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Reviewed 2014
Adolygwyd 2014



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

150
Years
Mlymedd | Cardiff
Met
Caerdydd



A STUDENT'S GUIDE

TO STUDYING
ON A CARDIFF MET
PROGRAMME AT A
PARTNER INSTITUTION



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

150
Years
Mlynedd | Cardiff
Met
Caerdydd



WELCOME TO CARDIFF METROPOLITAN UNIVERSITY



Thank you for choosing to study with Cardiff Metropolitan University and welcome. Congratulations - you are a student at one of Cardiff Metropolitan University's partner institutions and are studying towards one of our awards. I hope that the coming years of study will be rewarding and enjoyable, as well as suitably challenging.

We at Cardiff Metropolitan University are proud of our partnerships. I hope that you will feel part of the University and take the opportunity to interact with Cardiff Met staff and students, and to visit us in Cardiff. Without our students Cardiff Met would not exist! We take every opportunity to listen to and act on their views. Please make use of these opportunities, as this can be a most valuable part of your university experience.

The purpose of this Guide is to introduce you to the University and explain what being registered on a programme at a partner institution of the University means to you.

This is your University, you should feel as much a part of it as students studying on-campus in Cardiff. Please make use of all the services and facilities we offer. If you have concerns about anything please ask or seek advice. Relevant contact details are included in the Student Handbook and on our website www.cardiffmet.ac.uk.

Once again, many thanks for choosing to study with Cardiff Metropolitan University and all the best for the coming years of study. I hope to see you at a graduation ceremony in Cardiff in the future!

Professor Antony J Chapman
Cardiff Metropolitan University President & Vice-Chancellor



WELCOME FROM THE STUDENTS' UNION



I'm Stefan Kelly, this year's elected President of the Students' Union. Firstly I would like to give a warm welcome to you all as Cardiff Met students and members of the Students' Union.

You are all lucky enough to be part of a wider community of students ranging from here in Cardiff to short distances such as Bridgend, and then overseas students studying in various locations such as Singapore. Although you will be studying at another institution and perhaps in another country, you are still very much a part of the family at Cardiff Metropolitan University and we are keen to ensure that you have a great learning experience and support.

I look forward to the opportunity to interact with some of you during my time as President. Every year, the Students' Union invites a student from each partner institution to come to Cardiff and take part in our partner event, in which we will give the student's representative training. I also hope to travel to some institutions in the U.K and abroad to meet some of you. Last year in my role as Vice-President, I was lucky enough to travel to our partners in Egypt and Greece which was a fantastic experience.

The Students' Union is here to support and represent each and every one of Cardiff Met's students. I would love to hear from you, so if you would like any more information on activities and initiatives the Students' Union offers or if we could offer you any support, please get in touch. To find out what we can do for you, please visit our partner webpage: www.cardiffmetsu.co.uk/union/partners/

Stefan Kelly
Students' Union President
Stkelly@cardiffmet.ac.uk

ABOUT CARDIFF METROPOLITAN UNIVERSITY

Located in an exciting, modern European capital city, Cardiff Metropolitan University is a global university. We provide education and training opportunities that are accessible, flexible and of the highest quality to students from over 140 countries worldwide.

Five academic schools:

- * Cardiff School of Art & Design
- * Cardiff School of Education
- * Cardiff School of Health Sciences
- * Cardiff School of Management
- * Cardiff School of Sport

All our schools specialise in courses that are career orientated and have been designed in conjunction with business and industry. Each school is also heavily involved with research and commercial activities in their fields. Our academic teams are at the forefront of their fields and are supported in developing their knowledge and skills through the university's staff review and development scheme.

The university's approach to learning, teaching and assessment is underpinned by high quality academic standards, working in partnership with students, the development and embedding of technology-enhanced learning and assessment, and research informed teaching. Our objective is to develop creative, resilient and sought-after graduates with aptitudes, skills and experiences that enable them to make an impact in their chosen profession or pathway.

A global university

Cardiff Metropolitan University is proud to be associated with a number of high-calibre partners in the UK and internationally. The University's close alliance with its UK based and overseas partners offering our programmes in a number of countries including, Greece, Hong Kong, Bulgaria, Lebanon, India, Egypt, Korea, China, Morocco, Oman, Sri Lanka and Singapore means that students from over 120 countries are able to study Cardiff Metropolitan University degrees.



