio ar eich cyfer chi, a fydd yn rhoi blas i chi o'r ddarpariaeth, y gefnogaeth a'r gymuned cyfrwng Cymraeg y gallwch ddisgwyl fel rhan o'ch darpariaeth astudiaethau israddedig. Fe'ch gwahoddir i gyd i ymuno â sesiwn sofffa yn Centro, ar gampws Cyncoed. Yma, byddwch yn gallu bachu coffi am ddim a threulio peth amser yn dod i adnabod cyd-fyfyrwyr wrth wrando ar rai o'n myfyrwyr ôl-raddedig sydd wedi manteisio ar ddarpariaeth cyfrwng Cymraeg fel rhan o'u gradd israddedig yn y gorffennol. Bydd cymorth wrth law os hoffech drafod unrhyw gwestiynau neu ymholiadau mewn perthynas â darpariaeth cyfrwng Cymraeg a bydd aelod o'r uned iaith Gymraeg hefyd yn bresennol i ddarparu gwybodaeth am y sesiynau cymorth iaith Gymraeg sydd ar gael i fyfyrwyr sy'n dilyn modiwlau drwy gyfrwng y Gymraeg. Mae croeso hefyd i chi ymuno â ni ar gyfer gêm o fadminton dwyieithog, a gynhelir ar gampws Cyncoed, neu, os hoffech gael mwy o sesiwn eistedd i lawr, byddwn yn cynnal sgwrs gyda siaradwr gwadd enwog ar gampws Llandaf a fydd yn rhannu eu taith ym Mhrifysgol Metropolitan Caerdydd gyda chi, a sut maent wedi ymgorffori'r Gymraeg i adeiladu eu gyrfa. Bydd cyfle hefyd i ymarfer eich sgiliau Cymraeg yn ystod y sesiwn hon gan y bydd tiwtoriaid o'r uned iaith Gymraeg yn ymuno â ni ar gyfer rhai gweithgareddau iaith hwyllog.



Mae'r gweithgareddau hyn yn addas i unrhyw un sydd â diddordeb mewn naill ai astudio drwy gyfrwng y Gymraeg, neu ddysgu am ddechrau (neu parhau) eu taith dysgu Cymraeg. Nid oes angen i chi allu siarad Cymraeg i ymuno, a chynhelir y sesiynau drwy gyfrwng y Gymraeg a'r Saesneg i ddiwallu anghenion pawb.

During welcome week, you are invited to participate in Welsh language activities, designed just for you, that will give you a taste of the Welsh medium provision, support and community that you can expect to join as part of your undergraduate studies provision. You are all invited to join a sofa session at Centro, Cyncoed campus. Here, you'll be able to grab a complimentary coffee and spend some time getting to know fellow students whilst listening to some of our post graduate students who have themselves accessed Welsh medium provision as part of their undergraduate degree in the past. Support will be on hand if you'd like to discuss any questions or queries in relation to Welsh medium provision and a member of the Welsh language unit will also be present to provide information about the Welsh language support sessions available to students taking modules through the medium of Welsh. You also more than welcome to join us for a game of bilingual badminton, which will be held on the Cyncoed campus, or, if you fancy more of a sit-down session, we'll be hosting a celebrity guest speaker on the Llandaf campus who will share with you their Cardiff Metropolitan University journey, and how they've incorporated the Welsh language into building their career. There will also be a chance to practice your Welsh language skills during this session as tutors from the Welsh language unit will be joining us for some fun language activities.

These activities are suitable for anyone who is interested in either studying through the medium of Welsh, or learning about starting (or continuing) their Welsh language learning journey. You don't need to be able to speak Welsh to join, and the sessions will be conducted through the medium of Welsh and English to accommodate everyone's needs.

Social Activities

The Student Union will be hosting a series of social activities throughout welcome week for you to participate in. Please visit <https://www.cardiffmetsu.co.uk> for the latest information.



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	Tues	Weds	Thurs	Fri
<p>Programme Activity (am)</p> <ul style="list-style-type: none"> •PT Group Meet •Icebreakers •Plan for week •Introduction to expectations of Higher Education Study 	<p>Programme Activity (am)</p> <ul style="list-style-type: none"> •IT Session: Getting to Know Cardiff Met Systems 	<p>Freshers Fayre</p> <p>Social Activities</p>	<p>Programme Activity (am)</p> <ul style="list-style-type: none"> •Learner task review - have you got the EDGE? 	<p>Programme Activity (am)</p> <ul style="list-style-type: none"> •Project Review •Week 1 Preparation •Welcome Week Evaluation
<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 (pm)</p> <ul style="list-style-type: none"> •Practical-based icebreaker •Q&A •Campus Orientation Tour 	<p>Programme Activity (pm)</p> <ul style="list-style-type: none"> •Project based task •Introduction •Project work 		<p>Programme Activity (pm)</p> <ul style="list-style-type: none"> •Meet L5 Students - sharing experiences •1-2-1 PT meetings 	<p>Orientation</p> <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:

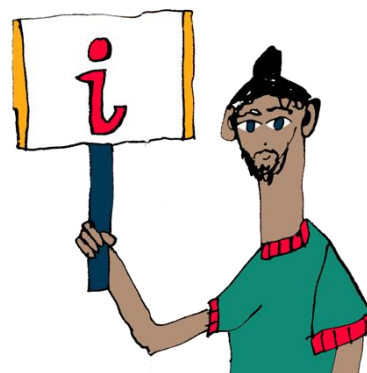
- Complete enrolment process
- Collect student ID card
- Attend programme activity sessions
- Attend some social events on campus/online
- Attend Fresher's Fayre
- Meet your Personal Tutor
- Take part in the Met Mile Walk – This will be advertised on campus by Cardiff Met Sport
- Familiarise yourself with the Library and Student Support Services
- Engage with your programme project task set by the programme team



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



Key

- | | | |
|------------------------------------|----------------------------|---------------------|
| 1 Main Reception and K1 Restaurant | 14 Stuttgart (Halls) | 27 The Bench Cafe |
| 2 Lecture Theatre 4 | 15 Baltimore (Halls) | 28 Russell Rees Gym |
| 3 Learning Centre | 16 Nantes (Halls) | 29 V Block |
| 4 Stradling (Halls) | 17 Queenswood | 30 Syd Arron Gym |
| 5 Herbert (Halls) | 18 Neville (Halls) | 31 The Track Cafe |
| 6 Fitzhamon (Halls) | 19 Sports Hall | 32 i-Zone |
| 7 Bungalow (Halls) | 20 Pool | P Parking |
| 8 College House | 21 Athletes House | 🚲 Bike Rack |
| 9 Thomas House (Halls) | 22 Lecture Theatre 1 and 2 | 🚌 Bus Stop |
| 10 Warwick House and Halls Office | 23 Student Union | |
| 11 Clare (Halls) | 24 Dance Studio | |
| 12 Bute (Halls) | 25 Research House | |
| 13 Ellis (Halls) | 26 Gym Studios | |



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

