

COURSE JOINING INFORMATION



BSC (HONS) DENTAL TECHNOLOGY

**CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

The staff at the Centre for Dental Technology extend a very warm welcome to our new students. Past experience shows that students generally feel quickly at home with us so there is every reason to expect that you will soon settle down to an enjoyable and fulfilling period in Cardiff. During your time on the course you will experience a number of teaching and learning methods. These will include lectures, seminars (many of which will be held online), practical sessions, team assignments and self and peer assessments.

There has been a long and established link with the Cardiff and Vale University Health Board culminating in that institution providing a major contribution to this degree programme. One semester in the second and third years will be delivered and assessed by staff at the Cardiff and Vale University Health Board. Students are thus able to gain valuable experience producing appliances, restorations and prostheses and in some cases, see these items fitted to patients.

The programme has a clear and important link with patients and clinics. Students will have the experience of producing items for patients who will be undergoing current treatment in the second and third years of the programme.

The title of the award which will appear on the degree certificate is:

BSc (Hons) Dental Technology

Aims

The aims of the course are to produce dental technologists who will display professionalism in the three main areas of dental technology (Conservation, Prosthetics and Orthodontics) and be able to carry out tasks in the laboratory to a biomechanically sound and clinically presentable level. They will be technically competent and academically capable. Graduates should be able to communicate well, use independent judgement and critical self-awareness, be adaptable to change in both the technology and methods used in the dental field and act well as a member of the dental team.

NOTE: On extremely rare occasions, the structure of the contribution made by the Cardiff and Vale University Health Board may vary from the norm. In such cases, students will be informed well in advance of any alternative arrangements. However, the learning opportunities will not be compromised.

How the Programme is Managed

- Programme Director: Primarily responsible for the operation and management of the course.
- Year Tutor: Deals with problems arising from programme delivery in year.
- Module Leader: Usually a subject specialist who will advise on academic matters relating to specific modules.
- Personal Tutor: Available to discuss any academic topic, including those of a personal nature. Students can be referred to professional Cardiff Met counsellors via the personal tutor, should they wish.



2. Additional Important Information

Additional Associated Costs

Items you will need to have to undertake the programme (needed from Induction Week):

The Centre is able to supply all expensive items of equipment. However, students are required to obtain a small set of non-powered hand instruments. There is usually time in Induction Week to do this but it would be good if you can be prepared prior to that date. Dental suppliers, which may be local to your home, can be found in 'Yellow Pages' under 'Dental Materials and Equipment'. Some tools are available on line (try Googling the name of a tool below). Alternatively, kits containing most of the tools you will need during the first year are available if you would prefer to purchase them from the Centre. The cost is approximately £70. These have to be ordered through the summer months so advanced notification is needed if you wish to obtain your tools this way. The Senior Technician at the Centre for Dental Technology, should be notified in writing (jlewis@cardiffmet.ac.uk) by 1st September (at the latest) of your intention to purchase the kit when you arrive.

Use of a student's own locker is essential for the smooth operation of day to day running which is provided.

Most of the following equipment is supplied in the kit mentioned above. These tools are necessary to enable students to complete practical work within the programme. The list has been divided into essential and desirable items.



Essential items for the beginning of Years 1 and 2 Approx. cost (£)

Essential items for the beginning of years 1 and 2	Approx. cost (£)
1st YEAR	
Protective eye glasses	7.50
Plaster knife	4.50
Plaster spatula	3.50
Wax knife, large	5.50
Ash Number 5	7.95
Desirable items (students may wish to begin the programme before considering the purchase of some of the following)	
Le Cron carver	6.60
Ash Number 10	7.95
Scalpel	4.95
Wax knife, small	4.40
Small scissors	10.00

Books

The following are useful texts for students to possess, however copies are held in the Llandaff campus and/or the Cardiff University Dental School library.

Tony Johnson et al (Ed) 2011 Basics of dental technology. John Wiley & Sons

Macabe JF 2008 Anderson's applied dental materials Oxford Blackwell

O'Brien WJ 1994 Dental materials Chicago Quintessence

Total (approx) £300.00



3. Pre-Entry Summer Tasks

Codes of conduct pertaining the programme - what is expected of you:

The Professional Body responsible for ensuring that the public is protected from incompetent dentistry and for overseeing dental technology programmes throughout the UK is the General Dental Council (GDC). The law requires anyone who practices as a dental technologist to register with the GDC.