Key facts/Why study with us?

- ✓ **High Levels of Student Satisfaction.** We have been ranked as the top UK university for International student support* 5 years in a row in the International Student Barometer (2010 – 2014).
*ISB survey based on the overall average measure for overall international student satisfaction
- ✓ **Enhancing the Student Experience.** In November 2014, our commitment to enhancing the student experience was recognised at the Times Higher Education Awards, where Cardiff Met won the 'Most Improved Student Experience Award' - as voted for by students.
- ✓ **Making our Students Employable.** Through work placement programmes, the promotion of student entrepreneurship and our focus on employability has ensured that 94% of our graduates secure employment or enter further study within six months of graduation**Destination of Leavers in Higher Education (DLHE) 2014.
- ✓ **A Reputation for Quality in Teaching.** The latest Quality Assurance Agency (QAA) report (2014) affirms that Cardiff Metropolitan University met UK expectations for academic standards and student learning opportunities. The Higher Education Academy has reflected this endorsement, awarding National Teaching Fellowships to two Cardiff Metropolitan University lecturers.
- ✓ **Strong International Links.** Through our strong international links, we educate over 16,000 students from more than 140 countries worldwide.
- ✓ **Internationally Recognised Research.** Results of the latest Research Excellence Framework (REF) (2014) rank Cardiff Met as the top post-1992 University in the UK, with 80% of the University's overall quality profile rated as 'world leading' (4*) or 'internationally excellent' (3*). Further information can be found at www.cardiffmet.ac.uk/ref2014.

To find out more about the university, please visit www.cardiffmet.ac.uk/aboutus



CARDIFF METROPOLITAN UNIVERSITY AND COLLABORATIVE PROVISION

Through its degree awarding powers the University is able to award degrees for programmes delivered collaboratively with partner institutions. The University and its partners develop and deliver these programmes through the five Academic Schools of the University with the support of the Partnership Office and the University's various support departments. We currently work with a small number of partner institutions in the UK and overseas, with which we deliver programmes at undergraduate and postgraduate level.

Details of the University's partners can be found on our partnership pages at:
<http://www.cardiffmet.ac.uk/partnerships/Pages/default.aspx>

What is an approved partner institution?

You are studying at an institution which, following a rigorous process, has been approved by the University as an appropriate organisation to offer higher education programmes leading to a Cardiff Metropolitan University award. Institutions are 're-approved' on a regular basis to ensure that they continue to meet the University's criteria in terms of procedures and resources for teaching, learning and assessment, staffing and staff development, academic organisation and internal quality assurance systems.

What is a Cardiff Metropolitan University programme or award?

You are studying on a programme quality assured by the University, which, if you complete it successfully, will lead to a Cardiff Metropolitan University award. Cardiff Metropolitan University approval means that your programme is equivalent in level and standard to similar awards offered throughout UK higher education. Your award is the same as a Cardiff Metropolitan University award granted to students studying on campus in Cardiff in terms of employment and application for postgraduate study.

How does the University ensure programme quality and standards?

The University assures itself of the standard and quality of its programmes through the following mechanisms:

The programme approval and review processes which involve a panel of experts from the University and at least one external member. In order to reach a decision about whether or not to approve a programme, the panel has detailed discussions with the management team, staff team and students, and considers the proposed curriculum, staffing, student

support and resources. Any subsequent changes to the programme must be approved by the University and programmes are reviewed regularly. You may find that during your time at your institution, you may be asked to speak to a panel as part of a review event.

The University's ongoing quality assurance procedures. In order to deliver a Cardiff Metropolitan University programme partner institutions must adhere to the University's quality assurance procedures including double marking of assessments, approval of draft assessments, appointment of external examiners by the University, student feedback mechanisms and annual monitoring. Your institution is required to produce an annual report to the University which is one of the ways in which the University can monitor the institution's quality assurance procedures and ensure that any concerns are addressed.

External examiners appointed to every programme. These examiners ensure that the standard of the University's awards is maintained and that your assessment has been fair and just. All external examiners produce reports which are considered by both the institution and the University. The University monitors these reports and the institution's response to assure itself that the quality and academic standards of the programme is being maintained.

