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**Welcome Week Handbook** (Postgraduate)

**Master of Business Administration (MBA) and Pathways**

Cardiff School of Management

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# Introduction

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Description automatically generatedWelcome to Cardiff Metropolitan University

Congratulations on starting your Cardiff Met Postgraduate 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 postgraduate studies right from the start. During Welcome Week you will be involved in a series of activities which will provide you with a taste of what you can expect during your postgraduate studies at Cardiff Met. You will also be able to:

1. Meet your Programme Director, academic staff, and fellow students.
2. Attend social activities and events on campus.
3. Get to know the Cardiff Met campuses and surrounding areas.
4. 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 a range of people 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 of study during Welcome Week, so you are prepared to start your Cardiff Met postgraduate journey.

Finally, I hope you enjoy your time studying at Cardiff Met and I look forward to meeting you during Welcome Week.

Yours sincerely,



Principal Lecturer & MBA Programme Director

# A picture containing text, vector graphics Description automatically generatedEssential Information

## Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard. ID Cards will be issued during induction.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self-Service system once you have received your Enrolment Email.

Upon receipt of your Enrolment Email, please begin your Self-Enrolment by going to the Self-Enrolment webpage [Click here](https://cis2.cardiffmet.ac.uk/SelfServiceEnrolmentSSO) and follow the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self-Service system will require you to log In with a username and password. **Please input the same username and password you originally used to apply with**. Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be Unconditional Firm (UF), i.e. all conditions met and place accepted.

MBA and MBA Pathways Programme Structure (Sep 2023)

For full-time students, the typical progression pattern through the programme's taught element is shown below.

* Cardiff Met MBA programme is NOT an online programme
* Formal teaching starts on **Monday 29th January 2024**
* All lectures and seminars are delivered in person at Llandaff Campus

|  |  |  |
| --- | --- | --- |
| **Spring Semester 2023/24** | **Autumn semester 2024/25** | **Semester 3 (Spring 2025)** |
| * MBA7000 People and Organisations * MBA7001 Accounting for Decision Makers * Optional Module One or pathway module | * MBA7002 Strategic Management * MBA7003 Marketing * MBA7061 Operations Management      * Optional Module Two or pathway module | * MBA7065 Capstone Project * MBA7066 New Business Project * *MBA7009 Dissertation\**   Please note, if you are on a pathway, you **MUST** undertake your final year project related to your pathway, either one of the above (MBA7065 & MBA7066) related to your pathway.  \* Requires completion of *MBA7004 Research Methods* in the second semester |

**Option Modules (for generic MBA students only)**

If your offer letter only shows “MBA”, you are a generic MBA student. Your pathway is shown in your offer letter if you are a pathway student (see below).

**MBA Generic students**

For a generic MBA award, you study one optional for each semester. We are unable to guarantee that all optional modules will be offered each semester, and the offer of these optional modules is subject to availability. Choose one from the following spring semester optional modules:

* CIS7029 Social Media Analytics for Business (*Cardiff School of Technology module)*
* ISC7002 Supply Chain and Logistics Management
* MBA7006 Finance of International Business
* MBA7062 Developing People for Leadership and Management
* MKT7001 Consumer Behaviour: Knowing Your Consumer
* MPM7007 Management of Mega and Complex Projects
* MPM7009 Project Finance
* MSM7027 Islamic Investment Banking

**MBA Pathway students**

MBA Pathway students are **NOT** required to choose optional modules as your academic modules are pre-determined.

**MBA (Business Analytics)**

* CIS7026 Business Process and Data Analytics
* CIS7029 Social Media Analytics for Business

**MBA (Finance)**

* MBA7005 Management of Finance
* MBA7006 Finance for International Business

**MBA (Human Resource Management)**

* MBA7008 International Human Resource Management
* MBA7062 Developing People for Leadership and Management

**MBA (Islamic Finance)**

* MSM7027 Islamic Investment Banking
* MSM7028 Principles of Islamic Finance

**MBA (Marketing Management)**

* MKT7001 Consumer Behaviour: Know your Consumer
* MKT7005 Strategic Global Marketing

**MBA (Project Management)**

* MPM7001 Project Management Theory and Practice
* MPM7007 Management of Mega and Complex Projects

