



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BA (Hons) Events Management & Events Management with
Internship

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.

Yours sincerely,

Dr Karen Davies

Programme Director



Essential Information

Programme Details

The BA Events Management Programme aims to bring together theory and practice and equip you with the knowledge and skills to enter into the industry at supervisory or management level. We deliver the programme through a mix of lectures, seminars, tutorials and practical workshops as well as guest speakers, field visits and one-to-one supervision. We also encourage you to engage with the many work experience opportunities on offer during your 3 or 4 years with us. We want you to have the best experience possible and so we run an 'open door' policy from day one. We all sincerely hope you enjoy your time with us at Cardiff Met!



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](#)

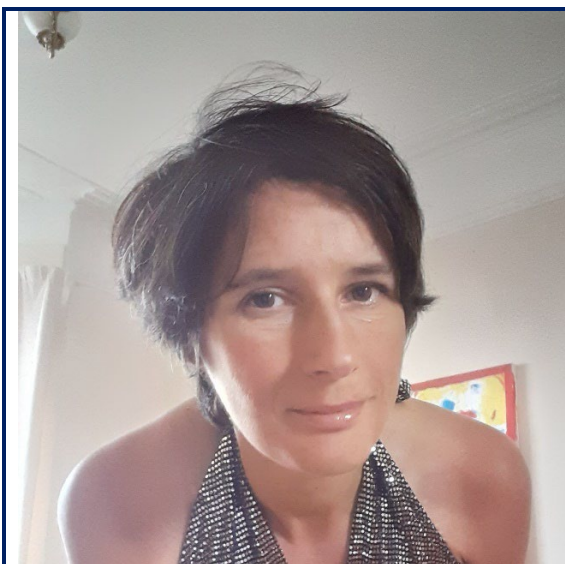
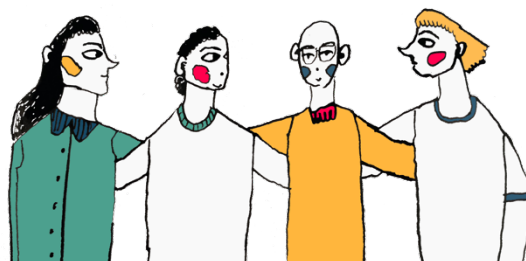
Global Student Advisory Contacts

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



Dr. Karen Davies - Programme Director

Hi, I am Karen, your Programme Director! I oversee the day-to-day running of the course and am here for any issues or concerns you may have. My background is in the management and delivery of public sector events, from running races, to large outdoor concerts and fairs, to dance competitions, athletics events for people with disabilities, carnivals and parades, air shows etc.

I have a keen interest in research related to inclusivity and accessibility. My PhD was on intercultural communication at the Llangollen International Musical Eisteddfod, and I am currently working on a project investigating access to music festivals for people living in poverty. I also conduct tourism research related to grassroots recovery post Covid-19.

I am currently the Vice Chair of the [Association for Events Management Education](#) and review papers for the International Journal of Event and Festival Management as well as sitting on the PhD/Early Career



Researcher Editorial Board' for the [Event Management journal](#) and the Editorial Board for the [Festival Culture Research and Education](#) journal.

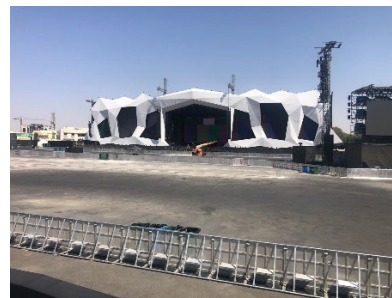


Neil Marcus - Year 1 Tutor

I've worked for Cardiff Metropolitan University for the past 17 years and been lecturing for 37 years.

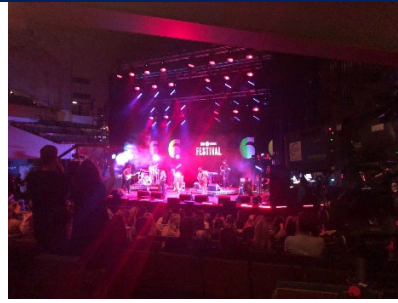
I'm part of the Events team, lecturing on a range of modules and I will see you over the three years that you're at Cardiff Met. Also, I'm the L4 events year tutor so I'll see quite a bit of you in the first year!

