

Welcome Week Handbook

MBA

Cardiff School of Management

Academic year
2022/2023



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Contents

Introduction 2

Essential Information 4

Welcome Week 7

Useful Information 11



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

Dear Student,

A very warm welcome to the Cardiff Metropolitan University MBA programme!

You've been offered a place, not only as a result of your academic track record but also because we believe you want to make something of yourself through a commitment to learning, hard work and fun. Your experience in pursuing this programme is going to be both challenging and rewarding.

If you have been away from education for some time and/or have studied disciplines very different or much changed in the intervening years before beginning this course, you may be a little apprehensive. The important thing is not to worry because we will guide you as to our expectations of the quality and standard of work required and help realise your potential.

There are many online resources available to you: through our Virtual Learning Environment; Moodle and the university electronic library, and these will be explained at your induction. Module Leaders and seminar lecturers will provide support materials depending on their teaching style and will facilitate your learning experience at the university. You will be expected to take your own notes and maintain files of information to prepare for assessments in each module. In simple terms, you will be in the driving seat of your learning.

While you are here, you will be given every opportunity to build up a CV that is attractive to employers. These days, they are looking not only for 'technical' skills, but also the leadership, people and communication skills that virtually all good jobs demand.

I look forward to seeing and working with you.



Dr Ricky Li

Principal Lecturer and MBA Programme Director



Essential Information

Programme Details



Dear Students,

Welcome on Board our MBA Programme at Cardiff Met University

I am very pleased that you have decided to join the Cardiff Metropolitan University MBA, many of you were no doubt attracted by the prospect of joining a dynamic institution clearly headed for a great future.

Our approach to learning, teaching and assessment is underpinned by high-quality academic standards, working in partnership with students, the development and embedding of technology-enhanced learning and assessment, and research-informed teaching.

Our objective is to develop creative, resilient and sought-after graduates with aptitudes, skills and experiences that enable them to make an impact in their chosen profession or pathway. Learning and teaching will always be at the heart of what we do here at Cardiff Metropolitan University and we hope you fully experience our efforts to maintain a personal touch within a friendly and supportive learning environment.

With our business-orientated approach, Cardiff Metropolitan University focuses on the needs of industry, commerce, and public and voluntary sector organisations. Our strong research and teaching base provide the platform for the development of a wide range of services relevant to many types of industries.

We are truly a Global University, ranked as the top UK University for overall international student support six years in a row, Cardiff Metropolitan University is proud to educate students from over 140 countries worldwide and be associated with a number of high-calibre partners in the UK and internationally.



Naturally, as with any market leader, we must consistently improve to stay ahead. During your period with us, you will benefit from a variety of innovations to the programme. Expect to be challenged, pushed and stretched, a normal expectation for UK Postgraduate Taught Masters. Equally, expect the rewards to be immense. Your learning will truly go back to the workplace.

We are a very student-friendly institution and the teaching team including our admin team are very approachable. The quality of students learning experience and journey is at our heart in everything that we do here at Cardiff Met University.

All the very best for the next one year with us!

MBA Cohort Leader

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@cadiffmet.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.



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"

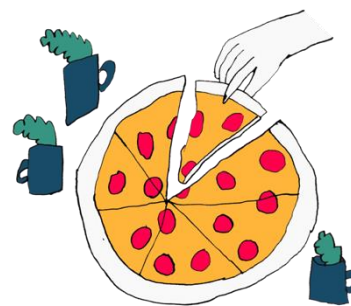
"The group projects to find out about our peers was a nice way of getting to know everyone"

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



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

MBA Induction Timetable: September 2022 Cohort

Monday 19 th Sep	Tuesday 20 th Sep	Wednesday 21 st Sep	Thursday 22 nd Sep	Friday 23 rd Sep
<p>10:00 – 11:30 Room TBC</p> <p>Welcome to Cardiff Met and MBA Programme All MBA students please attend this session</p>	<p>10:00 – 11:30 Room TBC</p> <p>Welcome to Cardiff Met and MBA Programme <i>*This is a repeat session for those who missed Monday's session</i></p>	<p>Please use today for programme registration immigration documents check / police registration or attend other campus induction activities</p>	<p>Academic Skills 10-11am</p> <p>Library Induction 11-12 Room TBC <i>**Attendance is optional.</i></p>	<p>10:00 – 12:00 Room TBC</p> <p>Your Cardiff Met MBA Journey <i>**This is a repeat session for those who missed the session on Thursday afternoon</i></p>
<p>Generic MBA students 13:00 – 15:00 Room TBC</p> <p>Optional Module Fayre with module leaders</p> <p>Optional Module Descriptors Click Here</p> <p>Submit an optional module survey Option Module Survey link <i>This link will go live from 3pm 19th September</i></p> <p>MBA pathway students are <u>not</u> required to attend the optional fair. Your academic modules are pre-determined.</p> <ul style="list-style-type: none"> ▪ MBA (Business Analytics) ▪ MBA (Finance) ▪ MBA (Human Resource) ▪ MBA (Islamic Finance) ▪ MBA (Marketing Management) ▪ MBA (Project Management) ▪ MBA (Supply Chain & Logistics Management) 	<p>Please use this afternoon to complete your programme registration/immigration documents check or attend other campus induction activities.</p> <p>Generic MBA students If you haven't done so, please use today to finalise your optional module choices by the below deadline.</p> <p>Optional Module Descriptors</p> <p>Deadline: 5pm Tuesday 20th September Make your decision carefully as no change can be made after the deadline.</p> <p>MBA pathway students are <u>not</u> required to participate in optional module survey</p>		<p>13:00 – 15:00 Room TBC</p> <p>Your Cardiff Met MBA Journey All MBA students please attend this session</p>	<p>13:00 – 15:00 Room TBC</p> <p>MBA programme Q&A session <i>*** Attendance is optional. Attend this session if you have questions and queries.</i></p>



Personal Welcome Week Checklist



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

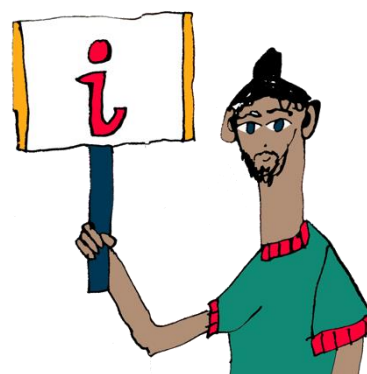
- Complete enrolment process
- Collect student ID card
- Attend programme activity session
- Attend some social events on campus/online
- Attend Fresher's Fayre
- Meet your Personal Tutor
- Take part in the Met Mile Walk
- Familiarise yourself with the Library and Student Support Services



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.



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

