

**MSc FOOD SCIENCE AND TECHNOLOGY**

**CARDIFF SCHOOL OF  
SPORT AND HEALTH SCIENCES**

**Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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## 1. Welcome from your Teaching Team

A very warm welcome to the Cardiff School of Sport & Health Sciences – Department of Healthcare & Food. The MSc Food Science and Technology degree programme has been running for the last 14 years recruiting students from the UK, Europe, and beyond, including Asia, Africa and South America.

With the increased expense of undertaking higher education, the fact that our programmes provide excellent employability in the field you choose to study may help to reassure you that it is worth studying for a degree.

I hope that your personal experience of being a student in our School is a good one and that you will enjoy your time with us as well as gaining valuable qualifications for the future.

It is also important that students feel able to make a contribution to the work of the School and its continuing development. This booklet will give you preliminary information on the programme on which you intend enrolling. Please read it and let the Programme Director know if there are things which you do not understand, and also if there is any additional information you require before the programme starts.

Your first contact should be with the Programme Director, Mr. Simon Dawson

Room: D1.30, Food Industry Centre

Address: Cardiff Metropolitan University, Western Avenue, Llandaff, Cardiff, CF5 2YB

Telephone: +44 (0)29 2020 5637.

Email: [sdawson@cardiffmet.ac.uk](mailto:sdawson@cardiffmet.ac.uk)

Skype: [sm19998@cardiffmet.ac.uk](https://www.skype.com/people/sm19998@cardiffmet.ac.uk)

I look forward to meeting you during your time with us and hope sincerely that you will feel at the end of the programme your time and efforts had been well spent.



Simon Dawson, MSc Food Science & Technology Programme Director

## 2. Pre-Induction Tasks

In order to prepare for the transition into Higher Education and develop an understanding of our expectations for the presentation of work, reading is recommended prior to commencing study at Cardiff Met.

We appreciate the financial constraints on students in Higher Education and we do not insist on the purchase of textbooks. The following books are relatively inexpensive and are on the first semester core modules reading list:

Denscombe, M. (2017). *The Good Research Guide: For Small Scale Social Research Projects*. Berkshire. Open University Press.

Kirchsteiger-Meier, E. and Baumgartner, T. (Eds). (2014). *Global Food Legislation: An Overview*. London. Wiley.

Sprenger, R.A. (2017). *Hygiene for Management*. 19th Edition. London. Highfields

In addition, the following websites are very useful for background reading. These will be present on module reading lists:

Codex Alimentarius: <http://www.fao.org/fao-who-codexalimentarius/en/>

European Commission: [https://ec.europa.eu/info/food-farming-fisheries\\_en](https://ec.europa.eu/info/food-farming-fisheries_en)

European Food Information Council: <https://www.eufic.org/en>

European Hygienic Engineering & Design Group <https://www.ehedg.org/>

Food Standards Agency: <https://www.food.gov.uk/>

Global Food Safety Initiative: <https://www.mygfsi.com/>

There will be an opportunity to purchase books during the first few weeks of the first semester; they are available before you arrive, by ordering, from major booksellers or online.

Additional reference material for all modules will be given during the programme.

### 3. Enrolment / Student MetCard Collection

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.

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**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment) webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login 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.

A scheduled time for collection of your student identity card, called the “MetCard”, which will be stated within your Induction Week information.

Your Met Card will give you access to:

- buildings around campus,
- library services (if you want to borrow any books or resources),
- printing,
- copying services.

You'll also need your MetCard if you cycle to University to access the free cycle shelters (Cyncoed, Plas Gwyn and Llandaff) and the changing facilities (B Block, Llandaff campus).

You can add money to your MetCard which you can spend in the University's catering outlets instead of cash or card. Hand your card to the till operator and ask them to use the money on the card.

Earn loyalty points in the University's cafes when you present your MetCard at the till. For every £1 you spend you get one point.

If you have lost your student Met Card, please visit your campus Print Studio for a replacement. .

