



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

# **Cardiff School of Technologies**

**PgC/PgD/MSc Information Technology Management**

**PgC/PgD/MSc Technology Project Management**

**PgC/PgD/MSc Data Science**

**PgC/PgD/MSc Computing**

**Joining Information**

**Academic Year 2018/19**

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## **1. Welcome from your Programme Director**

I would like to wish you a very warm welcome to these programmes. As an adult learner – and possibly, a practicing professional – you will be bringing valuable experience to the course. The aim is for you to build upon this experience and, I hope, enjoy your study.

My colleagues and I are very aware that for many of you this will be a natural progression flowing on from a previous qualification; for some of you this will be a return to study after a long period of time, and for others it will be attending University to receive formal recognition of the work that you do in the workplace. These programmes have, therefore, been designed to cater for the needs of a wide range of candidates from various settings. Whatever your route into the course, be assured that the programme team will endeavour to provide appropriate support and encouragement. Further, these programmes have all been designed within the couple of years in conjunction with leading national and international organisations, such as the Principality Building Society, SAS and France Telecom so you can be assured that they are relevant to your career aspirations.

As a postgraduate student, it is important to recognise the commitment you are making; you may have work commitments, home/family commitments and social commitments, and taking on this course injects another commitment – a commitment to study. You will have the challenge of managing these varying commitments.

No doubt, at this stage, you will feel that you have been bombarded with information, but it offers you the opportunity to consider it at leisure in readiness for the start of the academic year.

I look forward to meeting you at enrolment and the programme team looks forward to working with you.

**Dr Ambikesh Jayal**  
**MSc Programme Director**

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## 2. Enrolment / ID Card Collection

### Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard. ID cards will be issued at induction.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment) webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

### 3. Induction Week Timetable

The timetable for your first week will be sent in September 2018. However, to give you an idea, below is an induction schedule for the previous year.

As well as following this, you can also find more information on what to expect when you arrive on our New Students pages ([www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents)).

## MSc Induction Timetable: October 2018

| Monday 1 <sup>st</sup> October 2018   | Tuesday 2 <sup>nd</sup> October 2018   | Wednesday 3 <sup>rd</sup> October 2018  | Thursday 4 <sup>th</sup> October 2018                                       | Friday 5 <sup>th</sup> October 2018 |
|---|--|---|---|-------------------------------------|
| 11am – 12noon:<br>Welcome to Cardiff Metropolitan University with Anita Spittle Room<br>Please report to School of Management Reception | 12noon – 1pm:<br>Study in the UK with staff from the International Office Room | 1.30 – 3pm:<br>Welcome to the MSc / Meet the Team<br>MSc Procedures with Dr Ambikesh Jayal Room | 10am – 12noon:<br>Debating and Presentation Skills with Mike Snelgrove Room | 11am – 1pm:                         |
| 12noon – 1pm:   | 1pm -2pm:<br>Student Health with Sue King Room                                 | 3.30pm – 5pm: Library Induction with Jamie Finch Room   | 1pm – 3pm:  | 2pm – 5pm:                          |
| 2pm – 4pm:<br>Effective Communication Skills for Study and Work with staff from the International Office Room                           | 2.30pm - 3.30pm:<br>Introduction to the Student's Union with Will Fuller Room  |   |   |                                     |

#### Rooms to be confirmed

Enrolment will take place in the Llandaff Learning Centre all day Monday 1<sup>st</sup> October, and then in the mornings of the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> October. Please ensure that you enrol, in order to obtain your University card and access to the Student Portal.

Lectures will begin the week of 8<sup>th</sup> October, and seminars will begin the week of 15<sup>th</sup> October 2018.

#### 4. Attendance / Draft or Typical Timetable

Teaching will start on Monday 8th October 2018. Exact timetable will be provided before or during the induction week which starts on Monday 1<sup>st</sup> October 2018.

#### 5. Useful links

- [Academic Handbook](#)
- [Accommodation](#)
- [Additional Costs](#)  
Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.
- [Admissions Policy](#)
- Bike Shelters  
Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [Student Finance](#)  
For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [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.
- [Term Dates](#)
- [Virtual Tours](#)  
Have another look around our campus and facilities with our guided virtual tours