

# WE ARE #CARDIFFMET

**BSc (HONS) DENTAL TECHNOLOGY**

**In cooperation with Cardiff and  
Vale University Local Health Board**

**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

The staff at the Centre for Dental Technology extend a very warm welcome to our new students. Past experience shows that students generally feel quickly at home with us so there is every reason to expect that you will soon settle down to an enjoyable and fulfilling period in Cardiff. During your time on the course you will experience a number of teaching and learning methods. These will include lectures, seminars, practical sessions, team assignments and self and peer assessments.

There has been a long and established link with the Cardiff and Vale University Health Board culminating in that institution providing a major contribution to this degree programme. Two semesters in the second and third years will be delivered and assessed by staff at the Cardiff and Vale University Health Board. Students are thus able to gain valuable experience producing appliances, restorations and prostheses and in some cases, see these items fitted to patients.

The programme has a clear and important link with patients and clinics. Students will have the experience of producing items for patients who will be undergoing current treatment in the second and third years of the programme.

The title of the award which will appear on the degree certificate is:

### **BSc (Hons) Dental Technology**

Please note especially the details regarding Induction Week which are to be found in Section 4.

### **Aims**

The aims of the course are to produce dental technologists who will display professionalism in the three main areas of dental technology (Conservation, Prosthetics and Orthodontics) and be able to carry out tasks in the laboratory to a biomechanically sound and clinically presentable level. They will be technically competent and academically capable. Graduates should be able to communicate well, use independent judgement and critical self-awareness, be adaptable to change in both the technology and methods used in the dental field and act well as a member of the dental team.

NOTE: On extremely rare occasions, the structure of the contribution made by the Cardiff and Vale University Health Board may vary from the norm. In such cases, students will be informed well in advance of any alternative arrangements. However, the learning opportunities will not be compromised.

### **How the Programme is Managed**

- Programme Director: Primarily responsible for the operation and management of the course.
- Year Tutor: Deals with problems arising from programme delivery in year.
- Module Leader: Usually a subject specialist who will advise on academic matters relating to specific modules.
- Personal Tutor: Available to discuss any academic topic, including those of a personal nature. Students can be referred to professional Cardiff Met counsellors via the personal tutor, should they wish.

## 2. Pre-Induction Tasks

Codes of conduct pertaining the programme - what is expected of you:

The Professional Body responsible for ensuring that the public is protected from incompetent dentistry and for overseeing dental technology programmes throughout the UK is the **General Dental Council (GDC)**. The law requires anyone who practices as a dental technologist to register with the GDC.

Successful completion of the BSc (Hons) Dental Technology programme allows candidates to register as dental technologists with the GDC. As for dentists and other members of the dental team, after graduation and upon registration there is an annual registration charge currently costing around £116. This statutory register ensures that no unqualified personnel are able to be involved in the practice of dentistry.

GDC registered personnel are expected to be able to conduct themselves well on all occasions, even during training. Lapses may result in removal from the register or prevent access to the register. Students must be considered fit to practise dentistry and any causes of concern may be investigated by a fitness to practise panel and could result in exclusion from the register even before the programme has been completed. See the GDC document 'Student Fitness to Practice' available from the GDC website or at: <https://www.gdc-uk.org/professionals/students-and-trainees/nurses-or-technicians>

You will be expected to comply with Health and Safety policies and procedures. These will be fully explained to you at the start of the programme.

### **Dress code and Facial Piercings:**

When students are on work placements at the Dental School, they are required from time-to-time to attend clinics. During this period a good standard dress code must be maintained. In addition, a code is in force relating to body piercings positioned in the face. Students would be endangered from, for example, children possibly attempting to catch the piercings and there is a possible health and safety issue. For this reason, students with such piercings will not be allowed on clinic and may not therefore be able to complete all assessments.

### **Immunisation:**

You will be required to obtain immunisation/vaccination against Hepatitis B, Tetanus and T.B. prior to entry to year 2 of the programme. Your GP should provide this as a service and should be informed that you are entering an 'at risk' profession. Alternatively, help from the School will be given during year 1 of the course.

### **Sport Kit Order**

Once you have enrolled online, you will be sent information about ordering a free Cardiff School of Sport and Health Sciences kit package. Please place your order online prior to arrival should you want to. You will be able to collect your kit on campus during your Induction Week.



## Additional Associated Costs

### Items you will need to have to undertake the programme (needed from Induction Week):

The Centre is able to supply all expensive items of equipment. However, students are required to obtain a small set of non-powered hand instruments. There is usually time in Induction Week to do this but it would be good if you can be prepared prior to that date. Dental suppliers, which may be local to your home, can be found in 'Yellow Pages' under 'Dental Materials and Equipment'. Some tools are available on line (try Googling the name of a tool below). Alternatively, kits containing most of the tools you will need during the first year are available if you would prefer to purchase them from the Centre. The cost is approximately £70. These have to be ordered through the summer months so advanced notification is needed if you wish to obtain your tools this way. The Senior Technician at the Centre for Dental Technology, should be notified in writing ([jlewis@cardiffmet.ac.uk](mailto:jlewis@cardiffmet.ac.uk)) by 1<sup>st</sup> September (at the latest) of your intention to purchase the kit when you arrive.

Use of a student's own locker is essential for the smooth operation of day to day running which is provided.

Most of the following equipment is supplied in the kit mentioned above. These tools are necessary to enable students to complete practical work within the programme. The list has been divided into essential and desirable items.

