



A Student's Guide to

Studying on a Cardiff Met programme *at a partner institution*



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd





Welcome from Profesor Cara Aitchison *President & Vice Chancellor*

This is a university that places students at its heart through our student-centred, practice-focused and professionally oriented education. Whatever your chosen course of study I'm confident that by working in partnership with you we will support you to achieve your full potential and enable you to make outstanding graduate-level contributions to your own and future generations.

Cardiff Metropolitan University is the current ***Times Higher Education UK and Ireland University of the Year*** and this award was made in recognition of both the significant improvements that staff and students have delivered in recent years and our response to the challenges posed by the Coronavirus pandemic. Covid-19 demonstrated beyond any doubt just how inter-connected our world is. It also emphasised the importance of science, innovation and international co-operation in ensuring that we can all live in peace, safety and security around the globe. As our world continues its post-Covid recovery it is education, research and discovery, together with new and creative ways of thinking, that will play a central role in ensuring the future economic, social and environmental wellbeing of our planet and its people.

Our origins in the Cardiff School of Art, and dating back to 1865, have established a rich environment in which ***creativity*** is highly prized. Our outlook, our research and our mind-set prioritise ***innovation***. Our unique and successful approach to internationalisation enables us to advocate for inclusivity from a position of strength and we develop our partnerships from a position of ***trust***. We are all committed to championing the principles of ***academic freedom*** and institutional ***autonomy*** and these university values and principles are lived through the behaviour of our talented staff and students, by our ***leadership, courage, accountability and agility*** in working productively with each other and with our stakeholders and collaborative partners to tackle the challenges faced by our world in 2022/23. We are one community; we are the ambitious, competitive and compassionate Cardiff Met.

My colleagues and I look forward to working with you to develop your subject knowledge and to give you the Cardiff Met EDGE: our wider set of Ethical, Digital, Global and Entrepreneurial skills, confidence and resilience that will ensure you thrive throughout your life and not just while studying with Cardiff Met.

We are a community of people who are passionate about our specialist subject areas: art and design; business and management; education and social policy; sport and health sciences; and digital, data and design technologies. My colleagues are here to support you develop your passion for learning, research and innovation and this handbook provides the basic information you require to access the support available. Specific information relating to your programme of study is provided separately and you will receive additional information when you enrol and participate in the induction process at the beginning of your first term.

This handbook should be your reference guide and first port of call if you have any questions. Your Programme Director, Personal Tutor, Student Services staff and all my other colleagues are also ready to answer your questions so please do ask if you need support or simply require information.

Every member of staff at Cardiff Met is here to ensure you have an outstanding experience as a student and that we enable you to achieve your dreams. We welcome your views and questions and we seek to act on your feedback through our extensive student representation system. I myself look forward to meeting you and hearing from you during your time at Cardiff.

With very best wishes,

Professor Cara Aitchison
President and Vice-Chancellor





Welcome

Huge welcome to all. I'm Venky Gonavaram and I will be your SU president - affairs & community for this academic year 21/22. Thank you for choosing your better option to study here. Cardiff met university is a great place to build a career.

My job is to represent you at higher level in the university and I will represent the student views in the university on behalf of students. I work as a governor in the university and chair of trustees which will give students opinions in every meeting.

Student union is independent body to support all students from Cardiff met, when you enrolled in Cardiff met as a student then you automatically become member of student union. We can help you look at the options available to you and give assistance along away.

Student union helps all students utilize their opportunities, enjoy all activities like clubs, societies, sports, workshops. We will provide academic support to all students who need. We have guide in our website what to know before you go for the freshers. We will make sure all students got the equal opportunity in the university. We also have Cardiff met award which will help you to develop skills and to know yourself.

My intention is to improvising campus community which we don't have from last year because of COVID. To fulfill the gap which we have got from pandemic we are welcoming new societies. We have Instagram, met central for regular updates.

