

**WE ARE
#CARDIFFMET**

**BSc (HONS) / Dip HE / HNC
HOUSING STUDIES**

**CARDIFF SCHOOL OF
EDUCATION AND SOCIAL POLICY**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

We're delighted that you are coming to join us in September as part of the Housing Studies programme. Our course is part of the School of Education & Social Policy.

Cardiff Metropolitan University has a long history of providing housing studies education and qualifications at both undergraduate and post qualifying levels, all of which are professionally accredited by the Chartered Institute of Housing. The Programme is delivered and managed by housing academics with a wealth of policy and practice experience; alongside local authority, housing association and third sector partners, all with the overall aim of enriching and enhancing the experience that you have with us as a student. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong connections with peers on the programme and embracing opportunities that are available to you to develop academically, personally and professionally.

This Induction and Enrolment information will give you a feel for the Programme that you are joining, and will be continually supplemented throughout your time on the degree. Your time as a student on the Housing Studies programme is very important to us as a teaching team, so please do not hesitate to take the opportunity to ask if there are any questions that we have not answered.

In this short introduction pack we've included details of the Induction Week, online enrolment, timetables and given you a few ideas for some useful background reading. We hope you find it useful.

We have an Induction Programme planned for the week of 16-20 September which will include Freshers Fayre and MetFest events. We will be keen to put faces to names and there will be lots of opportunities to get to know your fellow students and the team. Your first day at university will be Monday 16 September and members of the team will meet you in the Main Reception area of the Llandaff Campus at 9.45am.

In the meantime should you have any queries about the programme, please contact me, Janet Beauchamp, on 029 20416267 or by email: jbeauchamp@cardiffmet.ac.uk or Helen Taylor Housing Studies on 029 20205947 or by email: htaylor@cardiffmet.ac.uk and we'll be happy to help. If you can't get hold of us drop an email to our colleagues in the Programme Support Team ccproadmin@cardiffmet.ac.uk and they'll answer your questions or pass you on to one of my colleagues in the Housing Studies Team.

See you soon!

Janet Beauchamp
Programme Director
jbeauchamp@cardiffmet.ac.uk

2. Pre-Entry Conditions and Summer Task

Before enrolling on the programme all students must have completed the DBS process.

DBS CHECK

The Disclosure and Barring service is a Government organisation which helps to prevent unsuitable people from working with children and vulnerable adults.

All prospective Housing Studies students will obtain an Enhanced Disclosure through the Disclosure and Barring Service (DBS), prior to enrolment on the programme. Where a problem is identified, the results of the disclosure will be referred to a panel for consideration and the prospective student advised accordingly. Students applying for the programme, where Britain is not their country of origin, must provide this information through a comparable source from their home country prior to enrolment.

Further information on DBS and how to complete the process online can be obtained by following this link: www.cardiffmet.ac.uk/dbs

In the case of part-time students Cardiff Metropolitan University does **not** take responsibility for DBS checks, this is a matter for part-time students and their employing organisations. Part-time students' employers are required to confirm in writing that the student has a current and valid DBS.

Preliminary Reading:

REFERENCING

This is an essential part of writing essays, reports and any other form of presentation you may use. We use the Harvard Referencing method, which some of you may be familiar with. Cardiff School of Education and Social Policy has adopted Cite Them Right as its standard referencing guide. Here is the reference:

Pears, R. & Shields, G. (various editions) *Cite Them Right: the essential guide to referencing and plagiarism*. Newcastle-upon-Tyne: Pear Tree Books

There are various paper editions and FREE an online version available from Cardiff Met Libraries.

STUDY SKILLS

Cottrell, S. (2013) *The Study Skills Handbook*. 4th edn. Basingstoke: Palgrave.

OTHER READING

In preparation for study at Cardiff Met there are some very useful websites that you can access that will help you to start to develop your knowledge and understanding of Housing. The following websites may be helpful for background information and articles about current aspects of housing:

www.cih.org This is the website of the Chartered Institute of Housing, the professional body for housing practitioners.

www.theguardian.com/housing-network Sign up to The Guardian Housing Network for updates and information (it is a FREE resource)

www.jrf.org The Joseph Rowntree Foundation is a large charity which runs a housing research and policy programme.

AN ACTIVITY THE HOUSING STUDIES TEAM WOULD LIKE YOU TO COMPLETE BEFORE ARRIVING.