Essential items for the beginning of years 1 and 2	Approx. cost (£)
<b>1<sup>st</sup> YEAR</b>	
Protective eye glasses	7.50
Plaster knife	4.50
Plaster spatula	3.50
Wax knife, large	5.50
Ash Number 5	7.95
<b>Desirable items</b> (students may wish to begin the programme before considering the purchase of some of the following)	
Le Cron carver	6.60
Ash Number 10	7.95
Scalpel	4.95
Wax knife, small	4.40
Small scissors	10.00

### Books

The following are useful texts for students to possess, however copies are held in the Llandaff campus and/or the Cardiff University Dental School library.

Tony Johnson et al (Ed) 2011 **Basics of dental technology**. John Wiley & Sons  
Macabe JF 2008 **Anderson's applied dental materials** Oxford Blackwell  
O'Brien WJ 1994 **Dental materials** Chicago Quintessence

**Total (approx)**  
**£300.00**

### **3. 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](http://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. A scheduled time for collection of your Metcard is stated within your Induction Week timetable.

You will be able to access your Programme Handbook via Moodle once you have completed your online enrolment and have access to the Cardiff Met's IT systems. More information will be available once you have completed your enrolment.

#### **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](mailto: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](http://www.cardiffmet.ac.uk/library).

#### **Your Student MetCard**

Cardiff Met have introduced a photo upload facility for online enrolment, which can then be used on your Student MetCard. This facility is optional. Alternatively, your photo will be taken at the time you collect your Student MetCard. If you have chosen to use the photo upload facility, you will need to bring photo ID with you when collecting your Student MetCard.

#### **Fees**

If you are classed as a 'Home' or EU student, your course fees for September 2019 entry have been set at £9,000 and more information about fees can be found [here](#). If your course has any additional costs attached to it, they will be listed on [www.cardiffmet.ac.uk/additionalcosts](http://www.cardiffmet.ac.uk/additionalcosts). You should already be aware of these costs.

Details about fees for international student (from outside the EU) can be found [here](#).

#### 4. 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.

## 5. Programme Structure / Attendance

Student attendance is compulsory at all scheduled contact sessions unless prior permission is obtained. A high number of hours are spent on practical sessions. During term time contact hours are in excess of 20 and occasionally as high as 25 hours per week.

A typical first year students week for the whole academic year is all day Monday, Tuesday, Thursday and then the Friday morning.

There are no classes scheduled for anytime on Wednesday and none for Friday afternoon.

*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.



## 6. 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

### [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 14<sup>th</sup> 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](#)

[Higher Education Achievement Report \(HEAR\)](#)

# WELCOME 2019

## induction week timetable

**COURSE: BSc Dental Technology**

**CAMPUS: Llandaff**

**ROOM: T0:19**

MONDAY 16 <sup>th</sup> SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 <sup>th</sup> SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 <sup>th</sup> SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 <sup>th</sup> SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 <sup>th</sup> SEPTEMBER Dydd Gwener 20 Medi
<p><b>09:30 - 10:00</b> Arrival</p> <p><b>10:00 - 12:00</b> Welcome Talk, Meet the Team, Campus Orientation</p> <p><b>12.00 -13.00</b> Group Personal Tutor Meetings Interactive tasks designed to promote discussions about your expectations, previous experiences and dental technology course structure.</p> <p><b>13.00 - 14:00</b> Lunch</p> <p><b>14.00 - 14:45</b> MetCard Student ID Collection Room T1.03</p> <p><b>14:45 - 16:30</b> Programme Activity Session Team Building Activities:</p> <p>The Tooth Fairy Quiz: A competition to identify different teeth</p> <p>How to build a tooth (Lego style). Work to build the perfect Lego tooth</p> <p>Truth or lie. Teams must work together to spot the truth amongst outrageous lies.</p>	<p><b>9:00-10:00</b> Sports Kit Collection from Taught Programmes Office (TPO) D1.10</p> <p><b>10:00 - 12:30</b> <b>Programme Activity:</b> The Crazy Teeth Project! A hands-on dental laboratory taster activity</p> <p><b>12:30 – 13:00</b> Code of Practice session and quiz</p> <p><b>13.00 - 14:00</b> Lunch</p> <p><b>14.00 - 15:30</b> Visit to University Dental School and Heath Hospital Staff</p> <p><b>15:30 - 16:30</b> Drop in with Personal Tutor</p>	<p><b>10:00 – 16:00</b></p> <p><b>Freshers Fayre</b></p> <p>Cyncoed Campus National Indoor Athletics Centre (NIAC)</p> <p><i>Your Student ID MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i></p>	<p><b>10:00 - 11:30</b> Induction to learning technologies. Moodle and Mahara</p> <p><b>11:30 - 13:00</b> <b>Drop in with Personal Tutor</b></p> <p><b>13:00 - 14:00</b> Lunch</p> <p><b>14:00 - 16:30</b> CAD-CAM Session Individual Personal Tutor Sessions</p>	<p><b>Between 09:00 - 17:00</b> Sport Kit exchange D1.10</p> <p><b>10:00 -11:00</b> Crazy Teeth Project cont'd</p> <p><b>11:00 - 14:00</b> Pre-enrolment activity- Do you have the EDGE? Group activities based around the Cardiff Met EDGE</p> <p>Students meet and greet lunch Meet the BSc course reps and year 2+3 students for lunch</p> <p><b>14.00 - 19.00</b></p> <p><b>MetFest</b></p> <p>Llandaff Campus</p>
Course specific events			Social Events	

# WELCOME 2019

## induction week timetable

**COURSE TITLE: Dental Technology**  
**CAMPUS: Llandaff**

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WELCOME  
2019

# induction week timetable

Course specific events

Social Events