

# **COURSE JOINING INFORMATION**



**MSC TECHNOLOGY PROJECT  
MANAGEMENT**

**CARDIFF SCHOOL OF  
TECHNOLOGIES**

**Induction & Enrolment Information**

**Academic Year 2020/2021**

**CardiffMet**

## **CONTENTS**

- 1. Welcome from your Teaching Team**
- 2. Pre-Induction Tasks**
- 3. Enrolment / Student MetCard Collection**
- 4. Draft Timetable / Typical Attendance**
- 5. Changes to the Course due to COVID-19**
- 6. Useful links**



## 1. Welcome from your Teaching Team

I am pleased to have the opportunity to write a great welcome to the MSc programme students of Information Technology Management and Technology Project Management. My colleagues and I will do our best to provide you with appropriate support and encouragement for your programme.

I hope you will achieve an extraordinarily valuable set of experiences at Cardiff Met. As professional learning is competitive, I have no doubt that you will be finding effective ways to implement knowledge to accomplish a professional value for learning. Perhaps more important, learning how to find knowledge reminded us all of the power of the education, my advice is to set high standards for the quality of the work progress through suggesting and exploring the effectiveness of engaging cooperative learning pedagogy to enhance your learning outcomes.

I encourage you to get involve and participate in school services and facilities whilst here. I hope you have a wonderful year with us.

Welcome to the Cardiff School of Technologies community – we look forward to meeting you.

Yours Sincerely, Liqaa Nawaf

Dr. Liqaa Nawaf BSc (Hons), MSc Eng, PhD, FHEA. MSc  
Programme Director for Information Technology Management & Technology Project Management,  
Senior Lecturer in Computing and Information Systems  
Cardiff School of Technologies F1.11,  
Llandaff Campus  
E: [LLLNawaf@Cardiffmet.ac.uk](mailto:LLLNawaf@Cardiffmet.ac.uk)



## WELCOME FROM THE DEAN OF CARDIFF SCHOOL OF TECHNOLOGIES



It is with great delight that I write to welcome you to this, the start of the next phase of your journey, at an exciting time in the life of this relatively new school at Cardiff Met.

I suspect you may be experiencing a range of feelings. After your years of diligence and dedication to achieving your goals you have now, deservedly, been offered a place at Cardiff Met. You are quite possibly feeling a little trepidation coupled with excitement and maybe even some fear. All these feelings are entirely natural. Be under no illusion that you have both earned and deserve your place at Cardiff Met and you will thrive whilst being a member of the university community. Well done and congratulations for taking this next step!

Within the School of Technologies it is our aim to spend the next few years preparing you for successful careers in a range of sectors based on the skills you will learn with us. In addition to the obvious technical skills and knowledge, and particularly for those of you joining us straight from schools or colleges, we will be developing your talents to enable you to smoothly transition into the workplace upon graduation.

We will help you develop your understanding of the required behaviours in any workplace. To do this we will be drawing on the whole School of Technologies community. Your studies will be complemented with guidance and coaching from the widely experienced staff body and may also draw on the experience of your fellow mature students. These are students undertaking the same programmes but who may have followed careers elsewhere before joining us.

I've mentioned the word community a number of times. You will be joining the School of Technologies community and we want you to look forward to it. The community will comprise people on the same journey, on other technology programmes, postgraduate students and researchers and staff. It is a very close community united in its desire to improve both itself and to provide a safe and secure development environment for all its members. All that is required of you is that you engage and enjoy the opportunity whilst here.

Welcome to the Cardiff School of Technologies community – we look forward to meeting you.

Yours Sincerely,  
Jon Platts

BEng MSc PhD CEng FIET MInstMC MINCOSE  
Dean of Cardiff School of Technologies  
Professor of Autonomous Systems



## 2. Pre-Induction Tasks

The set of activities listed below are prepared to inspire your enthusiasm, critical thinking and problem solving abilities; skills which are crucial to your MSc program. The attempting order of the activities, composition and number of activities to complete are entirely up to you. You may engage with these activities at your own pace and you may refer to any additional resources if required.