Link Tutors and Moderators are appointed to every programme. These are members of Cardiff Metropolitan University academic staff who take responsibility for the academic management of the relationship with a given collaborative partner for an agreed subject area and related programmes. The Link Tutor or Moderator will work closely with the Partner and University to ensure that the programmes offered are of the highest possible standard and that students have access to a comparable learning experience to their counterparts on-campus. You will have opportunities to meet with Link Tutors and Moderators during your time at your institution, and to give your views to them in confidentiality.

Regular visits to the partner and regular communication ensure that the University works closely with staff at the partner institution to maintain the quality of the student experience and the standards of the programme. Moderators and Link Tutors visit partners twice per year to meet with staff and students and attend Exam Boards and programme committee meetings. Additional visits by members of the University's central support units and senior University staff also take place and ensure a robust relationship is maintained.

WHAT IS MY RELATIONSHIP WITH CARDIFF METROPOLITAN UNIVERSITY?

You are enrolled as a Cardiff Metropolitan University Student. The University publishes a Student Charter which summarises the commitments that the University and Student Union make to students and also the key expectations of students. The Student Charter is available at:

<http://www.cardiffmet.ac.uk/study/student services/Pages/Student-Handbook-and-Student-Charter.aspx>



As a Cardiff Metropolitan University student you are subject to many of the same regulations, rules and procedures and benefits as a student studying on campus in Cardiff. This includes the University's mitigating circumstances procedure, unfair practice procedure, appeals procedure, complaints procedure, student union support and learning resources. Details can be found in the Student Handbook and helpful guides are available through the Students Union, see:

<http://www.cardiffmet.ac.uk/study/student services/Pages/Student-Handbook-and-Student-Charter.aspx>

<http://www.cardiffmetsu.co.uk/umax/advice/academicsupport/>

Your programme of study will be governed by the University's academic regulations and these can be found in the Academic Handbook:

<http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx>

Responsibility for areas such as accommodation and fees are delegated to the partner institution and will be outlined in the programme handbook you receive from your institution.



What Cardiff Metropolitan University services are available to me?

Our approval process requires that institutions have the necessary services you need to help you with your studies. In addition, we have a number of resources available online, which you may find useful:

Library Services

As a student of Cardiff Metropolitan University you will receive full access to the University's library resources. By visiting the library web pages, you can search and access over 35,000 e-journals, 54,000 e-books and about 180 databases.

Please visit our pages for students at partner institutions to find out more:

<https://tsr.cardiffmet.ac.uk/Learning/Pages/Home.aspx>

Academic Skills

The University has developed a wide range of online guides to help you with your academic skills. These include guidance on academic writing, numeracy, English language, citation and Exam skills.

<https://tsr.cardiffmet.ac.uk/learning/ACSkills/Skills/Pages/Skills-Menu.aspx>

Metflix

Metflix are a series of short videos to help you access and use library and IT services at Cardiff Met. Using on-screen demonstrations and clear step-by-step instructions, Metflix will help you get to grips with some of the key services and resources available.

<https://tsr.cardiffmet.ac.uk/Learning/Help/Pages/MetFlix.aspx>



5 Minute Guides

These 5 minute guides give a brief overview of various topics in different areas of IT, from changing passwords to using Microsoft Excel. The guides are split into categories for easy navigation.

<https://tsr.cardiffmet.ac.uk/learning/Help/5min/Pages/Home.aspx>

Student Services

The University's student services team are able to offer a range of advice on career development, disability support, finance and welfare issues. Contact details are available on the student services web pages:

<http://www.cardiffmet.ac.uk/study/studentsservices/Pages/default.aspx>

Students Union

As a student at Cardiff Metropolitan University you are also part of Cardiff Metropolitan University Students Union. Information on the services and support that the Student's Union can provide can be found here:

<http://www.cardiffmetsu.co.uk>

FREQUENTLY ASKED QUESTIONS

Q: Where will I be registered?

A: You will be registered as a student at your institution who will register you with Cardiff Metropolitan University. On registration with the University you will receive a Cardiff Metropolitan University student number, email address and a welcome email with important information on how to access the University's electronic resources.

You are also entitled to a student ID card from the University, your institution can arrange this for you.

Q: Who is responsible for induction and any advice I might need?

A: Your institution will arrange induction for you and will have appropriate services for advice and guidance on all matters whether academic, financial or personal.

You may also contact the University's Student Union for guidance and advice and the University's various departments. Contact details of the University's various departments are located in the Student Handbook.

