



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BA (Hons) Aviation Management

Cardiff School of Management



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Introduction

Welcome to Cardiff Metropolitan University

Congratulations on starting your Cardiff Met Journey! We have put together a series of activities and events to help you get to know Cardiff Met, connect with your programme of study, and meet staff and other students.

Welcome Week provides you with the opportunity to settle into Cardiff Met and to get involved with your programme of study right from the start. During Welcome Week you will be involved in a group project which will provide you with a taste of what you can expect during your studies at Cardiff Met. You will also be able to:

1. Meet your Personal Tutor, Programme Director, and fellow students.
2. Attend social activities and events on campus.
3. Work on a group project and present findings back to programme team.
4. Get to know the Cardiff Met campuses and surrounding areas.
5. Find out what services we have available to support you on your Cardiff Met journey.

When you turn up for your first day you will meet your Personal Tutor who will provide academic support and guidance during your time of study at Cardiff Met. They will also give you your Cardiff Met student card - as long as you've uploaded your photograph!

Please make sure that you attend the activities planned by your programme during Welcome Week, so you are prepared to start your Cardiff Met journey. Finally, I hope you enjoy your time studying at Cardiff Met and I look forward to meeting you during Welcome Week.

Dr Nicholas (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 for international students coming to the UK, adjusting to a new culture; finding somewhere suitable to live and following new processes and procedures can be quite overwhelming. The Global Student Advisory Service is available to offer friendly advice and support to all international students in relation to welfare concerns, academic skills, and immigration matters. For more information about the services available, access the links below:

Global Student Advisory Support

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

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

[Global Student Advisory Service Immigration Advice](#)

Global Student Advisory Contacts

Welfare advice – intstudentadvice@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

**Insert programme team details on this page*



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



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



	<p>undertake your studies. You'll be meeting Kerstin in week 1 of term, where you will be introduced to the E-R learning systems as well as becoming familiar with their operations and services.</p> <p>Kerstin's email address is alickik@erau.edu</p>
 <p>Lisa Wright</p>	<p>Lisa is the Programme Director for Cardiff Met's Business & Management degree. She has responsibility for the running of the degree and is in charge of plenty of the Cardiff Met modules that you'll be studying in your first year. You'll be interacting with Lisa and the Business & Management students in intro week, as you get to know the wider cohort of CSM students.</p>
 <p>Michael Field</p>	<p>Mr Michael Field is the Programme Support Administrator for the BA-Aviation Management programme. He is responsible for actioning all requests for mitigating circumstances and oversees the administrative elements of the programme. Michael and Nick work closely together to ensure smooth (and successful) progression of students from year to year.</p>



Welcome Week

What to expect

During the week you will complete a project, which you will undertake with a group of other new students from your programme, supported by staff and current students who are on your programme. There will also be lots of help from the other university services, showing some great tools and techniques you can use to make your project a success.



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 need to complete a bit of administration and check-in with your programme, so we know who is doing what, and when. You will also need to complete any outstanding enrolment matters, pick up 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"

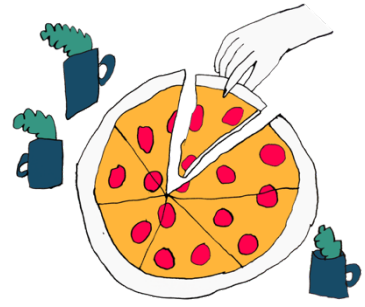
"The group projects to find out about our peers was a nice way of getting to know everyone"

"Helpful to chat informally to the Programme 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 Intro 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 week's time! We'll also be visiting Cardiff Airport for a guided tour towards the end of the week, so please make sure you have Photo ID with you.



Social Activities

The BA-Aviation Management cohort is a smaller group - but we're still very social! Your programme team will seek to enable a gathering of all Aviation Management students during Intro week, so you can get to know each other.

Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet 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 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.



