



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BA (Hons) International Business 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 - if you have 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.

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 you may not be able to do everything because of other commitments, and we understand this.

Talk with your Personal Tutor about which activities will be most valuable for you. 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 completed the required paperwork before attending any events.

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](#)

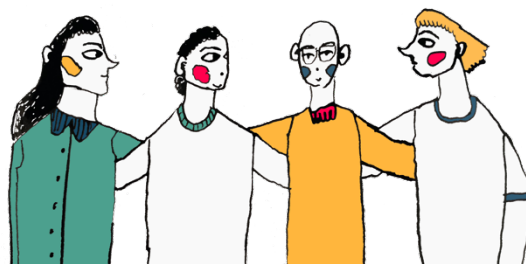
Global Student Advisory Contacts





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



	<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 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".

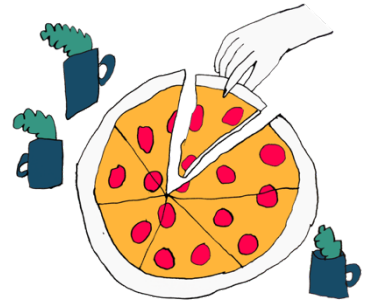


Programme Activities and Project

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.

Group Research Project

The activity below will be carried out during Welcome Week.

GROUP RESEARCH PROJECT



Currently, the Earth is already about 1.1°C warmer than it was in the late 1800s, and emissions continue to rise. To keep global warming to no more than 1.5°C – as called for in the Paris Agreement – emissions need to be reduced by 45% by 2030 and reach net zero by 2050. (United Nations, Climate Action, 2023)

In your group, 4-5 students, you need to work together to present your findings, in the form of a PowerPoint presentation, on the following topic:

Investigate and provide recommendations on what Wales must do to achieve Net Zero by 2050, both in the public and private sectors.

You will present your findings to the rest of the groups during the morning session on Friday 22nd. The presentation should last 10 minutes.

Sources:

United Nations (2022) *Climate Action*. Available at: <https://www.un.org/en/climatechange/net-zero-coalition> (Accessed: 10/03/2023)

Picture source: [Net Zero Coalition | United Nations](#)



Social Activities

[Student Union](#) events.

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 (Foundation and Undergraduate)

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](#)



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

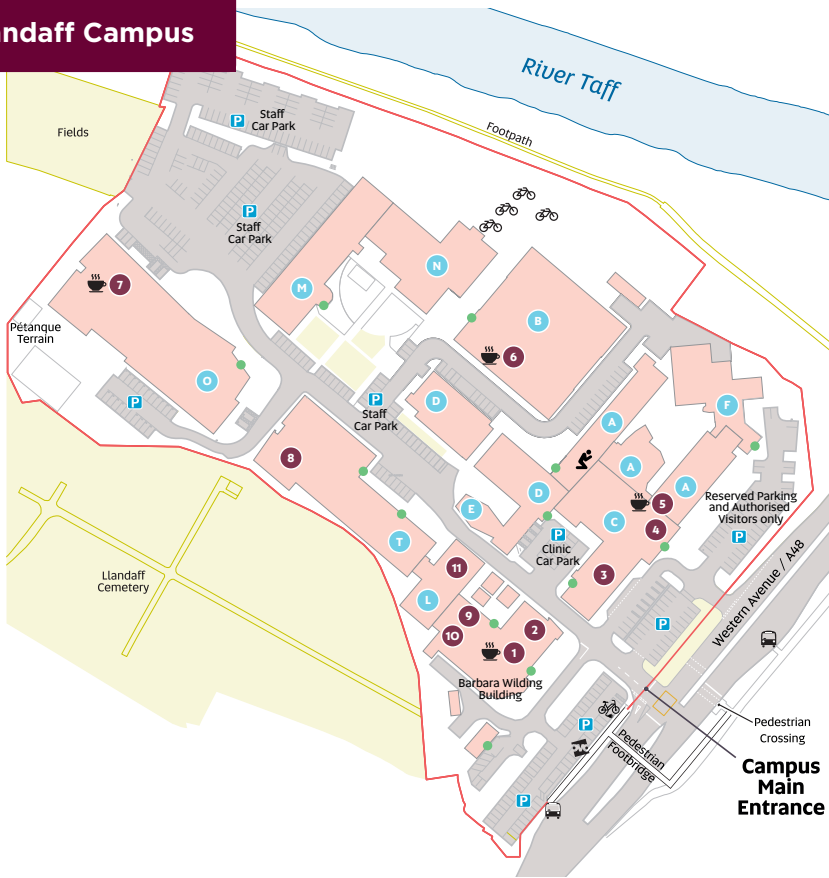
Sports Facilities – 029 20 41 6042

Student Service – 029 20 41 6170

Students Union – 029 20 41 6190



Llandaff Campus



Key

- | | | |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub | 8 IT Help Desk (First Floor) | P Parking |
| 2 Cym (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