

**WE ARE
#CARDIFFMET**

**FOUNDATION LEADING TO
BA/BSc (HONS) IN SOCIAL SCIENCES**

**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

We are really pleased to welcome you to the Foundation in Social Sciences at Cardiff Met.

What do we want you to achieve during this year?

- To gain the confidence to enjoy learning at university and to begin to realise your potential as a lifetime learner
- To gain foundation knowledge and understanding appropriate for your chosen pathway degree

We want you to gain these things, regardless of your starting point – school, college, Outreach, full time parenting, employment or unemployment. We would also like you to feel that you have a full experience of university – that you are included in *all* the life of the university. That includes opportunities to travel, to volunteer and to engage with enterprise and politics, social and sporting activity.

Throughout the year you will spend your time in academic lectures and practical workshops as well as in small tutorial groups where you will get to know your fellow students and your lecturers. In these sessions we will introduce you to modules in **Psychology, Sociology, Crime and Offending, Globalisation and Migration, Critical Analysis, Communities and Health and Research Methods**. You will also complete modules on **Reflection on the Workplace** as well as an **Extended Essay** (directed towards your degree pathway choice). Together, these modules will develop your knowledge and understanding of the nature and scope of the social sciences whilst giving you the confidence to pursue a degree pathway which will allow you to achieve both your academic and career goals.

During Term 1 we will focus on developing your core academic skills in the **Leading to Graduateness** module. These sessions will comprise both lecture and workshop components which will give you an opportunity to practice these skills with further support being given in the tutorials. Additionally you will be able to apply this knowledge, and so develop your expertise, in the assessments for your Term 2 modules. These skills are essential for academic success and will ensure you are prepared for undergraduate study.

There are also opportunities to improve your ICT skills, your academic written English and, for those without a GCSE in Maths (Grade C or above), to complete a **Numeracy** module. If you have already successfully completed a GCSE in Maths (or accepted equivalent e.g. Level 2 Application of Numbers), then you will not need to complete this module - however, you will need to provide Admissions with a copy of your GCSE (or Level 2 equivalent) certificate in order to verify your exemption.

Our aim is to ensure that, by the end of the course, you will be more than ready to begin studying your chosen degree – having had a lot of fun along the way!



Dr Sarah Taylor, PhD, BSc(Hons), CPsychol, FHEA

2. Pre-Induction Tasks

We have no set tasks for you to complete before you join us. However, you may find it useful preparation for the course to begin to develop your understanding of:

- How societies, communities and individuals interact
- The role that research plays in our understanding of these interactions
- Why we need the social sciences in everyday life

If you have time to read through the following links this will give you some insight into these these issues and demonstrate the scope of the social sciences:

Bastow, S., Dunleavy, P. & Tinkler, J. (2014). *The impact of the social sciences: How academics and their research make a difference*. London, UK: Sage Publications. Available from:
https://uk.sagepub.com/sites/default/files/upm-binaries/59598_Bastow_Impact_of_the_social_sciences.pdf

Ostler, A. (2015). *10 reasons why you need social science*. Available from:
<https://campaignforsocialscience.org.uk/wp-content/uploads/2012/12/10-reasons-why-you-need-social-science-Audrey-Ostler.pdf>

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.

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.

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 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

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. You should already be aware of these costs.

Details about fees for international students (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

This programme is designed to facilitate the transition to university level study. As such taught content takes place between 9am – 1pm on Wednesday, Thursday and Friday throughout the academic year. However, in Term 1 your lectures will finish at 4pm on Thursday. In addition to this, we would recommend that you aim to remain on campus for at least one of these days and dedicate your time to independent study and assessment completion.

A typical teaching day may include:

- 2 x two hour lectures

In Term one these are Psychology, Sociology and Health and Communities

In Term two these are Crime and Offending, Globalisation and Migration and Critical Analysis in the Social Sciences

- A one-hour tutorial

These build on what you will have learned in the lectures and give you the chance to work with a small group.

- The opportunity to gain or update your skills in academic writing, ICT and Numeracy in a one hour session.

During your independent study time we would encourage you to set up study groups and to work on campus. This will facilitate not only the development of your academic skills and the sharing of ideas and knowledge, but also your ability to achieve your academic goals.

Remember that this is a full-time programme and you need to devote around 20-25 hours per week in order for you to engage fully with the learning experience.

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

The exact timetable will include room numbers, and you will be allocated to a tutorial group for Induction Week.

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

Please note that you will need to be enrolled before you can access timetabling 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. Progression Information

The Foundation (Level 3/4) Year in Social Sciences forms the first year of study for students enrolling on the Honours degree and HND programmes offered within the School of Sport and Health Sciences, but who fail to meet the appropriate requirements for entry at Level 4.