I have a fractional role so whilst I'm not in CMU, I'm out in the real world working on a diverse range of Events worldwide as an event manager and safety officer for Redman Events. I run this work alongside my lecturing role. Please see below some pictures of recent projects I have worked on:



Stage manager for Formula 1 post-race concerts in Saudi Arabia





Stage Manager for BBC Radio 6 Music Festival, Cardiff.



Dr Dewi Jaimangal-Jones - Year 2 Tutor.

As a child I went to various festivals with my family which created an early interest in music festivals. As a teenager I was into rave music and my passion for music led me into DJing and performing at clubs and parties, whilst also helping with their planning and organisation. I studied elements of events in college and in my first degree in Leisure and Tourism Management. Following graduation my interest in dance music culture led me to do a PhD which explored the construction and consumption of dance music experiences. I explored the role of events within dance music culture, participant motivations, the role of DJs and the media in the construction of experiences and have published various journal articles linked to my PhD research. Whilst studying for my PhD I also completed a PGCE in Post Compulsory Education Training which cemented my interest in teaching. I have taught across a wide



range of modules on the undergraduate and postgraduate Events Management programmes and was the Programme Director for the BA Events Management programme for 14 years. My recent research projects have analysed the impacts of major sporting events in Cardiff such as the Champions League Finals and Volvo Ocean Race.



Sara Johnson - Year 3 Tutor

Croeso /Welcome First year event Students!

My first two jobs after graduating involved me designing and marketing food in the airline and retail sectors. It was during my time in the retail sector I was asked to organise and run our suppliers conference in addition to my day job. One conference lead to organising numerous high profile charity foundation events. I really enjoyed this element of my role and being able to take a brief and design memorable events within a budget and timescale. I worked in London for 14years before leaving the corporate world of events and marketing before coming into the world of academia. I teach on a wide variety of modules and have lectured at both undergraduate and post graduate level since being in Cardiff Met. I'm currently studying for my PhD



which is looking at how micro SMEs (small and micro enterprise) in the food sector can use social media to their advantage to promote themselves and drive product sales. I am currently year 3 tutor for your course but will see a lot of you over the next couple of years!

I am looking forward to meeting each of you over the next few months, enjoy this time here with us... student life really is the best time of your lives!!



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"

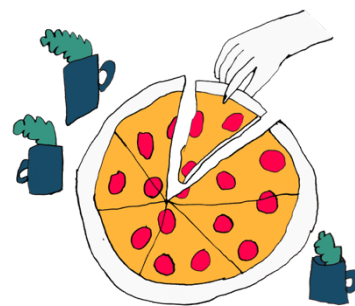
"The group projects to find out about our peers was a nice way of getting to know everyone"

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



Programme Activities and Projects

During the week we will introduce you to your Personal Tutor and to the programme team, talk through your modules and go through your timetables. We will also set you a task to complete in groups looking at the tourism, hospitality and



events offerings in Cardiff - you will present the results of your task on Friday morning where there will be an awards ceremony for the best!

We will guide you through how to engage effectively with our virtual learning platform, Moodle and also where you can find essential information related to your course and wellbeing.

Social Activities

We have some exciting activities organised including a walk into Llandaff village and a "selfie challenge" around the city, to get you oriented and knowing the various events venues within the city.

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](#)



