



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BA (Hons) Business Law & Management

Cardiff School of Management



Contents

Introduction	2
Essential Information	4
Meet the Team	6
Welcome Week	7
Useful Information	11



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.

Yours sincerely,



Dr Richard Lang
Programme Director



Essential Information

Programme Details



While it is not the intention to repeat here all of the information from the Programme Handbook, to which you should refer for more in-depth detail, I do think that it would be useful, firstly, to remind you what you've got coming up in your first year, and secondly, to remind you of a few key names, email addresses and phone numbers. So here's the diet of modules for your first year; the first three will be taught in the first semester and the second three will be taught in the second semester:-

Module Title
Contract Law
Finance for Managers
Introduction to legal method, ethics and practice
Administration Law and Human Rights
Criminal Law
Legal and Professional Skills

And here is a list of some of the key people involved in the delivery of your programme and in making sure that everything goes smoothly:-

Staff Member	Room Number and Telephone Extension	Email address
Head of Department: TBC	Room O1.40 Ext 5670	TBC
Programme Director: Dr Richard Lang	Room O2.55c Ext 6113	rlang@cardiffmet.ac.uk
School Administrator: Ms Jocelyn Spittle	Room O0.58	CSM-UG-MSc@cardiffmet.ac.uk

Finally, if you are on campus and there is an emergency, the number to contact, from any internal phone, is **2222**.



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

You have the duration of Welcome Week to guess our fun facts!



	<p>Dr Richard Lang rlang@cardiffmet.ac.uk BA(Hons) Business Law & Management Programme Director Modules include: Introduction to legal method, ethics and practice, EU Competition Law, International protection of human rights</p>
	<p>Dr Rafik Omar romar@cardiffmet.ac.uk Modules include: Finance for Managers</p>
	<p>Angela Joseph ajoseph@cardiffmet.ac.uk Modules include: Contract Law</p>
	<p>Dr Dimitris Xenos dxenos@cardiffmet.ac.uk Modules include: Administration Law & Human Rights, Land Law</p>
	<p>Kallie Noble knoble@cardiffmet.ac.uk Modules include: Criminal law, Legal and professional skills</p>
	<p>Dr Hephzibah Egede hegede@cardiffmet.ac.uk Modules include: Tort Law</p>



	<p>Dr Kathryn Addicott kaddicott@cardiffmet.ac.uk Modules include: People Management and Engagement</p>
	<p>Dr Mohammad Sabuj msabuj@cardiffmet.ac.uk Modules include: Probate and Wills</p>
	<p>Marc Johnson mrjohnson@cardiffmet.ac.uk Modules include: Administration Law & Human Rights</p>
	<p>Dr Elizabeth Cotton ecotton@cardiffmet.ac.uk Modules include: Change Leadership</p>
	<p>Dr Rebecca Smith rmsmith@cardiffmet.ac.uk Modules include: Launching an Enterprise</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"

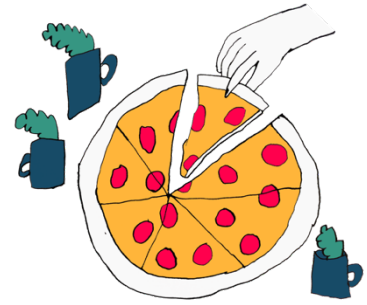
"Helpful to chat informally to the Programme Director and chat about random things to help settle in".



Programme Activities and Projects

Pre-Entry Summer Task

During Welcome Week, we'll be looking at Great Legal Dilemmas. So the first part of your Summer Task is to answer the following two questions:-



* What does the word dilemma mean?

* Can you give an example of a dilemma, either from history, from your own life or from your imagination?

Secondly, in order for us to know you better I'd like to ask you a few questions; please enter your answers on the following link -

https://cardiffmet.eu.qualtrics.com/jfe/form/SV_3VLkVvIZIXHtjRY

Welcome Week Project

Your inquiry-based project is called 'Great Legal Dilemmas' and follows on from the first part of your Summer Task. We hope you will find it an enjoyable journey which will take us to sea and up (and down!) a mountain... In the final session on Friday, each group will make a very short presentation based on a single powerpoint slide (included at the end of this handbook) followed by some prizes. Don't forget to pack your moral compass, and we'll see you at base camp in September!

Social Activities

Is there anything more fun than having your photo taken? I don't think so. So come in all your finery on the morning of the Thursday of Welcome Week, and we'll get your LinkedIn career off to a photogenic start. Budget allowing, there may be refreshments.

Remember, finery.

Don't make me get out the Law Department's dressing-up box...



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
- Register with a GP!