Examples of the courses which students will be eligible for consideration to proceed into Level 4 include:

- *HND Health and Social Care*
- *BSc (Hons) Environmental Health*
- *BSc (Hons) Health and Social Care*
- *BSc (Hons) Housing Studies*
- *BSc (Hons) Psychology*
- *BSc (Hons) Social Work (requires a new application through UCAS before 15th January 2020)**

**** Students wishing to continue to the Social Work Programme need to have 420 hours work experience and successfully complete an interview with the Social Work Admissions Tutor after submitting a new 2020 UCAS application prior to the January 15th (2020) deadline.***

DBS checks are required for Social Work and Housing Studies, but these are not required for entry to the Foundation Year.

Students receive guidance on the nature, scope and employment opportunities of these undergraduate programmes from the relevant Programme Directors at various points throughout the year.

Students are prepared for progression by incorporating graduate attributes throughout the course. More details can be found within the student handbook, the module descriptors and module handbooks.

To ensure that your progression is completed successfully, please note the following procedure that you will need to follow next year:

During your Foundation Programme, you will be asked to complete a **Declaration of Intent to Progress Form**, stating the degree you wish to progress onto.

On successful completion of the Foundation Programme, and once your marks have been confirmed at Exam Board, you will then be contacted via email to sign our Terms and Conditions as a final confirmation of your chosen degree.

Once these Terms and Conditions have been returned, the Enrolment Team will then enrol you on your chosen course. From July 2019 onwards, you will also be directed to your relevant Induction and Enrolment information for Year One.

On successful completion of the Foundation Programme, and once your marks have been confirmed at Exam Board, you will then be contacted via email to sign our Terms and Conditions as a final confirmation of your chosen degree.

Once these Terms and Conditions have been returned, the Enrolment Team will then enrol you on your chosen course. From July 2020 onwards, you will also be directed to your relevant Induction and Enrolment information for Year One.

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

[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: FdN in Social Sciences

CAMPUS: Llandaff

<p>MONDAY 16th SEPTEMBER Dydd Llun 16 Medi</p>	<p>TUESDAY 17th SEPTEMBER Dydd Mawrth 17 Medi</p>	<p>WEDNESDAY 18th SEPTEMBER Dydd Mercher 18 Medi</p>	<p>THURSDAY 19th SEPTEMBER Dydd Iau 19 Medi</p>	<p>FRIDAY 20th SEPTEMBER Dydd Gwener 20 Medi</p>
<p>9:30 – 10:00 Welcome to induction week-D1.06</p> <p>10:15 – 11:00 ID Card Collection</p> <p>11:30 – 12:30 Academic Activity: Programme Essentials Meet the Team Campus Orientation Activity-D1.06</p> <p>12:30 – 14:00 Lunch</p> <p>14:00 – 15:00 Programme Activity Session: Meet your tutor group Grp D: JB: A1.15 Grp E: MJ: O2.15 Grp F: GD: D2.12</p> <p>15:00 – 16:00 Drop-in with Personal Tutor (optional – subject to tutor availability) Grps D, E & F only (Tutor will have given you their room number in tutor group meeting)</p> <p>Evening SU Activities</p>	<p>10:00– 12:00 Academic Activity: University Expectations Have you got the EDGE? -D1.06</p> <p>12:00– 13:00 Lunch</p> <p>13:10 – 13:30 Pick up Sports Kit Room C0.21</p> <p>14:00 – 15:00 Programme Activity Session: Meet your tutor group Grp A: ST: A0.14 Grp B: DH: A0.17b Grp F: MR: A0.21a</p> <p>15:00 – 16:00 Drop-in with Personal Tutor (optional – subject to tutor availability) Grps A, B & C only Tutor will have given you their room number in tutor group</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– 11:00 Programme Activity Session: Teambuilding Task A0.17a: ST (Gps A & D) T0.08: DH (Gps B & E) A1.19: MR (Gps C & F)</p> <p>11:00– 13:00 Academic Activity: Managing Expectations D1.06</p> <p>13:00 – 14:00 Lunch</p> <p>Bus tour</p> <p>Evening SU Activities</p>	<p>9:00 – 11:00 Academic Activity Session: Online Induction: Finding your way around Moodle D2.09 NB. This is a 1 hour session and you should only attend your group's session</p> <p>9 – 10: Grps A, B & C (DH/ST) 10 – 11: Grps D, E & F (ST/DH)</p> <p>11:00 – 13:00 Programme Activity Session: Meet Staff and Past Foundation Students for coffee, cake & biscuits C0.21</p> <p>13:00 – 14:00 Lunch</p> <p>14.00 - 17.00</p> <p>MetFest</p> <p>Llandaff Campus</p> <p>Tuesday 24th Sept 6pm – 8pm: Beer & Pizza in Zen</p>