**MBA (Supply Chain and Logistics Management)**

* ISC7000 Logistics in Global Context
* ISC7002 Supply Chain and Logistics Management

Core module preparatory reading list

**MBA7000 People and Organisations**

Linstead, S., Fulop, L. and Lilley, S. (2009), *Management and Organisation: A Critical Text*, London: Palgrave

Torrington, D., Hall, L. and Taylor, S. and C Atkinson (2014), *Human Resource Management*, Pearson

**MBA7001 Accounting for Decision Makers**

McLaney, E*.* and Atrill P (2014) *Accounting and Finance for Non-Specialists* (9th edition)Pearson

Atrill P. and McLaney E (2015) *Management Accounting for Decision –Makers* Pearson

**MBA7002 Strategic Management**

Volbarda H, Morgan R ,Reinmoller P and M Hitt (2011), *Strategic Management Competitiveness and Globalization*, (9th Edition), South- Western, Cengage Learning

Johnson, G., Whittington, R., Scholes, G., Regner P. and Angwin, D. (2014) *Fundamentals of Strategy* Pearson

**MBA7003 Marketing**

Armstrong, G., Kotler, P., Harker, M., Brennan, R., (2012), *Marketing: An Introduction 2/E*, Pearson

McDaniel, C. Jr.and Gates, R., (2015), *Marketing Research* *10th edition International Student Version*, Wiley

**MBA7061 Operations Management**

Hill, A., and Hill, T., (2012), *Operations Management*, Palgrave Macmillan

Slack, N. Brandon-Jones, A. and Johnston, R. (2014), *Operations Management*, 7th Edition, Pearson

International Student

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](https://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Welfare-Advice.aspx)

[Global Student Advisory Service International Academic Advice](https://www.cardiffmet.ac.uk/international/currentstudents/international-academic-advice/Pages/default.aspx)

[Global Student Advisory Service Immigration Advice](https://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Immigration-Advisory-Service.aspx)

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 programme of study during Welcome Week, so you get to meet your Programme Directors, academics, MBA Administration team and the rest of your cohort. This will help you to settle into your new environment and make new friends.

**A drawing of a person

Description automatically generated with low confidenceWelcome Week**

## What to expect

During the week you will have the opportunity to engage in several activities, which you will undertake with a group of other new postgraduate 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 Cardiff Met services showing some great tools and techniques you can use during your post graduate journey.

There will be an introduction to your new school and programme of study and lots of activities to help you meet new people.

You will need to complete a bit of administration and check-in with your programme team 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 activities helped me 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](http://www.cardiffmetsu.co.uk/), is your first chance to meet all our [SU Societies](https://www.cardiffmetsu.co.uk/societies/), [SU Sports Teams](https://www.cardiffmetsu.co.uk/sports/susport/) 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! Although it is called Freshers' Fayre you are more than welcome to join the fun and have a look around. It is one of the highlights of Welcome Week 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](http://www.cardiffmetsu.co.uk) for up-to-date information on events, societies, support and more.

## Welcome Week Activities (Postgraduate)

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 postgraduate students.
* Take part in a welcome week activity with other post graduate students.
* Familiarise yourself with campus.
* Explore what services are available to support you on your learner journey.
* Attend Fresher’s Fayre.
* 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.

**A picture containing shape

Description automatically generated**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 session.
* Attended some social events on campus/online.
* Attended Freshers’ Fayre
* Met with your Programme Director and staff on your programme of study.
* Familiarised yourself with the library and any support services you might need e.g., Dyslexia or Disability help.

# A picture containing text Description automatically generatedUseful Information

## New Students Information

The [Course Joining Information website](https://www.cardiffmet.ac.uk/study/newstudents/Pages/default.aspx) 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](https://www.cardiffmet.ac.uk/study/studentservices/Pages/default.aspx) provide support and guidance, including mental health, disability support, careers advice, part-time jobs information 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](https://www.cardiffmetsu.co.uk/what_to_know_before_you_go/)

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## Academic Calendar 2023/24

[Academic Calendar 2023/2024](https://www.cardiffmet.ac.uk/registry/Documents/ENG%20Term%20Dates%202023-24%2015_02_23.pdf)

Campus Map