



MSc Advanced Computer Science
MSc Data Science
MSc Information Technology Management
MSc Technology Project Management

CARDIFF SCHOOL OF TECHNOLOGIES

Induction & Enrolment Information
Academic Year 2019/2020



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

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1. Welcome from your Teaching Team

Welcome to the Programme!

I would like to wish you a very warm welcome to these programmes. As a learner – and possibly, a practicing professional – you will be bringing valuable experience to the course. The aim is for you to build upon this experience and, I hope, enjoy your study.



My colleagues and I are very aware that for many of you this will be a natural progression flowing on from a previous qualification; for some of you this will be a return to study after a long period of time, and for others it will be attending University to receive formal recognition of the work that you do in the workplace. These programmes have, therefore, been designed to cater for the needs of a wide range of candidates from various settings. Whatever your route into the course, be assured that the programme team will endeavour to provide appropriate support and encouragement.

No doubt, at this stage, you will feel that you have been bombarded with information, but it offers you the opportunity to consider it at leisure in readiness for the start of the academic year.

I look forward to meeting you at enrolment and the programme team looks forward to working with you.

Dr Ambikesh Jayal
MSc Programme Director

029 2041 6395
ajayal@cardiffmet.ac.uk

Welcome from the Dean!

It is with great delight that I write to welcome you to this, the start of the next phase of your journey at an exciting time in the life of this relatively new school at Cardiff Met.



I suspect you may be experiencing a range of feelings right now. After your years of diligence and dedication to achieving your goals you have now, deservedly, been offered a place at Cardiff Met. You are quite possibly feeling a little trepidation coupled with excitement and maybe even some fear. All these feelings are entirely natural. Be under no illusion that you have both earned and deserve your place at Cardiff Met and you will thrive whilst part of the university community. Well done and congratulations for taking this next step!

Within the School of Technologies it is our aim to spend the next few years preparing you for successful careers in a range of sectors based on the skills you will learn with us. In addition to the obvious technical skills and knowledge, we will be developing your talents and your understanding of the required behaviours in any workplace. To do this we will be drawing on the whole School of Technologies community. Your studies will be complemented with guidance and coaching from the widely experienced staff body and may also draw on the experience of your fellow mature students undertaking the same programmes having followed careers elsewhere.

I've mentioned the word community a number of times. You will be joining the School of Technologies community and we want you to look forward to it. The community will comprise people on the same journey, on other technology programmes, postgraduate students and researchers and staff. It is a very close community united in its desire to improve both itself and to provide a safe and secure development environment for all its members. All that is required of you is that you engage and enjoy the opportunity whilst here.

Welcome to the Cardiff School of Technologies community – we look forward to meeting you.

Yours Sincerely,

Jon Platts

**Professor Jon Platts,
BEng MSc PhD CEng FIET MInstMC MINCOSE
Dean, Cardiff School of Technologies
Professor of Autonomous Systems**

Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student. You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the University to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk or Tel: 029 2041 5644.

Library & Information Services

You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard

A scheduled time for collection of your MetCard will be stated within your Induction Week information. Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](#).

Induction Week Timetable

Your first semester as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your course, library services, IT, student services and students union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

Don't forget to get involved on Twitter with #wearecardiffmet

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

Your events and confirmed timetable are currently being finalised, a draft schedule is included below:

Saturday 14 th September	Sunday 15 th September	Monday 16 th September	Tuesday 17 th September	Wednesday 18 th September	Thursday 19 th September	Friday 20 th September
International Student Induction & Cardiff Tour	International Student Enrolment	Welcome to the Programme with Dr Ambikesh Jayal	Library and Academic Skills Induction	Free Day - Explore Cardiff	IT Induction	Staff / Student Showcase
		Welcome to the School of Technologies	Introduction to the Students' Union			MET FEST

Teaching Timetable

Your [Timetable](#) will be available from **16th September 2019**. You need to have enrolled before you can access your timetable at the above link.

Teaching Starts **w/c 23th September 2019**.

The Academic Calendar for the MSc programmes is as follows:

Week Commencing:	TT Week	PG Semesters - Week No.
16 September 2019	8	INDUCTION
23 September 2019	9	S1 - W1
30 September 2019	10	S1 - W2
07 October 2019	11	S1 - W3
14 October 2019	12	S1 - W4
21 October 2019	13	S1 - W5
28 October 2019	14	S1 - W6
04 November 2019	15	S1 - W7
11 November 2019	16	S1 - W8
18 November 2019	17	S1 - W9
25 November 2019	18	S1 - W10
02 December 2019	19	S1 - W11
09 December 2019	20	S1 - W12
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	
20 January 2020	26	INDUCTION
27 January 2020	27	S2 - W1
03 February 2020	28	S2 - W2
10 February 2020	29	S2 - W3
17 February 2020	30	S2 - W4
24 February 2020	31	S2 - W5
02 March 2020	32	S2 - W6
09 March 2020	33	S2 - W7
16 March 2020	34	S2 - W8
23 March 2020	35	S2 - W9
30 March 2020	36	S2 - W10
06 April 2020	37	EASTER VACATION
13 April 2020	38	EASTER VACATION
20 April 2020	39	EASTER VACATION
27 April 2020	40	S2 - W11
04 May 2020	41	S2 - W12

Useful Links

- [International & Partnerships Office](#)
Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.
- [Accommodation](#)
Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held throughout Induction, information of will be sent to you by Accommodation when confirmed.
- [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.
- [Student Finance](#)
For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers' information & wristbands*
- [Term Dates](#)
- [Campus Maps, Bike Shelters & Met Rider](#)
Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.
- [Safe Taxi Scheme](#)
Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.
- [Virtual Tours](#)
Have another look around our campus and facilities with our guided virtual tours
- [Student Handbook](#)
- [Academic Handbook](#)
- [Admissions Policy](#)