



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

New Student Joining Information

Postgraduate,
Part-Time & Research
Programmes 2015/16

www.cardiffmet.ac.uk/newstudents

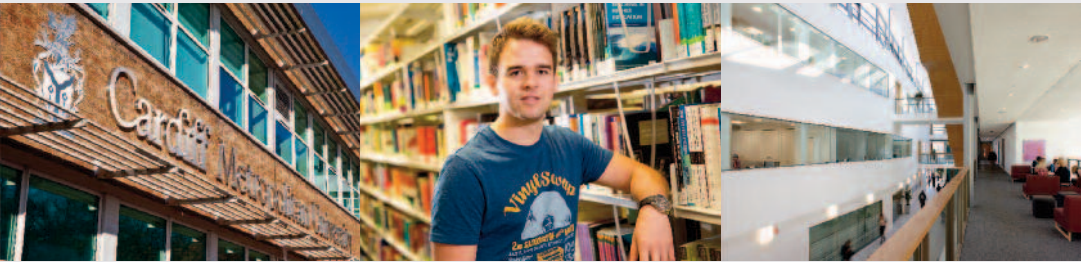


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Congratulations

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. This pack has been put together 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 the pack directs you to your **Course Joining Information**. As this pack contains key

material, it is vital that you read it before the start of your course, as failure to do so could mean you missing out on essential information.

Should you have difficulty accessing any of the information, please contact:

Admissions

tel: 029 2041 6010

email: askadmissions@cardiffmet.ac.uk

twitter: @cmetadmissions

Your Course Joining Information...

The very important bit!



www.cardiffmet.ac.uk/newstudents

This is where you will access your **Course Joining Information**, which you need to read before starting the course. 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 course before starting.



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.



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, so that you are aware of current regulations, the help and advice available to you, as well as, how to access it.

Course Induction

Your induction details can be found within your course joining information, which can be accessed from the following link:
www.cardiffmet.ac.uk/newstudents.

Your induction is designed to cover everything you need to know

about your course before you start, including your enrolment details, the structure of your course, modules available and course contacts. It will also detail your scheduled time slot for collecting your Student ID card.



Term Dates

Your term dates can be accessed at www.cardiffmet.ac.uk/termdates.

Online Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student. It also allows you access to your fee payment information, your programme information systems, plus enables you to obtain your Student ID Card. A scheduled time for collection of your ID card will be detailed in your Course Joining Information.

You can complete the online self-enrolment process from any computer though our Self Service system from 1st September 2015. If you submitted your application online you are able to use your existing login details to sign

in and enrol. For those without Self Service login details, you will receive an email around the enrolment date stated to provide you with a username and password. For further information, please refer to www.cardiffmet.ac.uk/enrolment.

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

The Enrolment Team

tel: 029 2020 5669

email: enrolment@cardiffmet.ac.uk

web: www.cardiffmet.ac.uk/enrolment



MyCardiffMet

our new free mobile app for students



Access library services



See PC availability



View bus times



Access Blackboard



View personal and academic details



Locations & campus maps

Available once you have obtained your Student ID Card

Key Contacts...

Accommodation Service

Now that your place has been confirmed make sure you get in touch with our Accommodation Team, if you haven't already applied for halls. Please be aware that accommodation is not available to part-time students.

tel: 029 2041 6188/9
fax: 029 2041 6968
email: accomm@cardiffmet.ac.uk

Admissions

Western Avenue,
Cardiff, CF5 2YB

tel: 029 2041 6010
fax: 029 2041 6286
email: askadmissions@cardiffmet.ac.uk
twitter: @cmetadmissions

Sports Facilities

tel: 029 2041 6777
fax: 029 2041 6903
www.cardiffmet.ac.uk/sportsfacilities

Student Services

tel: 029 2041 6170
fax: 029 2041 6950
email: disability@cardiffmet.ac.uk
financeadvice@cardiffmet.ac.uk
healthservice@cardiffmet.ac.uk
studentcounselling@cardiffmet.ac.uk
welfareadvice@cardiffmet.ac.uk
careers@cardiffmet.ac.uk

Student Union

tel: 029 2041 6190
fax: 029 2020 1143
email: studentunion@cardiffmet.ac.uk
www.cardiffmetsu.co.uk

Tuition Fees

For up to date information on Tuition Fees, please contact:

tel: 029 2041 6083
email: tuitionfees@cardiffmet.ac.uk
www.cardiffmet.ac.uk/fees



Your checklist



I have sent in proof of all my qualifications achieved by scanning and emailing my certificates to:
non-ucas_apps-qualifications@cardiffmet.ac.uk



I have visited the 'New Students' website to access all of my Course Joining Information at:
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 course



I have familiarised myself with the contents of the Student Charter:
www.cardiffmet.ac.uk/studentcharter and the Student Handbook:
www.cardiffmet.ac.uk/studenthandbook



I have read and understood the Terms and Conditions of my offer:
www.cardiffmet.ac.uk/terms

Please ensure you enrol onto your course from the 1st September 2015

Cardiff Metropolitan University
Western Avenue,
Cardiff,
CF5 2YB



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