



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

# New Student Joining Information

---

Postgraduate, Part-Time  
& Research Programmes  
2017/18

[www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents)

# Congratulations

on achieving your place at  
Cardiff Metropolitan University!



We're delighted that you are joining us and we look forward to welcoming you on campus

---

There are a lot of things you'll need to organise between now and your arrival. We have put together this information to assist you during your first few weeks with us, and to help ensure that you complete everything at the correct time.

You'll find the topics covered inside have all the necessary web links to more in depth information and/or forms for completion. Most importantly it directs you to your **Programme Joining Information**.

It is vital that you read this booklet and your Programme Joining Information before the start of your programme as failure to do so could mean you miss out on essential information. Should you have difficulty accessing any of the information, please contact:

## Admissions

☎ 029 2041 6010

✉ [askadmissions@cardiffmet.ac.uk](mailto:askadmissions@cardiffmet.ac.uk)

🐦 [@cmetadmissions](https://twitter.com/cmetadmissions)



## Programme Joining Information & Induction

[www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents)

This is where you will access your Programme Joining Information, which you need to read before starting the programme. It will contain vital information that you need to know and has been carefully put together for you by your Programme Director and the teaching team. You are expected to read this information to ensure you comply with any special requirements of the programme before starting.



### Term Dates

#### Autumn Term:

Mon 25 September 2017 - Fri 15 December 2017

#### Spring Term:

Mon 15 January 2018 - Fri 23 March 2018

#### Summer Term:

Mon 16 April 2018 - Fri 15 June 2018



## Online Enrolment

Enrolment is an important process, which confirms your status as a Cardiff Met student. You can complete the online self-enrolment process from any computer through our 'Self-Service System'.

You will receive an email to inform you when you are eligible to enrol. The email will include details on how to complete the enrolment process. You will be able to use the username and password created when making your original application to log in and complete your enrolment.

In the meantime, for more information on the enrolment process please refer to [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment)

If you have not received an email two weeks before the start of your programme, please contact Admissions so that your enrolment can be undertaken before you arrive at the University.

During the online enrolment process, you will be asked for confirmation of certain details and to choose your modules. If the information detailed is not correct, please inform the Enrolment Team.

The enrolment process is essential, as it will allow you access to Cardiff Met IT systems, pay fees and, importantly, enable you to obtain your Student MetCard.

**If you have any difficulties with any aspect of the enrolment process, please contact:**

### The Enrolment Team

☎ 029 2020 5669

✉ [enrolment@cardiffmet.ac.uk](mailto:enrolment@cardiffmet.ac.uk)

🐦 [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment)



## Tuition Fees & Funding

### **Fees & Finance**

As a postgraduate, research or part-time student, the tuition fees you are charged will depend on the programme you choose to study. Certain programmes will also incur costs in addition to the programme fee.

### **Postgraduate Loans**

From the 2017/18 academic year, the Welsh Government will be offering a Postgraduate Loan (PGL) of up to £10,280 for students who ordinarily reside in Wales and wish to study at Master's level.

### **Postgraduate Scholarship**

The Cardiff Met Postgraduate Scholarship is an award for Home or EU students who have gained a First Class Honours degree and who are progressing on to postgraduate study. The award will provide a contribution of £3,000 towards your tuition fees. There are a limited number of awards available.

### **Alumni Discount Award**

The Cardiff Metropolitan University Alumni Discount is a 20% reduction in tuition fees for Cardiff Met Alumni enrolling on taught postgraduate programmes starting in 2017. Eligibility and exclusions apply.

For more information on all the above please visit: [www.cardiffmet.ac.uk/fees](http://www.cardiffmet.ac.uk/fees)

For more general information, read our Guide to Tuition Fees at: [www.cardiffmet.ac.uk/payingfees](http://www.cardiffmet.ac.uk/payingfees)

### **If you have any questions, please contact:**

☎ 029 2041 6083

✉ [tuitionfees@cardiffmet.ac.uk](mailto:tuitionfees@cardiffmet.ac.uk)





# Your University

## Student Charter

The Charter sets out the standards of service which Cardiff Metropolitan University aims to achieve in respect of its students. It also sets out for students what we expect of them in return.

By listening to the views of students through a range of mechanisms and using their feedback, Cardiff Metropolitan University ensures that it continuously improves its services and raises student satisfaction levels even higher, in order to improve efficiency and effectiveness in student learning. You can access your Student Charter at [www.cardiffmet.ac.uk/studentcharter](http://www.cardiffmet.ac.uk/studentcharter).

## Student Handbook

Your Student Handbook has been prepared to provide you with an easy reference guide to help you find your way around the facilities and student support services available to you whilst studying at Cardiff Metropolitan University. It also brings to your attention the relevant rules and regulations that you need to adhere to, such as our academic regulations. It is, therefore, very important that you familiarise yourself with the contents of the handbook at [www.cardiffmet.ac.uk/studenthandbook](http://www.cardiffmet.ac.uk/studenthandbook), so that you are aware of current regulations, the help and advice available to you, as well as how to access it.