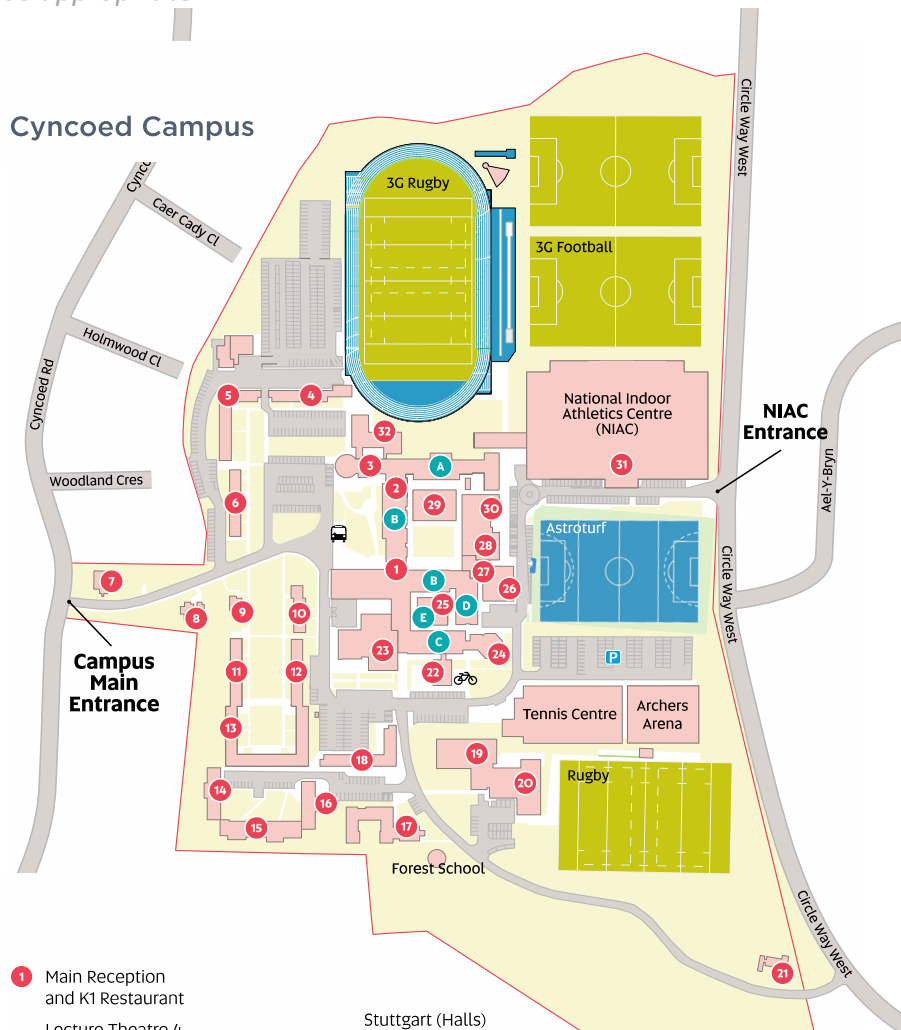
Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Campus Map

**Delete map as appropriate.*



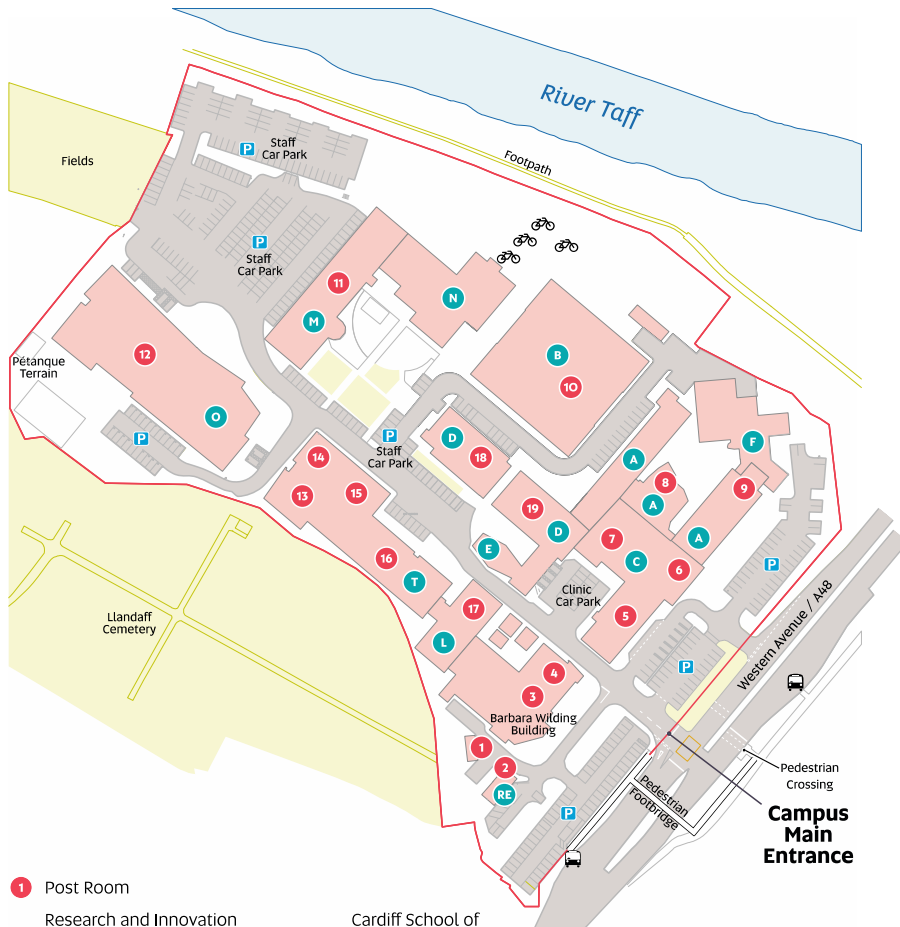
- 1 Main Reception and K1 Restaurant
- Lecture Theatre 4
- Learning Centre
- Stradling (Halls)
- Herbert (Halls)
- Fitzhamon (Halls)
- Bungalow (Halls)
- College House
- Thomas House (Halls)
- Warwick House and Halls Office
- Clare (Halls)
- Bute (Halls)
- Ellis (Halls)