If you any support/help, please send an email to us for academic support **SUADVICE@CARDIFFMET.AC.UK.**

Please follow us on our social media channels for regular updates
🐦 @CardiffMetSU 📷 @CardiffMetSU 📘 /CardiffMetSU

Need updates more from me follow me on 📷 @venkygonavaram898.

All the best,

**Venky Gonavaram,
Your Student Union President**

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 & Social Policy
- Cardiff School of Sport & Health Sciences
- Cardiff School of Management
- Cardiff School of Technologies

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, 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?



- ✓ **The Times and The Sunday Times Good University Guide has named Cardiff Metropolitan University as Welsh University of the Year 2021.**
- ✓ **The National Student Satisfaction Survey (NSS) 2021 has placed Cardiff Met above the UK national average for student satisfaction once again.**
- ✓ **A Reputation for Quality in Teaching.**
The latest Quality Assurance Agency (QAA) report (2021) commended Cardiff Met for our achievements in many areas, including proactive approaches to increase levels of support to students during the pandemic and the enhancement of the quality of the student learning experience. To have five commendations from the QAA is outstanding and a reflection of the excellent work that staff, students, the Students' Union and partners across Cardiff Met do to support the student learning journey.
- ✓ **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 95.6% of our graduates secure employment or enter further study within six months of graduation**Destination of Leavers in Higher Education (DLHE) 2015.
- ✓ **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 Global Engagement 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: 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 confidence.

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. However, due to COVID 19 meetings with staff and students currently take place virtually on regular basis. 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:

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:



www.cardiffmet.ac.uk/study/student-services/Pages/StudentHandbook.aspx

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:

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

Cardiff Met's e-library, MetSearch, is available 24 hours a day, all year round, regardless of where in the world you study. Search and access over 48,000+ e-journals, 57,000+ e-books, and 100+ databases.

For direct access to MetSearch, go to:

metsearch.cardiffmet.ac.uk (remember to sign in – see top right of web page)

Alternatively, visit STUDY, your one-stop shop for Library and Information Services: **study.cardiffmet.ac.uk/AcSkills/Pages/default.aspx**

Academic Skills

Online guides on a range of areas for enhancing academic success, including academic writing, numeracy, English language, citation and exam skills.

study.cardiffmet.ac.uk/AcSkills/Pages/default.aspx

Online Help

Metflix, our short videos, combine screen captures with clear step-by-step instructions helping you to get to grips with some of our core resources available. vimeo.com/cardiffmetflix

Flash Guides give a brief overview of various topics in different areas of IT, from changing passwords to using Microsoft Excel. study.cardiffmet.ac.uk/IT/Flash/Pages/Default.aspx

Webchat (9am – 5pm, GMT) and other ways of contacting us are available via STUDY.

Specialist Contacts

Jamie Finch, International Librarian: jfinch@cardiffmet.ac.uk

Chris Evans, IT Liaison Partnerships: ITLiaisonPartnership@cardiffmet.ac.uk

Dspace

Cardiff Met's archive of past dissertations and scholarly output. repository.cardiffmet.ac.uk

Social Media

 [@CardiffMetLearn](https://twitter.com/CardiffMetLearn)

 facebook.com/cardiffmetlearninternational

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: 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: 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.

www.cardiffmet.ac.uk/study/student-services/Pages/StudentHandbook.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.

www.cardiffmet.ac.uk/study/student-services/Pages/StudentHandbook.aspx

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

www.cardiffmet.ac.uk/registry/academic-handbook/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: 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:

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:

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 & Partnership Office. Further information can be found at:

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?

www.cardiffmet.ac.uk/alumni/Pages/default.aspx

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

Further information is available online or by contacting us:

You can access the University's website at www.cardiffmet.ac.uk

If you wish to find out more information about the University's partnerships you can visit: www.cardiffmet.ac.uk/partnerships/Pages/default.aspx



Contact us

Cardiff Metropolitan University International & Partnership Office

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