## Student Services

We have a substantial network of support to help you adjust to, and make the most of, student life. These include counselling, a disability service, a student health service, student finance and welfare advice, a multi-faith chaplaincy and the i-zone, a one-stop shop for advice and queries at Cardiff Met. We want you to feel that you are living and learning in a supportive and positive environment.

You can access all of our support services at [www.cardiffmet.ac.uk/studentsservices](http://www.cardiffmet.ac.uk/studentsservices)

### Contact us:

☎ 029 2041 6170

✉ [disability@cardiffmet.ac.uk](mailto:disability@cardiffmet.ac.uk)

[financeadvice@cardiffmet.ac.uk](mailto:financeadvice@cardiffmet.ac.uk)

[healthservice@cardiffmet.ac.uk](mailto:healthservice@cardiffmet.ac.uk)

[welfareadvice@cardiffmet.ac.uk](mailto:welfareadvice@cardiffmet.ac.uk)

[careers@cardiffmet.ac.uk](mailto:careers@cardiffmet.ac.uk)

## Sport at Cardiff Met

Throughout your time at Cardiff Met, you are encouraged to lead a healthy and active lifestyle. Sports & Fitness Membership will give you access to the excellent facilities and programmes on offer across both campuses, whilst the Students' and Athletic Unions provide you with opportunities to participate and compete in a wide range of sports. Whether you want to compete in elite sport, or simply participate for fun we have a wide range of sport participation opportunities open to all students across all academic schools.

For further information:

[www.cardiffmet.ac.uk/sport](http://www.cardiffmet.ac.uk/sport)

## Students' Union

Every student at Cardiff Met automatically becomes part of the Students' Union, whose aim is to represent, support, inspire and involve every student. The union offers you many opportunities to get involved and make the most of your university experience. Students are encouraged to use the meeting rooms, break out spaces and book student union venues free of charge for social events.

For further information

[www.cardiffmetsu.co.uk](http://www.cardiffmetsu.co.uk)



## Your Student Experience

### Cardiff Life

By now, you've probably got an idea of what Cardiff has to offer, but here's a small reminder of why our city is a place you'll be happy to call home for the next few years. Cardiff has all the advantages of a capital city: cultural attractions, a vibrant nightlife, a range of bars and restaurants within a compact and easy to navigate city centre. When it comes to food, Cardiff has made great strides in the last 18 months; luring big names like Five Guys, Wahaca and Shake Shack, but if big name chains aren't your thing, the independent restaurants and takeaways in the student areas of Roath and Canton can cater to anything from a fiendish falafel craving to a deep desire for duck pancakes.

A so called 'street-food revolution' in the city has also seen a variety of independent food traders popping up in quirky venues like The DEPOT; a 24,000 square-foot derelict warehouse that has been transformed in to a mecca for craft beer and casual dining.

Cardiff is renowned for hosting sporting events. Get caught up in the crowds at the Principality Stadium - a 73,000 seater stadium located right in the city centre, watch a cricket match at SSE SWALEC or go and see a football match at Cardiff City stadium.

Music lovers will find a venue to suit every taste here, from intimate indie gigs at Clwb Ifor Bach or Gwdihw to big name tours at The Motorpoint Arena or The Principality Stadium. Cardiff is a popular shopping destination and offers a balance between high street chain stores in the recently redeveloped St David's shopping centre and independent boutiques found in the Victorian arcades that criss-cross the city centre.

There is no shortage of places to explore and things to do in Cardiff and we're sure you'll have a fantastic time during the next few years with us in the Welsh capital.

You can visit our student life website to find out what else is on offer:

[www.cardiffmet.ac.uk/studentlife](http://www.cardiffmet.ac.uk/studentlife)