## 4. Induction Timetable

Below is a schedule of your first week with us. As well as following this, you can also find more information on what to expect when you arrive on our New Students pages:

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

**PLEASE NOTE: Timings listed below are subject to change, please refer to updated induction plan provided on Monday 16<sup>th</sup> September. Monday timings remain fixed.**

**You are expected to attend induction week, as you will:**

- Meet the academic staff for your programme
- Find out about the course content, modules and structure of the programme
- Meet other students on your course
- Learn about Moodle and how to access course materials

### **Monday 16th September**

11:00am	Meet Programme Director, room <b>E0:02</b> for brief introduction to programme
13:00pm	Lunch
14:00pm	Tour of site (including student services, laboratories, food industry centre, lecture and class rooms)
15:00pm	Introduction to Zero2Five Food Industry Centre (with Rhiannon Facey-Richards and Kay Higgins-Worrell.)
17:00pm	MetCard Collection

### **Tuesday 17th September**

10:00am	Navigating Cardiff Met online services
10:30am	MSc Programme, structure and attendance
11:30am	Centre for Entrepreneurship @ Cardiff Met Expanding your horizons, exploring ideas and entrepreneurship with Steve Aichler.
12:15pm	Lunch
13:30pm	Guest Presentation: Jacquie Davies* Personal Protection and Self Awareness
15:00pm	Postgraduate Research (with Dr. Ellen Evans and Dr. Liz Redmond)
16:00pm	Illness, failure to submit or pass an assignment, mitigating circumstances. Plagiarism and self-plagiarism, know the rules.

*\*Jacquie Davis was the 1<sup>st</sup> UK female bodyguard and has been a personal bodyguard for people such as JK Rowling, Gerard Butler, Andy Murray, Diana Ross, Nicole Kidman to name a few. Jacquie will be giving you a seminar on personal protection and situational awareness whilst living in Cardiff. This is certainly not to be missed.*

### **Wednesday 18th September**

Fresher's Fayre @ Cyncoed Campus

University introduction, societies, clubs and groups, opportunities to get involved in areas outside of degree subject area.

### **Thursday 19th September**

10:00am	Harvard referencing, citing and use of Endnote
10:15am	Getting the most out of MetSearch (with Jamie Finch)
11:30am	Course Reps
12:00pm	Lunch
13:00pm	Cardiff Met Student Union Introduction
13:45pm	<a href="mailto:Careers@cardiffmet.ac.uk">Careers@cardiffmet.ac.uk</a> (with Carly Emsley-Jones)
14:00pm	Dyslexia and disability support
15:00pm	Food Industry Centre induction and food safety documentation

### **Friday 20th September**

10:00am	Lunch preparation (Food Industry Centre Kitchen)
13:00pm	Meet and greet academic, technical staff and undergraduate students
14:00pm	MetFest social event @ Llandaff Campus

On Friday 20<sup>th</sup> Sept, you will prepare a meal that personifies YOU, this could be anything from a meal your parents make you, or something that represents your home country, or something you just like to eat a lot of!

We will need to buy the ingredients for you on Tuesday 17<sup>th</sup> September so that they can arrive on time for you, therefore, on or before Monday 16<sup>th</sup> September please send a list of ingredients including quantities (in weights please!) to: [sdawson@cardiffmet.ac.uk](mailto:sdawson@cardiffmet.ac.uk)

All ingredients will be purchased from a local supermarket Tesco, therefore, please do not make anything that requires specialist ingredients, or specialist equipment not found in a domestic kitchen.

You will only need to make enough for one large meal (750g)



### **Monday 23<sup>rd</sup> September**

Week 9, lectures begin this week.

11:00 – 13:00 Academic Skills Working Group. Room O0:19

### **Tuesday 24<sup>th</sup> September**

09:00 – 11:00 Academic Skills Working Group. Room A0:17b

You will be given a selection of activities to perform during the day, which will be reviewed with further support in the afternoon session.

16:00 – 18:00 Academic Skills Working Group. Room A0:17a

### **Wednesday 25<sup>th</sup> September**

Free Day, no lectures. Use this time to sort out any issues, including:

- Timetabling linked to account for term 1
- Microsoft setup correctly
- Contact Personal Tutors and set up meeting with them using online system
- ID Cardiff

### **Thursday 26<sup>th</sup> September**

11:00 – 13:00 Global Food Safety Lecture, Room O1:11

14:00 – 15:00 Research Project Tutorial, Room A0:19

### **Friday 27<sup>th</sup> September**

Free day, no lectures. Use this time to look for part-time jobs, tour Cardiff, and get to know the area.



