



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd



*Undergraduate*

# Handbook

BA (hons) Business and 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 beginning on the 18th September 2023 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.

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,

*Lisa*

Lisa Wright  
Programme Director



# Essential Information



## Programme Details:

The BA (Hons) Business and Management aims to prepare you with the skills and knowledge to operate as successful managers, within the ever-changing modern Business and Management environment. You are the Business Leaders, Owners and Managers of the future, and that future begins here. Working for an excellent manager can be motivating and bring opportunity, but we want to make sure that you become excellent managers; leading, influencing and motivating your team for success.

The degree programme will provide you with a learning experience that is both stimulating and engaging, and reflective of today's working environment. We consciously seek to integrate theory and practice, and this includes a variety of opportunities to engage in extra-curricular activities, competitions, societies and work placements.

The degree programme includes the following pathways.

- BA (Hons) Business & Management
- BA (Hons) Business & Management (Entrepreneurship)
- BA (Hons) Business & Management (Finance)
- BA (Hons) Business & Management (Human Resource Management)
- BA (Hons) Business & Management (International Trade)
- BA (Hons) Business & Management (Law)
- BA (Hons) Business & Management (Marketing)
- BA (Hons) Business & Management (Sustainability)

## 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](mailto:intstudentadvice@cardiffmet.ac.uk)

It is also important that you attend the activities planned for your course during Welcome Week (w/c 18.09.23) 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 some of the Team



	Angela Joseph: Head of Department (Business Management & Law)
	Kallie Noble: Assistant Head of Department (Business Management & Law)
	Lisa Wright: Programme Director
	Michael Field: School Administrator (Programme Support)



# 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"*

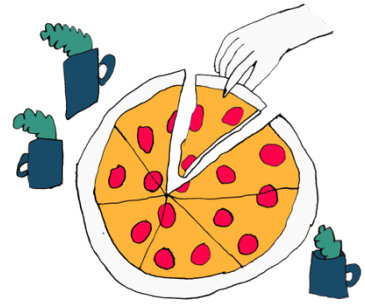
*"The group projects to find out about our peers was a nice way of getting to know everyone"*

*"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 sustainability 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 where you can find essential information related to your course and wellbeing.

## Social Activities

We have some exciting activities organised across the university and we will ask you to explore our city, to get you oriented with your new surroundings.

## 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 20th September 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 w/c 18<sup>th</sup> September 2023 (Business & Management)

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 – 18<sup>th</sup> September 2023 Checklist



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

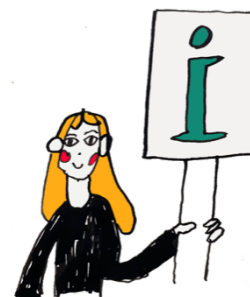
- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any student support services you might need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

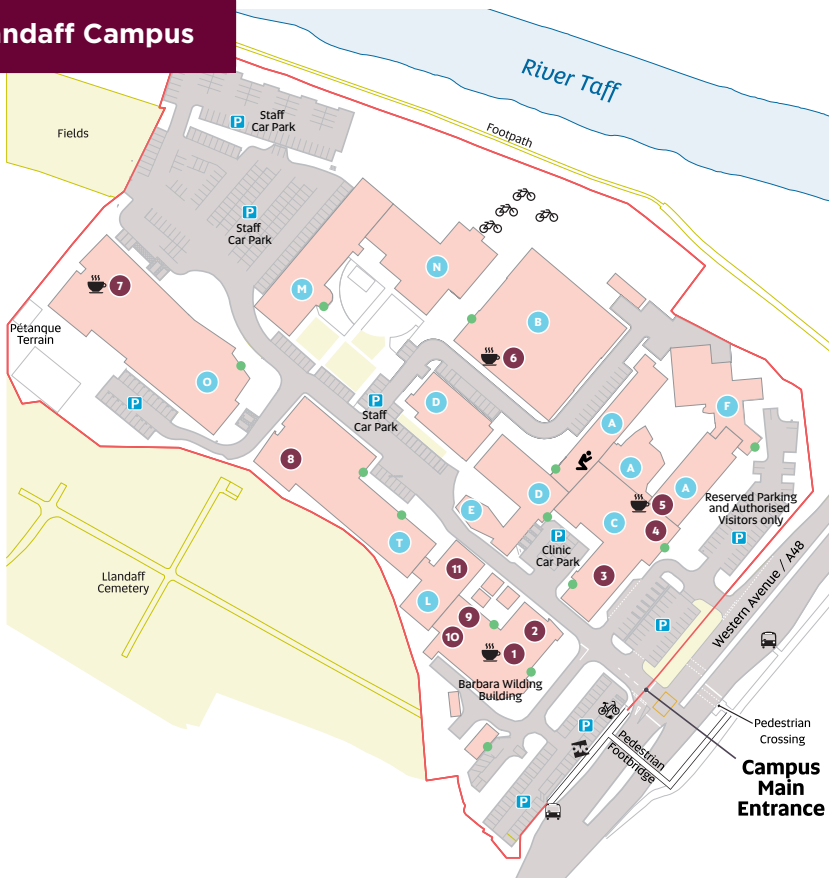
Sports Facilities – 029 20 41 6042

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