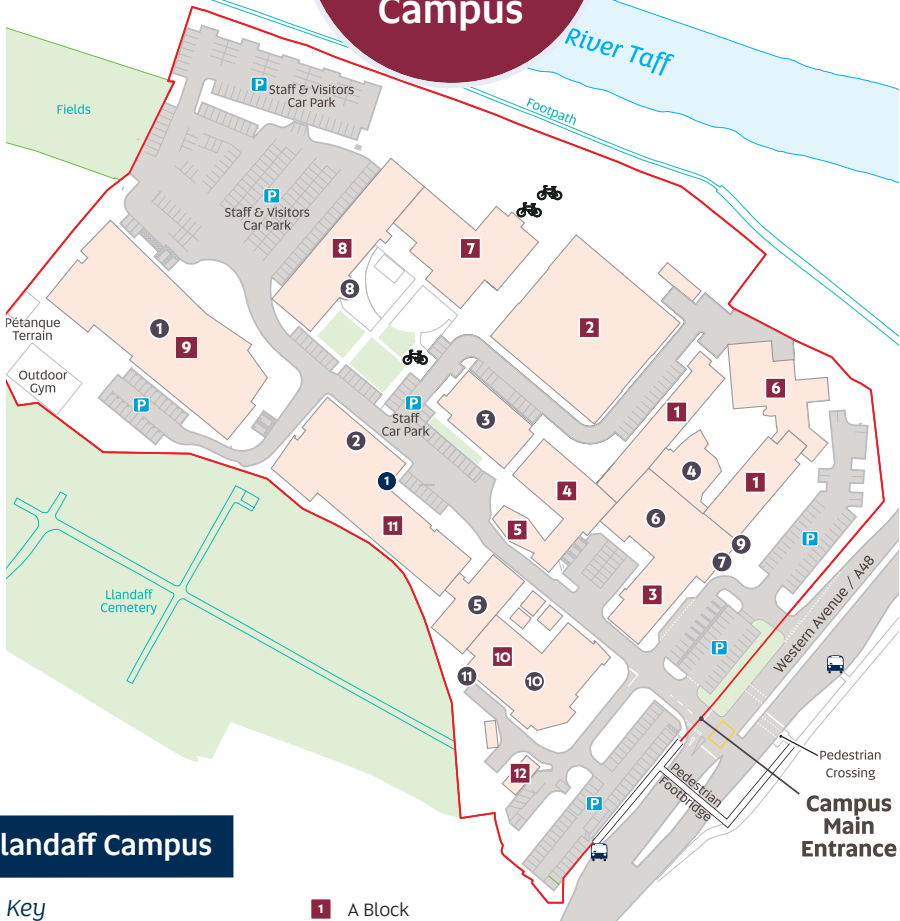


## Our free mobile app for students, with features that include:

- ✓ Access to email
- ✓ Access to library services
- ✓ View bus times
- ✓ View personal and academic details
- ✓ See PC availability
- ✓ Access Moodle (Virtual Learning Environment)
- ✓ Locations & campus map
- ✓ Personalised Timetable

🌐 [www.cardiffmet.ac.uk/mycardiffmet](http://www.cardiffmet.ac.uk/mycardiffmet)

# Getting Around Campus



## Llandaff Campus

### Key

- 1 Cardiff School of Management
- 2 Centre for Dental Technology
- 3 FIC
- 4 Lecture theatre
- 5 Library
- 6 Main Hall
- 7 Main Reception/izone
- 8 Reception
- 9 Registry
- 10 Student Centre
- 11 Student Services

- 1 A Block
- 2 School of Art & Design
- 3 C Block
- 4 D Block
- 5 E Block
- 6 F Block
- 7 School of Art & Design
- 8 M Block
- 9 O Block
- 10 P Block
- 11 T Block
- 12 Research House

- Parking
- Bike Rack
- Bus Stop
- 2 - City Circle
- 15 - Heath Hospital to Central Station

Getting to know your new surroundings can be tricky in the first weeks. Use these handy campus maps to help find your way around campus



## Cyncoed Campus

### Key

- 1 Bench Cafe
- 2 College House
- 3 Dance Centre
- 4 V Block
- 5 Inclusion Gym
- 6 K1 Restaurant
- 7 Lecture Theatre
- 8 Library
- 9 Pool
- 10 Reception/izone
- 11 Russell Rees Gym
- 12 Sid Aaron Gym
- 13 Sports Hall

- Parking
- Bike Rack
- Bus Stop

- 14 Students' Union
- 15 Warwick House
- 16 Estates Maintenance Workshop
- 17 Forest School
- 18 Athlete's House

### Halls of Residence

- 1 Baltimore
- 2 Bute
- 3 Clare
- 4 Ellis
- 5 Fizthamon
- 6 Herbert
- 7 Nantes
- 8 Neville
- 9 Queenswood
- 10 Stradling
- 11 Stuttgart
- 12 Thomas House
- 13 Bungalow



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd



## Your checklist

- ✓ I have visited the tuition fees webpages - [www.cardiffmet.ac.uk/fees](http://www.cardiffmet.ac.uk/fees) - and accessed the 'guide to tuition fees' information about payments
- ✓ I have sent in proof of all my qualifications achieved by scanning and emailing my certificates to: [non-ucas\\_apps-qualifications@cardiffmet.ac.uk](mailto:non-ucas_apps-qualifications@cardiffmet.ac.uk)
- ✓ I have visited the 'New Students' website to access all of my Programme Joining Information at: [www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents)
- ✓ I have visited the 'New Students' website and have made sure that Cardiff Met have my current valid email address so that I don't miss any important information relating to my programme
- ✓ I have familiarised myself with the contents of the Student Charter: [www.cardiffmet.ac.uk/studentcharter](http://www.cardiffmet.ac.uk/studentcharter) and the Student Handbook: [www.cardiffmet.ac.uk/studenthandbook](http://www.cardiffmet.ac.uk/studenthandbook)
- ✓ I have read and understood the Terms and Conditions of my offer: [www.cardiffmet.ac.uk/terms](http://www.cardiffmet.ac.uk/terms)

[www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents)