

**WE ARE
#CARDIFFMET**

**FOUNDATION LEADING TO BSc
(HONS) IN HEALTH SCIENCES**

**CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

CONTENTS

- 1. Welcome from your Teaching Team**
- 2. Summer Tasks / Pre-Induction Tasks / Work Experience**
- 3. Enrolment / Student MetCard Collection**
- 4. Induction Week Timetable**
- 5. Draft Timetable / Typical Attendance**
- 6. Progression Information**
- 7. Useful links**

1. Welcome from your Teaching Team

Welcome to the Foundation leading to BSc (Hons) Health Sciences programme in Cardiff School of Sport and Health Sciences at Cardiff Metropolitan University. You have chosen to embark on a pathway of study with us that we hope you will find stimulating, engaging, enjoyable and rewarding which will challenge you to greater things in your chosen field of study.

By the time you complete the programme you will have gained knowledge and understanding, developed skills and abilities and made friends that you will be able to draw upon throughout the rest of your life, both personally and in your future careers. Whilst you are studying here at Cardiff Metropolitan University, the programme team will work in partnership with you and will help you to fulfil your potential.

The programme team operate an open door policy and will endeavour to ensure that any questions or issues you may encounter in regards to your studies and learning experience are dealt with in an appropriate and timely manner. We also welcome any feedback you may have throughout the programme and actively encourage you to take an interest in the development of the programme and subsequently your own learning experience.

This Induction and Enrolment information should answer some of those early questions that you may have about the programme and what will happen in those early days in September. If you have any questions that we have not yet answered then please do not hesitate to contact us.

We very much look forward to welcoming you in person in September.

Dr. Paul Foley
Programme Director
pfoley@cardiffmet.ac.uk

2. Pre-Induction Tasks

There are no specific tasks to complete before you begin with us in September.

If you take the analogy of a 100m sprint race – all athletes start as a group at the same point spread out in a line and then make a mad dash to cross the finish line in a staggered fashion. Your journey through the foundation programme is the inverse of this. Students undertaking the Foundation year will have a varying range of educational experiences and skills when it comes to the biological and chemical sciences. Progression of events during the Foundation year would therefore be the opposite to that of the 100m race – everyone starts in a staggered fashion, due to their different educational experiences, we all work slowly to start with moving forward and pick the pace up as we go along and then provide the opportunity for everyone to cross the line together next year with the possibility to progress onto a programme of their choice.

As a consequence, setting tasks before September may not suit everyone.

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

You will be expected to attend university for 30 weeks each year. The academic year is divided into three terms – Autumn, Spring and Summer, with vacation periods at Christmas and Easter. The Examination period will be in May with one retrieval/re-sit examination period in late August/early September. The term-dates for 2019-20 are:

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	Cardiff School of Management – Exams
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
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

Foundation leading to BSc (Hons) in Health Sciences

The programme is modular in design, with modules having Credit Values of 20 credits, each representing a notional 200 hours of student effort. The Foundation programme is equivalent to 120 Credits.

The title of the modules offered during the 2019/20 session are

Term 1	Term 2
Academic Skills (20 credits) ASF3017	Biological Sciences (20 credits) ASF3018
Fundamental Science (20 Credits) ASF3019	Chemical Sciences (20 Credits) ASF3020
Introduction to Laboratory Sciences and Data Analysis (20 Credits) ASF3021	Applied Laboratory Sciences and Data Analysis (20 Credits) ASF3022

Attendance

Attendance at lectures, tutorials, workshops, seminars and practical classes is monitored and you may be required to register attendance during teaching sessions.

100% attendance is normally expected at practical classes where assessment of practicals contributes to the overall assessment for that module. If a student misses a practical session then their mark may be affected, and so any student missing a session should contact the relevant Module Leader at the earliest opportunity, providing a reason for their absence and supporting evidence if required.

You will be allocated a personal tutor who will have regular meetings with you to support and guide you.

Students whose attendance is poor need to realise that this can impact on their academic work and the ability to complete the programme successfully.

Timetable

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.

The following table is a summary of the assessment pattern for the Foundation year:

Module	Element of Assessment	Weighting	Details	Scheduling
Academic Skills ASF3017	Assignment	60%	2000 word equivalent	Term 1
	Presentation	40%	5 mins + 500 word equivalent	End Term 1
Fundamental Science ASF3019	Class Test	60%	1 hour (online)	Term 1
	Assignment	40%	1500 word equivalent	Term 1
Introduction to Laboratory Skills and Data Analysis ASF3021	Portfolio	50%	2000 word equivalent	Term 1
	Class Test	50%	1 hour (online)	Term 1
Biological Sciences ASF3018	Exam	75%	2 hour	End of Year
	Assignment	25%	1000 word equivalent	Term 2
Chemical Sciences ASF3020	Exam	75%	2 hour	End of Year
	Assignment	25%	1000 word equivalent	Term 2
Applied Laboratory Sciences and Data Analysis ASF3022	Portfolio	50%	2000 word equivalent	Term 2
	Class Test	50%	1 hour (online)	End of Term 2

6. Progression Information

The Foundation (Level 3/4) Year in Health Sciences forms the first year of study for students enrolling on the Honours degree programmes offered within the Cardiff 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:

- *BSc (Hons) Biomedical Science*
- *BSc (Hons) Biomedical Sciences with Health, Exercise & Nutrition*
- *BSc (Hons) Environmental Health*
- *BSc (Hons) Food Science & Technology*
- *BSc (Hons) Nutrition*

For students looking to progress onto one of the courses below, a new UCAS application for 2020 should be submitted prior to the January 15th (2020) deadline, and prior agreement made to the Programme Director(s):

- *BSc (Hons) Dental Technology*
- *BSc (Hons) Healthcare Science**
- *BSc (Hons) Human Nutrition & Dietetics**
- *BSc (Hons) Podiatry**

*DBS checks are required for these programmes, 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. This excludes those programmes who are required to submit a new UCAS application.

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 Health Sciences
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>09:30 – 10:30 Arrival and Met Card collection</p> <p>Arrive at main reception to be directed to room A031</p> <p>12:00-14:00 Getting to know each other: meet your classmates</p> <p>14:00 – 14: 30 the treasure and information hunt – how to get started</p> <p>14.30 – 15:00 Student Services Talk</p> <p>Evening SU Activities</p>	<p>10:00 – 13:00 Room A031 Programme Activities 4-9</p> <p>Meet the programme team</p> <p>The Personal Tutorial System</p> <p>Learning at University</p> <p>Programme overview</p> <p>What you need to know for your first weeks Q+A</p> <p>13:30-13:50 SPORT KIT COLLECTION Room D1.10</p> <p>14:30-15:30 Room C022 Laboratory Skills Induction Lecture</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 – 12:00 Lab Induction T- Block Labs</p> <p>12:00-17:00 Bus Tour CSSHS Llandaff campus</p> <p>Evening SU Activities</p>	<p>10:00 – 13:00 Meet your Personal Tutor</p>
				<p>12.00 - 17.00</p> <p>MetFest Llandaff Campus</p>

Course specific events

Social Events