### Activity 1: Basic programming languages

As MSc students and graduates, you could be involved in activities such as requirements gathering, system designing and project management during the life cycle of a software development project. In this case, having a basic understanding of programming languages, and key functions would help you in better performing your role as a business analyst. In addition, you will be encountering a few programming elements in this course within modules such as business intelligence and data analytics. In this case, following tutorials, and online courses could give you a basic introduction to programming. **Don't worry, if you find these to be difficult, as we will be covering these elements during the course in detail, and you will be supported through practical and lab exercises.**

- [Learn Python](#)

### Activity 2: System designing and modelling

One of the key roles as an MSc student/graduate will be to get involve in the requirement analysis and system designing phases of complex projects. In this case, use of a visual modelling language such as UML is a common practice due its simple syntax, universal acceptance, and unambiguous descriptive nature. There are number of UML diagrams defined within the standard, and it would be useful if you can familiarize yourself with a few diagrams such as use cases, component, activity and sequence diagrams etc. You can think of an example system (i.e., attendance monitoring system, covid-19 patient tracking system etc.) and then try to design a few UML diagrams to describe its functionality. The following link should give you a few illustrative examples, and descriptions on each of these diagrams.

<https://www.uml-diagrams.org/>

### Activity 3: Data analytics and visualization

Data analytics and visualization is an emerging aspect in the field of data science as well as in business analytics. Therefore, it will be useful if you can explore the functions of professional data analytics and visualization tools such as Tableau, while you are preparing for your studies. You can use the following links to download a free desktop version of the software and follow an online training on analyzing data using Tableau.

<https://public.tableau.com/en-us/s/>

<https://www.tableau.com/en-gb/learn/training/20202>



### 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](http://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 be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](#) or contact the Immigration Compliance Team at [immigrationregs@cardiffmet.ac.uk](mailto:immigrationregs@cardiffmet.ac.uk).

#### **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](http://www.cardiffmet.ac.uk/library).

#### **Your Student MetCard**

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**

Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our [Fee Tables](#). If your programme has any additional costs attached to it, they will be listed on [www.cardiffmet.ac.uk/additionalcosts](http://www.cardiffmet.ac.uk/additionalcosts). Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#). You should already be aware of these costs.



#### 4. Draft Timetable / Typical Attendance

As new student, you will have access to your confirmed [personal timetable](#) during Induction Week (w/c 25th January 2021), which is prior to the first week of teaching.

We will be teaching your modules over a four-week block, with just the one module being taught within those four weeks. After the first module has been taught you will then move on to the next module and so on for the rest of the academic year. This method of delivery will give you the opportunity to better manage your time, prioritise your work and will also give us the flexibility to make sure that you can study in a safe environment. In addition to this, we will be delivering your modules using a blended style of delivery, where some parts of the modules will be taught on campus and some will be taught online, with some only online. Again, safety is paramount, but at the same time we understand the need for you to be on campus and engage with other students for both social and academic activities.

Campus of course will look and feel very different to the usual look and feel of a University campus, with social distancing and PPE in place, as the University is following the government guidelines. Information on social distancing and the safety measures implemented by the University can be found [here](#). Due to these safety measures any classes that you have on campus will have less students in class, for example a room that usually accommodates 24 will now only accommodate 8-12 depending on the room capacity. Of course, any online classes that you have would have no such restrictions and you would be able to attend those at home.

In terms of the sessions that you will be attending, they will be structured in this way:

- **Studios.** These are similar in nature to a lecture, but they will be more interactive and give you more opportunity to engage with the theory and technical aspects of the module. This is a move away from the standard lecture, which had limited opportunity to engage with the lecturer and fellow students.
- **Workshops.** These workshops will provide an opportunity for you to work in groups, solve problems and work through exercises.

Each of the above sessions will be four hours and you will have one of these sessions every week for four weeks. At the time of writing, it is anticipated that only the Workshops will be on campus and the Studio will be online. If Government guidelines suggest that we cannot have on campus classes, then we will move the classes completely online. We are also aware that there may be some students who are shielding or have concerns about being on campus and in this instance, you would be able to study completely online after discussing things with your Personal Tutor, Module Leader or Programme Director. We are aiming to give you the opportunity to be on campus at least once a week where possible.



## 5. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

<https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx>

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>





## 6. 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.

### [Global Engagement](#)

Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions -

[http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-\(COVID-19\).aspx](http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx)

### [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](#)

Student residential contracts will start on 28<sup>th</sup> September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1<sup>st</sup> term, information of which 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 SU Societies, SU Sports Clubs and the ability to access independent advice and support

### [Term Dates](#)



### [Campus Maps, Bike Shelters & Met Rider](#)

Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to [www.cardiffmet.ac.uk/MetRider](http://www.cardiffmet.ac.uk/MetRider). 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.

### [Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours

### [Student Handbook](#)

### [Academic Handbook](#)

### [Admissions Policy](#)

### [Frequently Asked Questions](#)

### [Complaints](#)