- 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
- 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

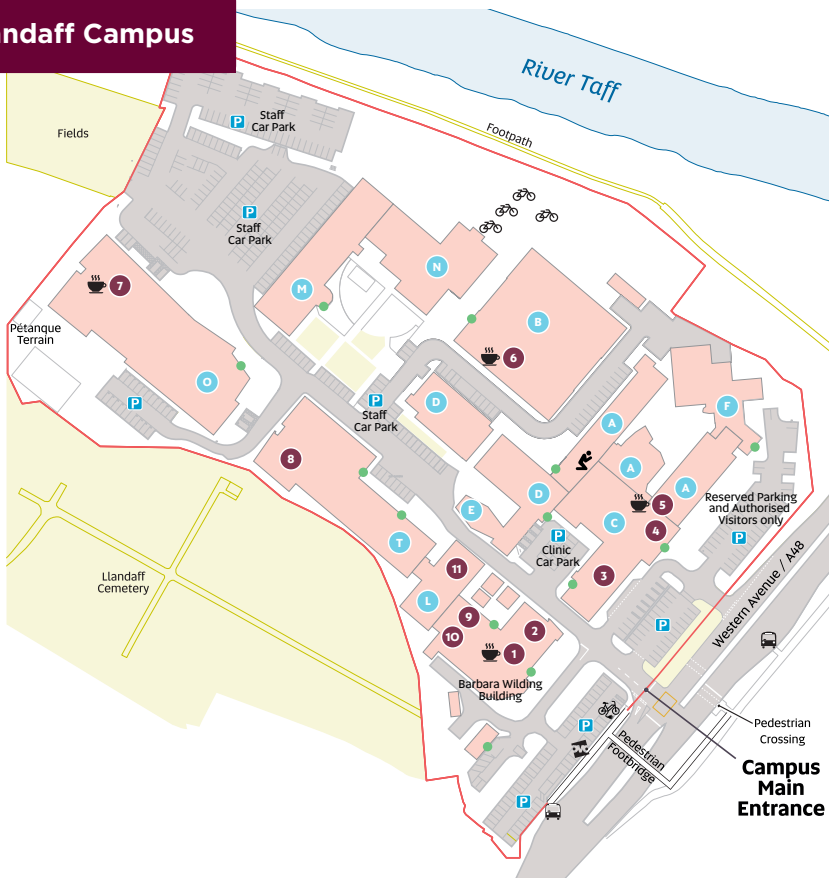
- Cardiff School of Management CSM
- IT Help Desk
- School of Dental Technology
- Global Engagement
- Biomedical Sciences CSSHS
- Learning Centre
- Food Industry Centre FIC
- 19 School of Health Sciences CSSHS

- 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 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