Welcome Week Activities

During Welcome Week you will have the opportunity to:

- Attend a welcome meeting with your Programme Director and meet the team, where they will provide an introduction and outline expectations.
- Meet other students on your programme of study.
- Meet your Personal Tutor.
- Take part in a welcome week project with other students on your programme of study and present the findings from your project to staff and peers.
- Familiarise yourself with the campus.
- Explore what services are available to support you on your learner journey.
- Attend Fresher's Fayre on Wednesday.
- Attend a programme Meet & Greet Inspirational Session.
- Familiarise yourself with the digital tools you will be expected to use during your studies.
- Take part in a 'wrap up' session, reflect on the week and make sure you know what your timetable is looking like for the first week of teaching.
- Attend the Cardiff Met celebration event on Friday afternoon.

Please note you will find a detailed timetable for your programme of study on the Welcome Week site.



Personal Welcome Week Checklist



During Welcome Week you need to make sure that you have:

- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any support services you might need e.g.
Dyslexia or Disability help



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 mental health, disability support, careers advice, information on part-time jobs 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](#)

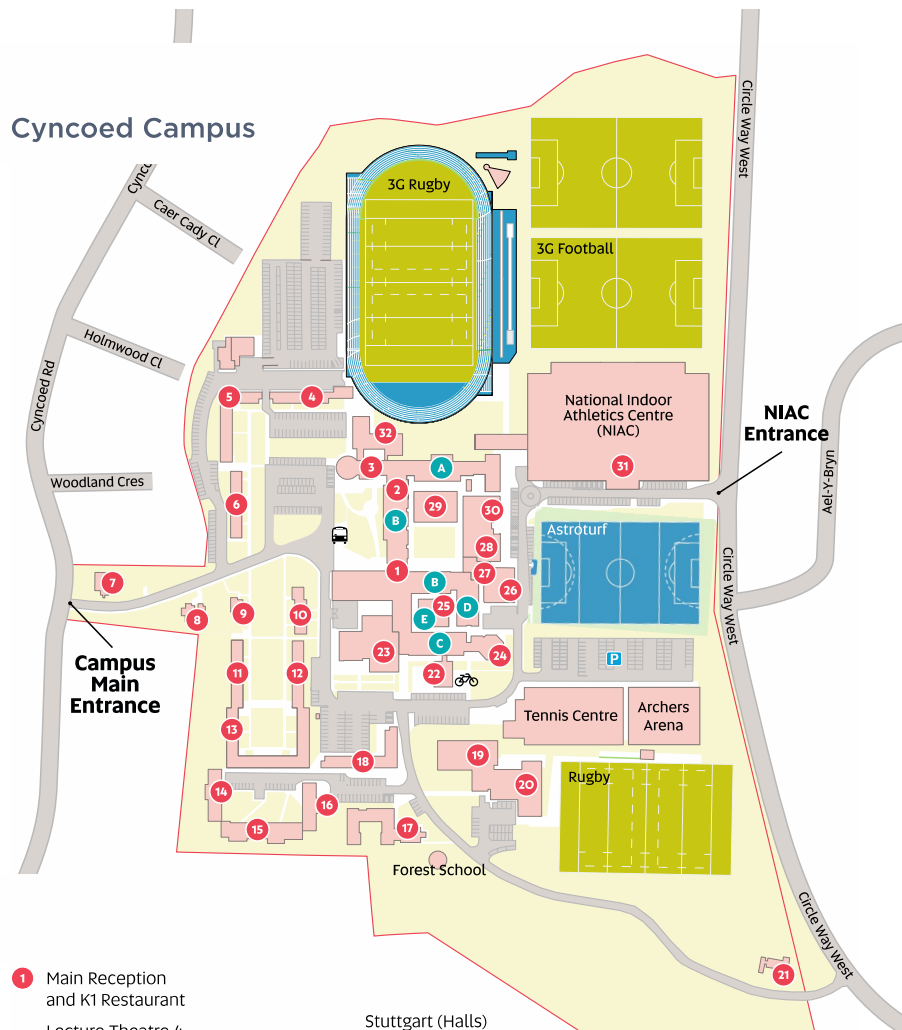


Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Campus Map



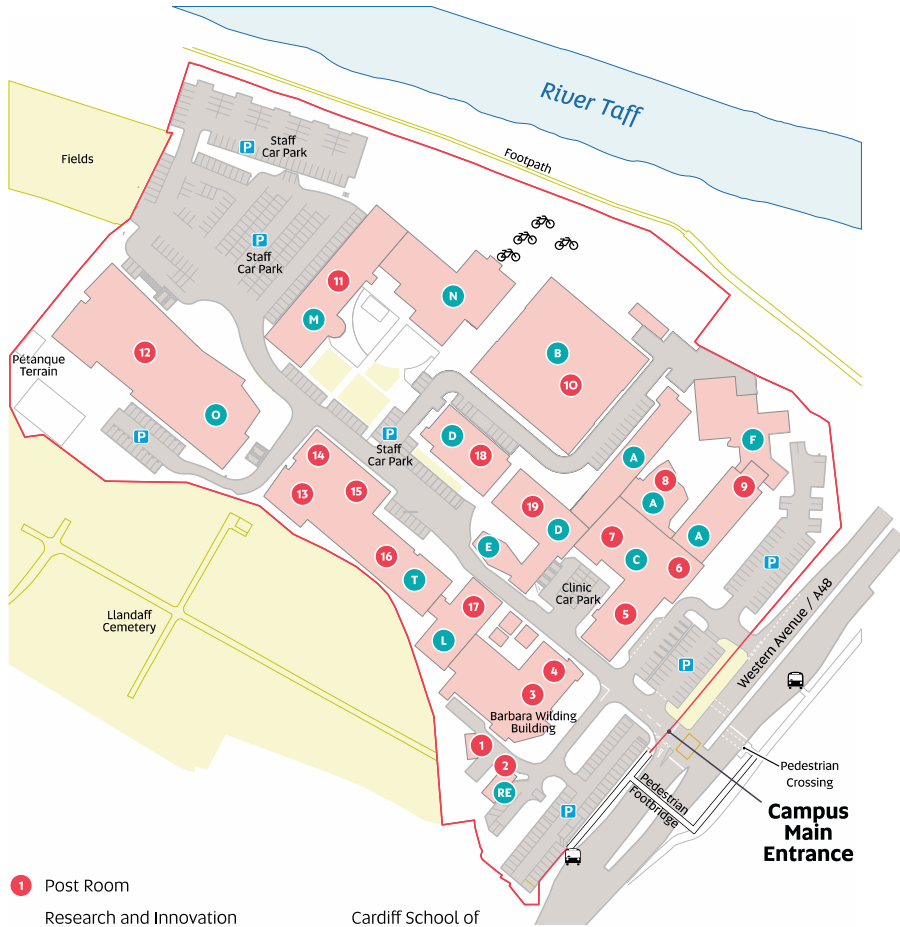
- 1** Main Reception and K1 Restaurant
- Lecture Theatre 4
- Learning Centre
- Stradling (Halls)
- Herbert (Halls)
- Fitzhamon (Halls)
- Bungalow (Halls)
- College House
- Thomas House (Halls)
- Warwick House and Halls Office
- Clare (Halls)
- Bute (Halls)
- Ellis (Halls)

- Stuttgart (Halls)
- Baltimore (Halls)
- Nantes (Halls)
- Queenswood
- Neville (Halls)
- Sports Hall
- Pool
- Athletes House
- Lecture Theatre 1 and 2
- Student Union
- Dance Studio
- Research House
- Gym Studios

- The Bench Cafe
- Russell Rees Gym
- V Block
- Syd Arron Gym
- The Track Cafe
- i-Zone
- P** Parking
- Bike Rack
- Bus Stop