## **5. Attendance / Typical Timetable**

Lectures take place on a Tuesday and Thursday only. On two occasions, a Saturday lecture will also be required within the research module, however, notification will be provided in advance of the date (s) of the sessions.

Additional classes and activities will take place over the academic year so please be aware and attend these when informed.

**Please ensure you attend all lectures, workshops, seminars and practical sessions.**

If you are unable to attend any session, please inform the lecturer. These have been specifically designed for your studies at Cardiff Met. In addition, we have organised a selection of visits to food manufacturing companies, and conference events. If, during the course of the programme, there are any specific companies you would like to visit, please let your Programme Director know as we may be able to accommodate your request.

### **RSPH HACCP / Food Safety/ Allergen Management External Qualifications**

In addition to the programme, we have arranged for you to take external qualifications that can aid in your career progression after you graduate. These are optional and do not count towards your degree qualification.

There is an additional cost associated with each examination taken.

### **Draft/Typical Timetable**

Monday - No lectures

Tuesday – Lectures 9am – 6pm

Wednesday - No lectures

Thursday - Lectures 9am - 6pm

Friday - No lectures

Company/ factory visits will usually take place on days when no lectures are taught

## 6. Visits during your programme

We have pre-arranged three high-profile visits for you on the MSc food science and technology programme. It is required that for each visit you dress business smart as you represent yourself and our university. Your place will be booked during your first week:

Wednesday 23<sup>rd</sup> October 2019. 09:00 – 17:00pm

### **17<sup>th</sup> Annual UK Association for Food Protection Conference, Cardiff.**

“How allergens affect business and society”

At this conference, you will hear from industry leading speakers and there will be great opportunities to network with delegates from food and drink processing and manufacturing businesses, academia, environmental health and trading standards.

Wednesday 9<sup>th</sup> October\* 2019. 09:00 – 17:00pm (\*date to be confirmed)

### **Food and Drink Business Europe Conference and Exhibition UK, Coventry.**

Over 2,000 key decision makers from the UK's leading food processing, retail and food service industries will gather to participate in a range of seminars and panel discussions highlighting the key issues facing our industry.

Wednesday 1<sup>st</sup> April 2020. 09:00 – 17:00pm (will leave Cardiff @ 07:30am)

### **FoodEx Live, Birmingham NEC.**

The UK's premier trade event for the food and drink processing, packaging and logistics industries. A one-stop shop for manufacturing professionals across the full industry spectrum.

The show will shine a light on top trends across the food manufacturing sectors: from improving traceability and consumer trust, transforming productivity and highlighting the latest new ingredients and super foods to make an impression on the industry.

In addition, we will be arranging visits to Leatherhead Food Research Facility, Campden BRI Food Research, and a range of food manufacturers, depending on modules chosen.

## **7. Academic Skills Introduction**

In addition to the programme induction, we invite you to complete a week of academic skills sessions prior to starting lectures. Designed to help develop academic skills and improve confidence and ability to study at Masters Level, the sessions are an invaluable tool for both those returning to academia and those who have entered via the professional experience route.

An exact timetable for the sessions has yet to be confirmed. However, the sessions will likely take place from Monday 23<sup>rd</sup> September to Friday 27<sup>th</sup> September, and will consist of nine workshop sessions.

The sessions will work towards submission of a 500-word practice essay\* to be submitted on or around Monday 30<sup>th</sup> September 2019. The sessions are typically compulsory for:

- All international students
- Students who do not have a degree or have not previously studied at university
- Students whose previous degree qualification is over 5 years old.

For all other students the sessions are optional.

\*All students attending the academic skills sessions will be required to complete the practice assignment.