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](#)



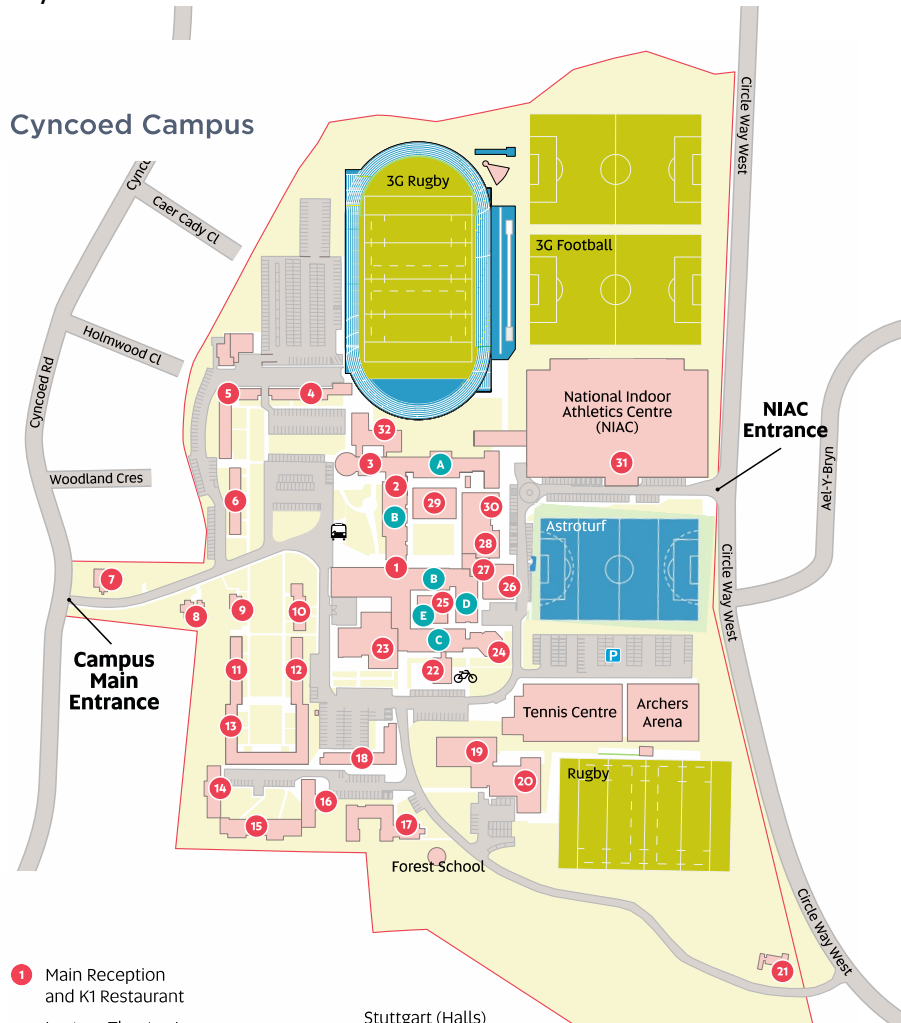
Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Campus Map

Although your campus is Llandaff, this map of Cyncoed will be useful to you when you go to the Freshers' Fayre.