Successful completion of the BSc (Hons) Dental Technology programme allows candidates to register as dental technologists with the GDC. As for dentists and other members of the dental team, after graduation and upon registration there is an annual registration charge currently costing around £116. This statutory register ensures that no unqualified personnel are able to be involved in the practice of dentistry.

GDC registered personnel are expected to be able to conduct themselves well on all occasions, even during training. Lapses may result in removal from the register or prevent access to the register. Students must be considered fit to practise dentistry and any causes of concern may be investigated by a fitness to practise panel and could result in exclusion from the register even before the programme has been completed. See the GDC document 'Student Fitness to Practice' available from the GDC website or at: <https://www.gdc-uk.org/professionals/students-and-trainees/nurses-ortechnicians>

You will be expected to comply with Health and Safety policies and procedures. These will be fully explained to you at the start of the programme.

Dress code and Facial Piercings: When students are on work placements at the Dental School, they are required from time-to-time to attend clinics. During this period a good standard dress code must be maintained. In addition, a code is in force relating to body piercings positioned in the face. Students would be endangered from, for example, children possibly attempting to catch the piercings and there is a possible health and safety issue. For this reason, students with such piercings will not be allowed on clinic and may not therefore be able to complete all assessments.

Immunisation: You will be required to obtain immunisation/vaccination against Hepatitis B, Tetanus and T.B. prior to entry to year 2 of the programme. Your GP should provide this as a service and should be informed that you are entering an 'at risk' profession. Alternatively, help from the School will be given during year 1 of the course.



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 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.

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

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. 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.



5. Induction Week

Induction for all students within the School of Sport and Health Sciences will commence on Monday 28th September 2020. Your first term 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 programme, 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.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

For those in Halls of Residence, don't forget to check out the programme offered through the [Residence Life Team](#).



6. Programme Delivery

Due to the COVID-19 pandemic, Cardiff Met programmes have amended the delivery of their programmes in order to adhere to guidelines on social distancing and other measures set out by the UK and Welsh Governments. This section aims to outline what you can expect as a student studying an undergraduate programme within the Cardiff School of Sport and Health Sciences.

Your course will continue to be delivered through the core and optional modules that are specified for your programme. Crucially, this means that all of the learning outcomes for your programme will be maintained. In some instances, the order or duration of modules may have been changed to allow us to effectively deliver your programme to accommodate social distancing measures. Where we have made changes, they aim to provide support that maintains the quality of your learning experience.

To be inclusive of your individual circumstances, we are planning to offer your course through a mixture of learning opportunities that are either synchronous (delivered at a scheduled time and led by a member of staff) or asynchronous (activities designed and set by a member of staff, but completed in your own time). We are planning to use a mixture of campus-based and virtual-learning environments to offer you an enhanced and flexible learning experience.

Your programme will be delivered in a term-based model ([click here for term dates](#)), with a day of online synchronous (scheduled) and online asynchronous (in your own time) guided learning for each module. There will also be an on-campus contact point on a different day, where small group tutorials, seminars and / or practical sessions will bring the learning together. The purpose of these important on campus touch points will be to further support your learning and ensure that all module and programme learning outcomes can be addressed. The on-campus activities will prioritise activities linked to learning outcomes that can only be delivered through campus-based activity (i.e. practical, lab work etc). These sessions will additionally focus on successfully facilitating your integration within our academic community and developing your relationships with both key staff and fellow students on your programme of study. We are designing this curriculum to enable flexibility to be able to switch to fully online delivery if there are further local restrictions, or full on-campus delivery should government restrictions ease.

The programme delivery, as outlined above, will be focussed around a mixture of tutor-led, student-led, group working and seminar activities. This will complement your self-directed learning undertaken within virtual learning environments. We are currently busy establishing how much of your scheduled learning will be time spent on-campus. Once we have more detailed information about the timetable of your online and on-campus days we will communicate that to you.

Further details related to the changes for each programme can be found here www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx , and the [University COVID-19 page](#).



7. 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>



8. 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 28th 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 1st 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. 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](#)