The assignment will be submitted via Moodle on the “MSc Food Science and Technology” main page

## **8. Internship / Placement**

### **Introduction**

As part of the two-year full-time MSc Food Science and Technology (Industry) programme students will take a work placement up to 12-months, which is accredited as part of their degree studies.

We have designed a handbook to provide guidance for all students taking a placement as part of their degree programme. The handbook will be available to all students wishing to take this optional pathway.

Whilst on placement and registered with our University, you will remain a student of Cardiff Met, and the Cardiff Met Students' Union, therefore you will still have the same level of access to all resources, facilities and support.

### **Purpose of placement**

Employability of graduates is a key feature of the MSc Food Science and Technology (Industry) degree programme. Many companies prefer to employ graduates with practical work experience of the industry and students gain skills, knowledge and confidence through undertaking work placements. Cardiff Metropolitan University is committed to supporting placements in order to enhance the vocational relevance of its awards and the learning experience of its students.

### **Prerequisite requirements for internship/ industry placement**

The opportunity to go on placement is dependent on successful completion of a list of prerequisites within the industry placement module. These include:

- You must attend a minimum of 80% of all lectures, seminars, tutorials, workshops and practical classes in all modules each semester AND
- You must attend all industry visits that are offered to you, unless you have a valid reason for non-attendance AND
- You must submit all assessed pieces of work on time as instructed by the module leaders AND
- You must achieve a minimum of 50% grade in all modules
- Placements MUST be obtained in writing/email from a company by 1st August, and must begin by 1<sup>st</sup> September.

The commencement of the industry placement occurs at any mutually arranged time between the employer and employee (between April and September).

## 9. Term Dates

Below is a week by week timetable to help you plan your academic year.

For the purposes of timetabling, each week of the year is identified by a specific "week number". The following table may be useful to you for this purpose:

Academic Calendar 2019 / 2020. – Approved at Academic Board 15<sup>th</sup> January 2019.

Week Commencing:	Week Number	Term Framework
16 September 2019	8	Enrolment & Induction Week
23 September 2019	9	Term 1 Teaching Begins Autumn Term Begins
30 September 2019	10	
07 October 2019	11	
14 October 2019	12	
21 October 2019	13	
28 October 2019	14	
04 November 2019	15	
11 November 2019	16	
18 November 2019	17	
25 November 2019	18	
02 December 2019	19	
09 December 2019	20	Autumn Term Ends
16 December 2019	21	CHRISTMAS VACATION
23 December 2019	22	CHRISTMAS VACATION
30 December 2019	23	CHRISTMAS VACATION
06 January 2020	24	Assessment / Exams / Enhancement Activities
13 January 2020	25	Term 2 Teaching Begins Spring Term Begins
20 January 2020	26	
27 January 2020	27	
03 February 2020	28	Interim Examination Boards
10 February 2020	29	Interim Examination Boards
17 February 2020	30	
24 February 2020	31	
02 March 2020	32	
09 March 2020	33	
16 March 2020	34	
23 March 2020	35	
30 March 2020	36	Spring Term Ends
06 April 2020	37	EASTER VACATION
13 April 2020	38	EASTER VACATION
20 April 2020*	39	EASTER VACATION
27 April 2020	40	Assessment / Exams / Enhancement Activities Summer Term Begins
04 May 2020*	41	Examinations
11 May 2020	42	Examinations
18 May 2020	43	Examinations
25 May 2020*	44	
01 June 2020	45	Examination Boards
08 June 2020	46	Examination Boards Summer Term Ends
15 June 2020	47	Examination Boards

Cardiff Met operates on academic weeks. Your first lecture week is week 9, and your last is week 20 (term 1).

Week 15	04/11/2019
Week 16	11/11/2019
Week 17	18/11/2019
Week 18	25/11/2019
Week 19	02/12/2019
Week 20	09/12/2019

LEC – Lecture  
TUT - Tutorial  
WRKSP – Workshop

[illegible]



## 10. Useful Links

- [Academic Handbook](#)
- [Accommodation](#)
- [Additional Costs](#)  
Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.
- [Admissions Policy](#)
- [Bike Shelters](#)  
Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [Occupational Health](#)  
To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Sport & Health Sciences (involving a clinical placement component), are required to participate in a mandatory Occupational Health Screening assessment. Additionally, certain courses are also required to adhere to the Department of Health's immunisation and vaccination programme.
- [Student Finance](#)  
For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [Student Services](#)  
For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.
- [Term Dates](#)
- [Virtual Tours](#)  
Have another look around our campus and facilities with our guided virtual tours



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## Induction Week Timetable 2019

Below is a schedule of your first week with us. If you get lost, please ask for Simon Dawson, Room D1:30, Food Industry Centre – there are lots of staff around to help!

