

**WE ARE
#CARDIFFMET**

**BSc (HONS) BUSINESS
INFORMATION SYSTEMS**

**CARDIFF SCHOOL OF
TECHNOLOGIES**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

CONTENTS

1. [Welcome from your Teaching Team](#)
2. [Welcome from the Dean of Cardiff School of Technologies](#)
3. [Pre-Entry Summer and Induction Task](#)
4. [Enrolment / Student MetCard Collection](#)
5. [Induction Week Timetable](#)
6. [Draft Timetable / Typical Attendance](#)
7. [Useful links](#)

1. Welcome from your Teaching Team

A very big welcome to Cardiff Metropolitan University and the Cardiff School of Technologies!

Myself and the programme team are pleased you have chosen to spend the next few years studying with us and we are confident that you will have an enjoyable and fulfilling experience.

The programme team are on hand to help you make the most from your time at Cardiff Metropolitan University.

As a new student at Cardiff Met you will be assigned a Personal Tutor who will provide support throughout your time here. If you have any concerns or questions before you arrive, please contact me directly.

This welcome pack has been written to get you thinking about your chosen course and to let you know a little bit about your first week at University. In addition we have provided some resources for those students who are looking to undertake some preparatory study.

During Induction Week, you will have the opportunity to meet your fellow students, lecturers, and personal tutor and take part in some lively academic sessions. In addition you will learn more about Cardiff Met, our campus and the city. We hope you find the week informative and enjoyable.

We are looking forward to meeting you soon!

Yours Sincerely,

Catherine Tryfona

(ctryfona@cardiffmet.ac.uk)

Programme Director - Business Information Systems BSc

2. Welcome from the Dean of Cardiff School of Technologies

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, and particularly for those of you joining us straight from schools or colleges, we will be developing your talents to enable you to smoothly transition into the workplace upon graduation. We will help you develop 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

BEng MSc PhD CEng FIET MInstMC MINCOSE

Dean of Cardiff School of Technologies

Professor of Autonomous Systems



3. Pre Entry Summer and Induction Task

As a student studying Business Information Systems at Cardiff School of Technologies, over the course of three years you will delve into the highly dynamic and contemporary world of future technology. So, it is vitally important that you stay abreast of the current developments and practices within this field. One way to do this is to read vast volumes of fun and engaging research literature, don't worry you will get an opportunity to do this, as you will have access to these throughout your academic journey with us, and will be tasked with becoming familiar with much of it. However, it's not just books and research journals to be enjoyed, there is a vast amount of engaging information that can be gleaned from television, and the BBC has an excellent contribution which we would like you to view as part of your summer task.

[BBC Click https://www.bbc.co.uk/programmes/b006m9ry](https://www.bbc.co.uk/programmes/b006m9ry) (or peruse the BBC website for 'Click' [Your user-friendly guide to the latest technology news, issues, gadgets and apps.]

Using a specific technology topic from one of these BBC Click stories, we would like you to create a 5-10 minute presentation about the topic from your perspective. Consider the critical parts behind the technology, the things that the technology relies upon. Also consider: How it is different from what was before? How does it create or change the world? Who is it for? What community or people is the technology designed for? How is it designed for the individual?

Induction Task (First week of University)

Interact - BLOG & VLOG

Working in teams you will create a blog about your experiences within the first week of university. These will include the summer task future technology presentations and the week's activities. These may include video and any artefact creation. You will be working in teams to build your findings and present these at the end of the week.

4. 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. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures and guidance on learning for practice with information on all modules to be undertaken and reading lists.

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 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 is 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](#).

Fees

Your programme fees for September 2019 entry have been set at £9,000. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. You should already be aware of these costs.

5. 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.

There is the Freshers Fayre where you can sign up to a number of different societies and clubs, and the MetFest social event on Friday afternoon.

Don't forget to get involved on Twitter with we are #cardiffmet.

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 and will be uploaded as a separate document on our [New Students](#) pages for you.

6. Draft Timetable / Typical Attendance

As a first year student, you will have access to your confirmed timetable from Induction Week (w/c 16th September 2019), which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.

If you have any specific problems or issues, please contact the Programme Director and we will do our best to accommodate you.

NB: Timetables are subject to change, right up to and including the start of term.

As a first year student, you will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.

7. Useful Links

[Timetable](#)

This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

[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.

[DBS](#)

If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.

[Additional Course Costs](#)

Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

[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](#)

WELCOME 2019

induction week timetable

COURSE TITLE: BSc Business Information Systems

CAMPUS: Llandaff

MONDAY 16 th SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 th SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 th SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 th SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 th SEPTEMBER Dydd Gwener 20 Medi
<p>09:00-10:00 Arrival Llandaf Campus School of Management Building</p> <p>10:00 – 11:00 Subject Welcome Talk O1.16</p> <p>11:00-12:00 Personal Tutor Meeting O1.16</p> <p>12:00-13:00 Lunch</p> <p>13:00-15:00 School Welcome; Student Support and Wellbeing Introduction O1.01</p> <p>15:00-16:00 Induction Activity – Group Allocation T1.04</p> <p>Evening SU Activities</p>	<p>10:00-12:00 Induction Activity T1.04</p> <p>10:00-10:45 Collect ID cards</p> <p>11:00-12:00 Returning Student Induction</p> <p>12:00-13:00 Lunch</p> <p>13:00-16:00 Induction Activity & Meet Returning Students T1.04</p> <p>Evening SU Activities</p>	<p>10:00 – 16:00</p> <p>Freshers Fayre</p> <p>Cyncoed Campus National Indoor Athletics Centre (NIAC)</p> <p><i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i></p> <p>Evening SU Activities</p>	<p>10:00-16:00 Induction Activity T1.04</p> <p>Evening SU Activities</p>	<p>9:00-12:00 Induction Activity T1.04</p> <p>12:00-14:00 Showcase & Presentations T1.04</p>
				<p>14.00 - 19.00</p> <p>MetFest Llandaff Campus</p>

Course specific events

Social Events