Please read this article from The Guardian newspaper.

<https://www.theguardian.com/society/2016/jul/13/aylesbury-estate-south-london-social-housing>

As you read, keep some notes about what most interests, surprises, puzzles you about the content and make a list under three headings:

1. Things you find particularly interesting or surprising
2. Things you're not sure you understand correctly
3. Things you're not sure you agree with.

Bring the article and your list with you to 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.

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.

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. Draft Timetable / Typical Attendance

The Housing Studies degree is a full time course and typically there are 12 hours of class contact a week. This will consist of lectures delivered to the whole course, and participation in seminars and workshops in smaller groups. The course involves a number of teaching styles including group discussions of topics and interactive problem solving exercises or students presenting previously prepared work to their peers and a member of staff.

While 12 hours a week may not seem like a lot, in addition to the class contact time, students are expected to undertake around 2 hours of self-directed learning for every 1 hour of contact time. I appreciate that there are many other calls on your time. However, I cannot over-emphasise the need for regular attendance.

The university study pattern for Level 4 (Year 1) is as follows:

Full-time students - lectures are Wednesdays & Thursdays in Term 1 and Tuesdays & Wednesdays in Term 2

Part-time students - lectures are on Wednesdays only

So, the first week of lectures / tutorials:

Full-time students: Wednesday 25 September and Thursday 26 September

Part-time students: Wednesday 25 September

All lectures and tutorials are delivered on the Llandaff Campus.

Detailed timetables and study patterns will be presented and discussed during Induction. Please note that finishing dates will vary between year groups. Most year groups will finish during May. Please check with your lecturers for further information.

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

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

In terms of attendance, it is expected that students attend ALL University based days and undertake their directed study as stated in the Programme structure. It is also expected that students notify regarding any absence(s) and the reason for absence to the Programme Administrator on housing@cardiffmet.ac.uk. Failure to do so may call into question your suitability for practice, and as per academic regulations, you may be deemed to have withdrawn from the Programme.

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. Progression Information – Foundation Students

If you are progressing from the Foundation in Social Sciences programme, then you will complete the Enhanced DBS application process before being allowed to enrol onto the Housing Studies programme. You will be prompted to complete this process by Admissions once Enrolment have been notified of your intended progression.

Once the DBS process has been completed, and once your Foundation year 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.

You will need to attend the Induction programme, as detailed in [Section 4](#).

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

[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](#)

Your Housing Studies Programme Team



Marc Fury



Janet Beauchamp – Programme Director



Dr Helen Taylor



Jane Mudd

WELCOME 2019

induction week timetable

COURSE TITLE: Housing Studies

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>0115 10:00 – 12:00 Programme Welcome</p> <ul style="list-style-type: none"> Meet the team What is housing? What does it mean to be a student? <p>11.45-12.30 ID card can be collected</p> <p>12:00 – 13:00 Lunch/Mingle</p> <p>0115 13:00 – 15:00 Programme activity</p> <p>Skills: Teamwork and problem-solving Task: What are the issues of place and community?</p> <p>0115 15:00 – 16:00 Meet Your Tutor Tutorial Group Meetings</p> <p>Evening SU Activities</p>	<p>A021a 10:00 – 11:00 What is the role of the Personal Tutor? Presentation from Housing Studies team</p> <p>A021a / A021b / Break Out Spaces 11:00 – 12:00 Learner gain activity</p> <p>Quick fire questions Your chance to meet and quiz other students on the course in other years!</p> <p>E001 13:00 – 16:00 Housing Studies Society launch</p> <p>President of Chartered Institute of Housing visit</p> <p>Evening SU Activities</p>	<p>10:00 – 16:00 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>Meet at Main Reception 10:00 – 13:00 Study Trip What are the issues of place and community?</p> <p>A014 14:00 – 15:00 Roundtable – presentation of the morning's work (all students) Students share their discussions from the morning</p> <p>What can we learn from each other?</p> <p>Evening SU Activities</p>	<p>A019 11:00 – 13:00 Group activity on campus</p> <p>What to expect in the first week</p> <p>Any concerns/expectations</p> <p>Action plan for week 1</p>
				<p>14.00 - 19.00 MetFest Llandaff Campus</p>

Course specific events

Social Events