



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BSc (Hons) Sport Management

Cardiff School of Sport and Health Sciences



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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,

Matt James

Programme Director



Essential Information

Programme Details

You have chosen to join the first Sport Management programme in the UK to be endorsed by the Chartered Institute of Sport and Physical Activity (CIMPSA). The programme will enable you to develop the critical understanding, professional knowledge, skills and attributes required for management positions in the ever-expanding sport and activity industry. This could be in leadership roles associated with researching the contemporary issues and challenges associated with modern sport; developing and delivering community sport and activity; developing and managing appropriate structures and environments for elite sport and also the governance and administration of sport at a national and international level, in the modern era.



The programme is managed and delivered by experienced academics with a wealth of research and applied experience, including professionally-recognised qualifications; all of which enrich and enhance the experience that you have with us as a student. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong friendships with peers on the programme and embracing opportunities that are available to you to develop academically, personally and professionally.

Sports Kit Order

Once you have enrolled online, you will be sent information about ordering Cardiff School of Sport and Health Sciences sport kit. This kit is an optional purchase for all students, with a diverse product range to choose from. If you have not already done so, please ensure you enrol as soon as possible to receive information about how to order the optional sport kit from our approved supplier. If you have then not received this information after enrolling, please contact admissions via askadmissions@cardiffmet.ac.uk.



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



Matt James
Programme Director



Suzy Drane
Year Tutor



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"

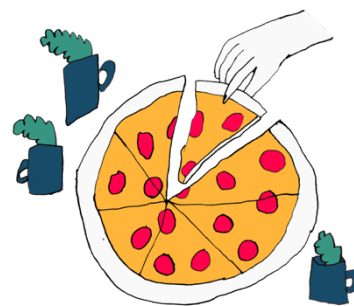
"The group projects to find out about our peers was a nice way of getting to know everyone"

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



Programme Activities and Project

During Welcome Week you will have the opportunity to complete a small project to help you transition into Higher Education and introduce you to your programme. The programme team will share the project brief with you at the start of the week and guide you through the process. You will share the project to staff and other students at the end of the week.



Welsh Language Opportunities

During welcome week, you are invited to participate in Welsh language activities, designed just for you, that will give you a taste of the Welsh medium provision, support, and community that you can expect to join as part of your undergraduate studies provision.

On Tuesday, you're more than welcome to join us for a game of bilingual badminton, which will be held on the Cyncoed campus or, if you fancy more of a sit-down session, there will also be a chance to practice your Welsh language skills during sessions with tutors from the Welsh language unit and Welsh medium teaching staff, who will be joining us for some fun language activities on Llandaff Campus. (There will be two time slots for both sessions).

During Wednesday's Fresher's Fayre, you are all invited to join a sofa session on Cyncoed Campus. Here, you'll be able to grab a complimentary coffee and spend some time getting to know fellow students whilst listening to some of our current and past students who have themselves accessed Welsh medium provision as part of their undergraduate degree. Support will be on hand if you'd like to discuss any questions or queries in relation to Welsh medium provision and a member of the Welsh language unit will also be present to provide information about the Welsh language lessons available to students of all Welsh language ability (from beginner through to advanced) that are being launched for the first time this year!



These activities are suitable for anyone who is interested in either studying through the medium of Welsh or learning about starting (or continuing) their Welsh language learning journey. You don't need to be able to speak Welsh to join, and the sessions will be conducted through the medium of Welsh and English to accommodate everyone's needs. Keep an eye out on your timetable for times and locations.

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

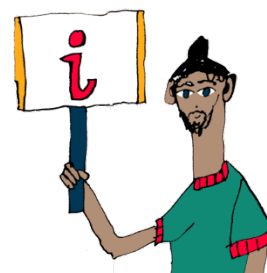


During Welcome Week you need to make sure that you have:

- 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](#)

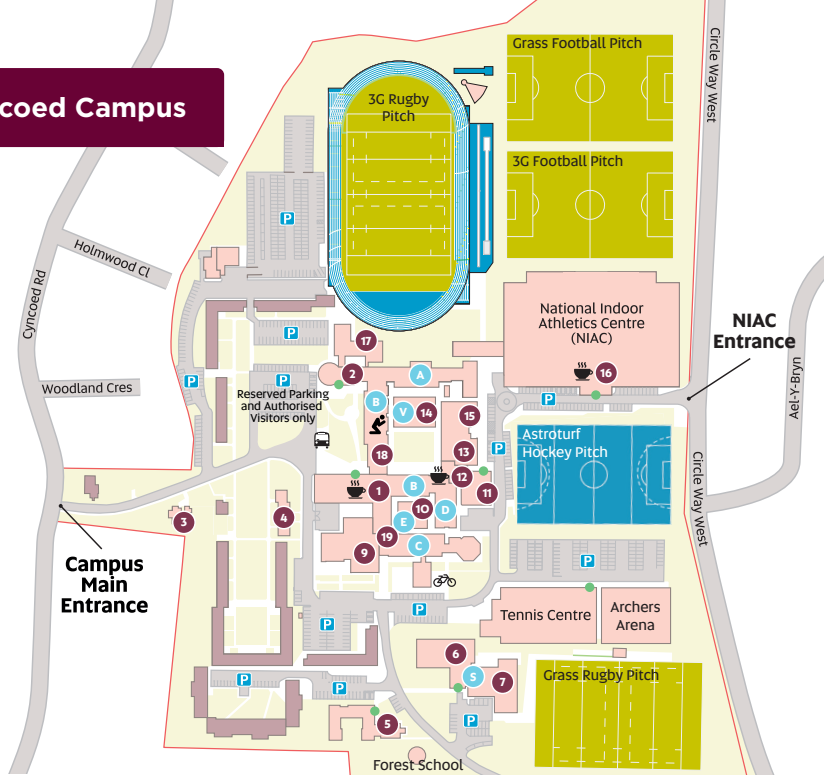


Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Cyncoed Campus



Key

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> 1 Main Reception and K1 Restaurant 2 Learning Centre 3 College House 4 Warwick House and Halls Office 5 Queenswood 6 Sports Hall 7 Pool 8 Crime Scene House 9 Students' Union 10 Research House 11 Gym Studios | <ul style="list-style-type: none"> 12 The Bench Café 13 Russell Rees Gym 14 V Block 15 Syd Arron Gym 16 The Track Café 17 i-Zone 18 IT Help Desk (First Floor) 19 Taught Programmes Office ● Building letter ● Building Main Entrance | <ul style="list-style-type: none"> ■ Halls ■ Parking ■ Bike Rack ■ Bus Stop ■ Café ■ 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, 'CY' refers to Cyncoed.



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Wythnos groeso
Welcome week

2023