

**WE ARE
#CARDIFFMET**

**BA (HONS) EDUCATION STUDIES
AND DRAMA / ENGLISH**

**CARDIFF SCHOOL OF EDUCATION
AND SOCIAL POLICY**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

C O N T E N T S

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

1. Welcome from your Teaching Team

We are delighted that you have chosen to study in the School of Education and Social Policy at Cardiff Metropolitan University.

The staff team would like to welcome you to your studies. Whichever course you have selected to study, staff members are there to support you to attain your goals. It is likely that you will encounter many opportunities and some challenges along the way. Please be assured that we, as staff, are here to help you as much as possible, from your first day as a Fresher to Graduation Day and beyond.

The feedback from our past and current students says that our courses are stimulating and well organised, and delivered by tutors who have good knowledge of what they are teaching and show passion for wanting their students to do well - and we're committed to ensuring this is the experience you have.

Your first week is all about familiarising yourself with your course, your tutors, the campus and city, and of course to make new friends. You will meet the staff who will teach you and, importantly, you will also meet others in your year group. You will also get to know your personal tutor, who will explain your timetable, check everything is going well and sort out any issues you may be having.

We look forward to meeting you, and supporting you in achieving your personal and career goals.

2. Pre-enrolment Conditions

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 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/dba

3. Pre Entry Summer Task

There is no special equipment to be purchased for this programme.

All students will be involved in some outdoor activities in the forest school area during Induction Week so make sure that you bring appropriate clothing - we will be outside regardless of the weather and it can get very muddy. You will also be using that space throughout the year so will need a waterproof jacket and trousers and a pair of wellies or waterproof boots.

Books

There are no compulsory course texts for any of the programmes, however, each module does have required and recommended reading. All of these texts are available via the library, most of them as EBooks. **There is no requirement to buy any of these texts** (although some students prefer to own their own copies). You can find details of required and recommended reading for particular programmes on your pre-arrival Moodle.

4. 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.

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

5. 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.

6. Draft Timetable / Typical Attendance

Your degree is made up of separate modules, each covering different subject matter with its own approach to delivery and assessment. The particular focus of each module is broken down for you in the module handbook, which can be found on Moodle. Most modules are of either 10 or 20 credits, with 10 credits equivalent to 100 hours of academic study. This includes a combination of formal timetabled sessions and independent study. Attendance at all taught sessions is compulsory and monitored.

Please remember that you are joining a learning community where you will learn from and support each other in your academic and skills development. It is essential that you behave in a professional manner and engage in your studies in ways that facilitate not only your own progress but that of others. If you are having difficulty managing your time and workload effectively then please discuss this with your Personal Tutor.

Timetable sessions take place between 9am and 6pm, Monday to Friday. Please note that 'space' between timetabled sessions is time you are supposed to invest in personal research and study.

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 who can advise.

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.

[International & Partnerships Office](#)

Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.

[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](#)

WELCOME 2019

induction week timetable

COURSE TITLE: BA (Hons) Education Studies and English/ and Drama

CAMPUS: Cyncoed

| 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 |
|--|---|---|--|--|
| 09.00-10.00 School Welcome LT2 10.00 -11.00 Meet your personal tutor: group meeting Drama – C109 English – C110 11.00 – 11:45 Enrolment and Met Card Collection @ Cyncoed Learning Centre 12.00 – 13.00 Lunch 13.00 - 14.00 Programme Welcome with Emily Abbinett C109 Evening SU Activities | 10.00 – 12.00 Campus Orientation Task for all Ed Studies students with Emily Abbinett TBC 12.00 – 13.00 Lunch 13.00 – 15.00 Subject specific inductions (i.e. Drama & English) 1pm - English – C102 2 pm Drama - PAC B017 Evening SU Activities | 10:00 – 16:00 Freshers Fayre Cyncoed Campus National Indoor Athletics Centre (NIAC) <i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i> Evening SU Activities | 10.00– 12.00 Forest experience/team building activities for all Ed Studies students TBC 12.00 – 13.00 Lunch 13.00 – 16.00 Meetings with Personal Tutor: Individual Tutorials Drama – C109 English – C110 Evening SU Activities | 10.00 – 12.00 Programme Orientation Meeting and Induction Reflection with Emily Abbinett CH04 12.00 – 13.00 Lunch 14.00 - 19.00 MetFest Llandaff Campus |
| Course specific events | | Social Events | | |