<http://www.cardiffmet.ac.uk/study/student-services/Pages/Student-Handbook-and-Student-Charter.aspx>

Q: Where can I find information on my programme, regulations and support services?

A: Information on which University regulations are applicable to you can be located in the Student Handbook Guide for Students Studying at a Partner Institution located at the below link.

<http://www.cardiffmet.ac.uk/study/student-services/Pages/Student-Handbook-and-Student-Charter.aspx>

Your programme of study will be governed by the University's academic regulations and these can be found in the Academic Handbook:

<http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx>

The programme handbook provided to you by your institution at induction will contain information relating to local support services and your programmes content.

Q: What should I do if I want to make a complaint?

A: If you are unhappy with any aspect of your experience and wish to make a complaint you should first try and resolve your complaint through the mechanisms that are in place at your local institution. If the matter cannot be resolved informally, your institution has complaints procedures which you should follow. These procedures should be available in the programme handbook provided to you by your institution at induction. Once you have completed these procedures, if you are still not satisfied you may complain to the University directly. A helpful guide to navigating the University's complaints procedure is available on the Student Union website:

<http://www.cardiffmetsu.co.uk/umax/advice/academicsupport/>

Q: Who is responsible for assessing my performance?

A: Your institution is normally responsible for setting and marking assessments but this is done in conjunction with the University Moderator or Link Tutor and University appointed External Examiner, to ensure fairness. For this reason you may be given provisional marks following the marking of an assessment which are subject to final approval following review by the External Examiner and confirmation at an Exam Board.

Q: How do I appeal against an academic decision?

A: As the awarding body for the programme, all academic appeals must be made through the University's appeal procedure. Appeals will only be considered on very specific grounds and appeals which question the academic judgement of examiners will not be considered.

A helpful guide to navigating the University's appeals procedure is available on the Student Union website:

<http://www.cardiffmetsu.co.uk/umax/advice/academicsupport/>

Q: What will happen if I need to leave my programme early?

A: You may be eligible for an intermediate award for your achievements up to that point if you have accumulated sufficient credits. Discuss this possibility with your institution. It may apply to the University on your behalf for an intermediate award. It may be possible to use this credit to get exemption from aspects of another programme within the institution or elsewhere. You will also be entitled to a transcript showing the complete record of your learning and achievement up to the point at which you left the programme.



Q: What happens when I successfully complete my programme?

A: On successful completion of your programme, you will receive a certificate and transcript. The certificate will include your name, the award and the date the award was conferred. The University coat of arms, crest and logo will appear on the certificate, which will be signed by the Vice-Chancellor. You will also receive a Transcript which (in line with the UK Quality Assurance Agency guidance) will record the local institution at which you studied and a breakdown of your modules and marks. Finally, you will be invited to a graduation ceremony held in Cardiff. Details of the University's graduation ceremonies can be found at:

<http://www.cardiffmet.ac.uk/registry/graduation/Pages/default.aspx>

As for the next steps...

You may be able to use the credits or award you have gained to continue your study at the institution, at the University, or elsewhere. If you are an international student and you wish to enquire about transfer opportunities to study at Cardiff Metropolitan University you should contact the International Office. Further information can be found at:

<http://www.cardiffmet.ac.uk/international/study/Pages/Country-Specific-Information.aspx>

If you are a UK student you should contact the relevant School through the University website.

You may join the Cardiff Metropolitan University Alumni Association. Membership is automatic on graduation, opening up a wealth of opportunity. With links to over 70,000 alumni in the UK and around the world, who knows where your next conversation might take you?

<http://www.cardiffmet.ac.uk/alumni/Pages/default.aspx>



Where can I find further information about Cardiff Metropolitan University and Collaborative Provision?

Further information is available online or by contacting us:

You can access the University's website at [**www.cardiffmet.ac.uk**](http://www.cardiffmet.ac.uk)

If you wish to find out more information about the University's partnerships you can visit:

[**http://www.cardiffmet.ac.uk/partnerships/Pages/default.aspx**](http://www.cardiffmet.ac.uk/partnerships/Pages/default.aspx)

Contact us

Cardiff Metropolitan University Partnership Office

✉ [**partnerships@cardiffmet.ac.uk**](mailto:partnerships@cardiffmet.ac.uk)