MONDAY 16 <sup>th</sup> SEPTEMBER	TUESDAY 17 <sup>th</sup> SEPTEMBER	WEDNESDAY 18 <sup>th</sup> SEPTEMBER	THURSDAY 19 <sup>th</sup> SEPTEMBER	FRIDAY 20 <sup>th</sup> SEPTEMBER
AM				
	10:00am – Room A0:21 Navigating Cardiff Met online services Simon Dawson	<b>10:00am – 16:00pm</b>  <b>FRESHERS FAYRE</b> National Indoor Athletics Centre (NIAC) Cyncoed Campus  University introduction, societies, clubs and groups, opportunities to get involved in areas outside of degree subject area.	10:00am - Room D0:02 Endnote and referencing tools Jamie Finch	10:00am – Room D1:25 + Bakery Lunch preparation
	10:30am – Room A0:21 MSc Programme, structure and attendance Simon Dawson		10:30am – Room D0:02 Getting the most out of MetSearch with Rebecca Evans	
11:00am Room A0:17 Meet Programme Director for brief introduction to programme	11:00am – Room A0:21 Deciding on course reps Other roles in University and beyond Simon Dawson		11:00am – Room D0:02 Centre for Entrepreneurship @ Cardiff Met Expanding your horizons, exploring ideas and entrepreneurship with Dewi Gray and Giorgia Rescigno.	
Determine meal to make on Friday for group introduction	11:30am – Room A0:21 Internships and applications		12:00pm LUNCH	12:30pm - BREAK
Ingredients must be ordered Tuesday 17 <sup>th</sup> September 9am	12:30pm LUNCH			
Simon Dawson				

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MONDAY 16 <sup>th</sup> SEPTEMBER	TUESDAY 17 <sup>th</sup> SEPTEMBER	WEDNESDAY 18 <sup>th</sup> SEPTEMBER	THURSDAY 19 <sup>th</sup> SEPTEMBER	FRIDAY 20 <sup>th</sup> SEPTEMBER
PM				
13:00pm LUNCH	13:00pm LUNCH	<b>10:00am – 16:00pm</b>  <b>FRESHERS FAYRE</b> National Indoor Athletics Centre (NIAC) Cyncoed Campus  University introduction, societies, clubs and groups, opportunities to get involved in areas outside of degree subject area.	13:00pm – Room D0:02 Cardiff Met Student Union Introduction, meeting the union member, social clubs SU Staff	13:00pm – D1:25 Meet and greet academic, technical staff and undergraduate students
14:00pm – Room A0:17 Tour of site (including student services, laboratories, food industry centre, lecture and class rooms) Simon Dawson	13:30pm – Room A0:31 Guest Presentation: Jacquie Davis, Bodyguard Personal Protection and Self Awareness		14:00pm – Room D0:02 Failing assessed work, mitigating circumstances and plagiarism / self-plagiarism Simon Dawson	14:00pm - METFEST
	14:30pm BREAK		14:30pm – Room D0:02 Dyslexia and disability support with Neil Davies and Michou Burckett St. Laurent	
15:00pm – Room A0:17 Introduction to Zero2Five Food Industry Centre with Helen Taylor, Technical Director for Zero2Five Food Industry Centre	15:00pm - Room A0:21 Postgraduate Research with Dr. Ellen W. Evans		15:00pm – Room D0:02 + Food Industry Centre Food safety awareness training for working in FIC. Procedure training for entrance/ exit rooms, signing of forms, records, health records Simon Dawson	
16:00pm – Room T1:03 Metcard Collection	16:00pm End		16:00pm Harvard Referencing overview	