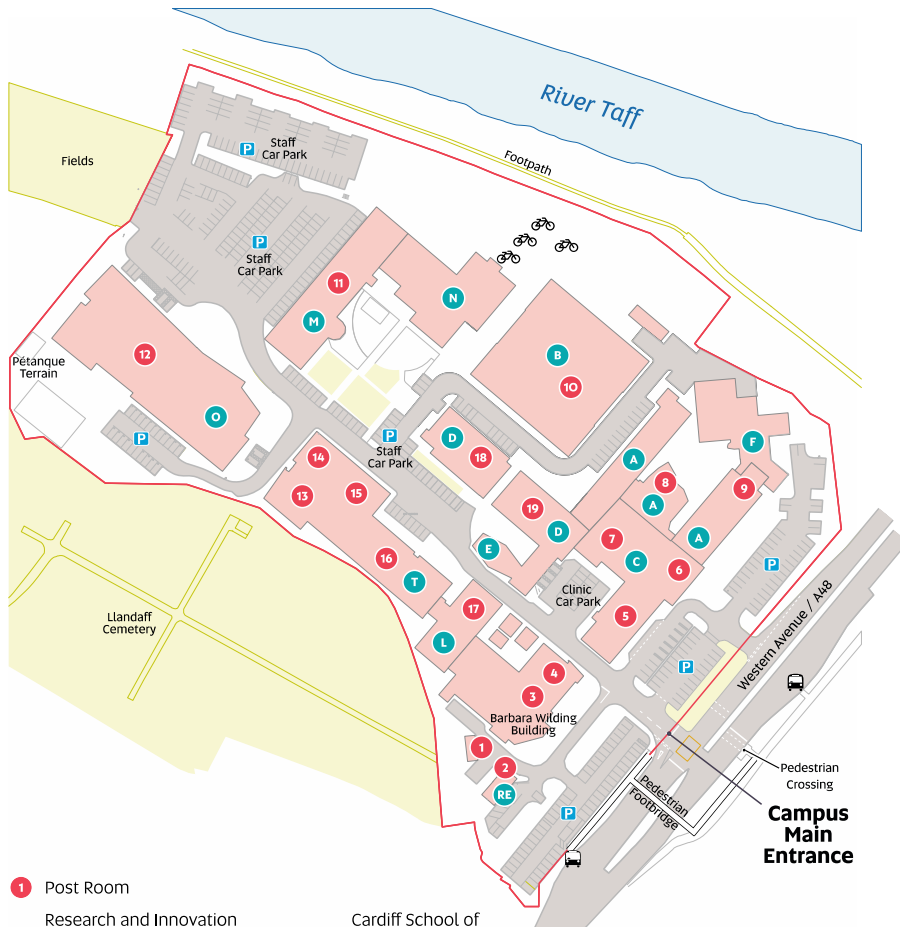
- 1 Main Reception and K1 Restaurant
- Lecture Theatre 4
- Learning Centre
- Stradling (Halls)
- Herbert (Halls)
- Fitzhamon (Halls)
- Bungalow (Halls)
- College House
- Thomas House (Halls)
- Warwick House and Halls Office
- Clare (Halls)
- Bute (Halls)
- Ellis (Halls)

- 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

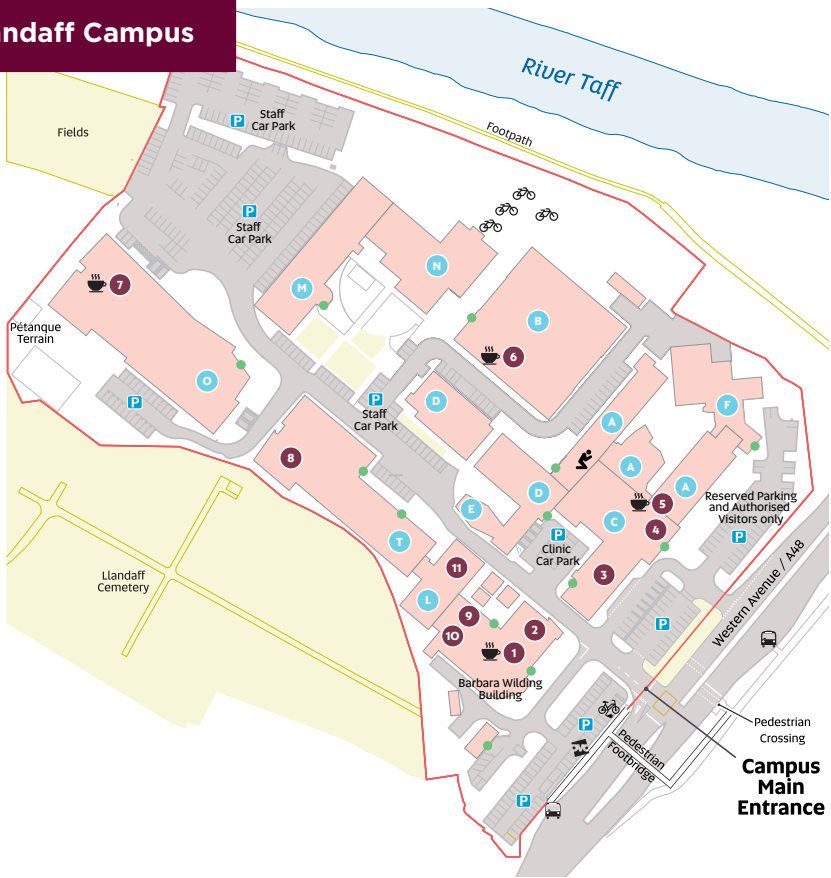


Great Legal Dilemmas: Group x [Insert group number]

- Our group would have:-
 - Found the sailors Dudley and Stephens guilty of the murder of the cabin boy/ not guilty of the murder of the cabin boy [Delete as appropriate]
 - Cut the rope on our partner during the descent/ not cut the rope on our partner during the descent [Delete as appropriate]
 - Ruled that it was allowable to kill the weaker twin to save the stronger twin/ not allowable to kill the weaker twin to save the stronger twin [Delete as appropriate]
- At the presentation, please briefly explain your answers. **EVERYONE MUST SAY SOMETHING!!**



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.



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Wythnos groeso
Welcome week

2023