Llandaff Campus



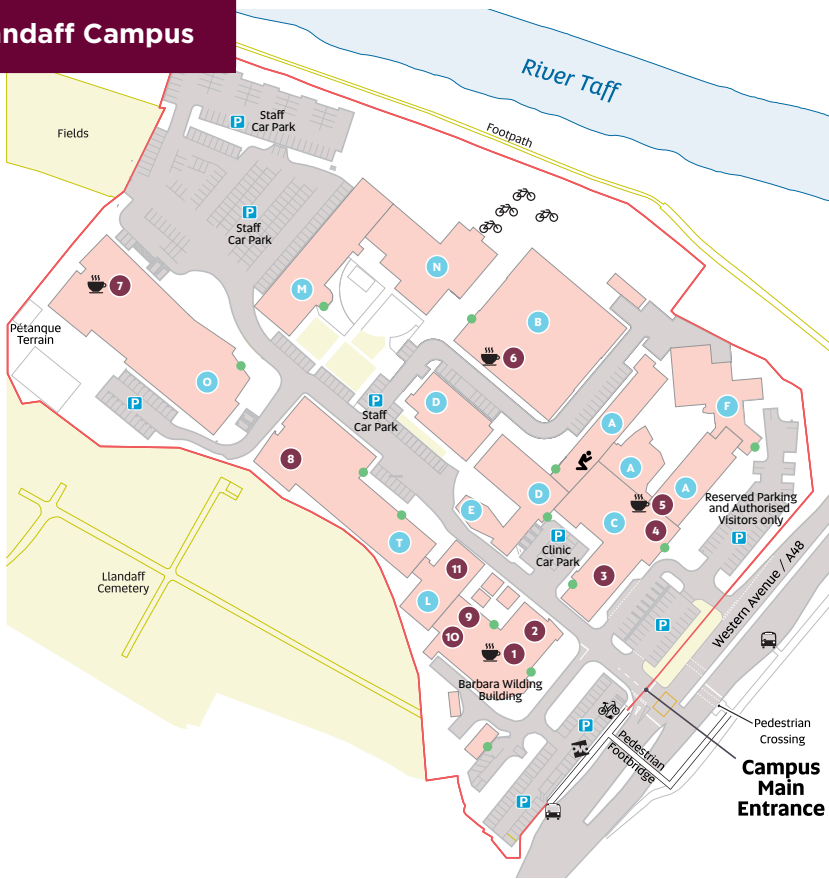
- 1 Post Room
- Research and Innovation
- Student Hub
- Gym (First Floor)
- Podiatry
- Main Reception & i-Zone
- Main Halls
- Lecture Theatre AO.31
- Cardiff School of Technologies CST
- Cardiff School of Art and Design CSAD
- Maritime House

- Cardiff School of Management CSM
- IT Help Desk
- School of Dental Technology
- Global Engagement
- Biomedical Sciences CSSHS
- Learning Centre
- Food Industry Centre FIC
- 19 School of Health Sciences CSSHS

- P Parking
- 🚲 Bike Rack
- 🚌 Bus Stop
- 2 · City Circle
- 15 · Heath Hospital to Central Station



Llandaff Campus



Key

- | | | |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub | 8 IT Help Desk (First Floor) | P Parking |
| 2 Gym (First Floor) | 9 The Global Lounge | 🚲 Electric Bikes |
| 3 Podiatry Clinic | 10 Students' Union (First Floor) | 🚲 OVO Bikes |
| 4 Main Reception & i-Zone | 11 Learning Centre | 🚲 Bike Rack |
| 5 The Gallery (First Floor) | ● Building letter | 🚰 Bus Stop |
| 6 The Box Café (First Floor) | ● Building Main Entrance | ☕ Café |
| 7 The Atrium | | 🕌 Multi-faith prayer room |

All our rooms use the same naming formula – *Building Floor . Room Number*. So if you're looking for 01.18, go to building O, climb to the first floor, and find room number 18. Or for B0.10 go to building B, stay on the ground floor and look for room 10. In the naming formula, 'LL' refers to Llandaff.



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Wythnos groeso
Welcome week

2023