

COURSE JOINING INFORMATION



**BSC (HONS)
FOOD SCIENCE AND 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

A very warm welcome to the BSc (Hons) Food Science and Technology degree programme at Cardiff Metropolitan University from myself as Programme Director, and from all of the teaching team.

Cardiff Metropolitan University has a long history of providing food education and training at both undergraduate and post-graduate levels. Our undergraduate programme is accredited by the Institute of Food Science and Technology. As a teaching team we very much hope that you enjoy your time with us, taking the opportunity to develop lifelong connections with peers on the degree and embracing opportunities that are available to you to develop academically, personally and professionally.

The programme team operates an open door policy and will endeavour to ensure that any questions or issues you may encounter in regards to your studies and learning experience are dealt with in an appropriate and timely manner. We also welcome any feedback you may have throughout the programme and actively encourage you to take an interest in the development of the programme and subsequently your own learning experience

This Induction and Enrolment information will give you a feel for the Programme that you are joining, and will be continually supplemented throughout your time on the degree. Your time as a student on the BSc (Hons) Food science and Technology programme is very important to us as a teaching team, so please do not hesitate to take the opportunity to ask if there are any questions that we have not answered.

We very much look forward to welcoming you in person during Induction week in September.

Dr Vitti Allender

Programme Director – BSc (Hons) Food Science & Technology

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2. Pre-Entry Summer Tasks

Any food industry experience is useful whether this be from a food production, catering or retail point of view.

In order to prepare for the transition into Higher Education and develop an understanding of our expectations, the following (or a similar) study skills book is highly recommended for reading prior to commencing study:

- Cottrell, S., (2013) *The Study Skills Handbook*. Palgrave Macmillan

This book is very easy to read and provides a great opportunity to refine your study skills before embarking on University level lectures and assignments. Even students who have felt they already have good study skills have found this book helpful. It is also directly useful for one of the key professional skills assignments. It is however optional and copies are available in the University library once you have enrolled. We appreciate the financial constraints on students in Higher Education and we do not insist on the purchase of textbooks.

The following book may serve to assist you throughout your programme should you consider purchasing a text book:

- Campell-Platt, G. Ed (2017) *Food Science & Technology* Wiley-Blackwell

Additional reference material for all modules will be given during the programme.

Those students who feel that their background in Biology or Chemistry is limited, will benefit from some supplementary reading before the course commences.

Recommended books are:

- Lewis, R and Evans W (2018) *Palgrave Foundations, Chemistry* (5th ed). Palgrave Macmillan.
- Waugh, A and Grant, A (2018) *Ross & Wilson Anatomy and Physiology in Health and Illness* (13th edition). Elsevier.

Students typically use a core nutrition textbook during Year 1 which is often one of the following:

- Geissler, C. (ed) (2017) *Human Nutrition* (13 th edition). Churchill Livingstone.
- Mann, T. and Truswell, A.S. (Eds) (2017) *Essentials of Human Nutrition* (5 th Edition). Oxford University Press

The food premises used by FST students in practicals are registered food premises, as such all students will need to complete the appropriate Food Industry Centre induction to undertake practical classes. This will be undertaken during induction week with refresher sessions prior to the commencement of relevant modules.



Students are required to wear the appropriate protective clothing in all practical classes to meet the legislative requirements. You will require a suitable white food industry standard protective coat. This type of coat is distinguished by its essential characteristics i.e. no buttons, concealed stud popper front, no external pockets and preferably no internal pockets above the waistline. You are required to provide this coat for food practicals, if you do not you will be marked as not attending. Suitable suppliers of Food Industry Standard Coats include:

<https://www.foodsafetydirect.co.uk/clothing/hygiene-clothing/food-trade-coats.html>

<https://www.alsico.co.uk/coats-4>

<https://www.alexandra.co.uk/catalogsearch/result/?q=food+coat%20Food%20Industry>

Standard Hair and beard covers are provided free for all practical classes that require them.

For some practical classes, you will work in the high care section of the Food Industry Centre (FIC), and on these occasions, you will be provided with suitable protective clothing at no cost to yourself.

All science laboratory coats will be provided. We shall also provide the correct protective clothing for the microbiology laboratory, at each practical session.

Where factory visits are undertaken a contribution to the transport costs may be levied and students may be responsible for any admission charges e.g. exhibitions.

During your studies there may be other costs for printing and research. However, costs for printing final year research posters and posters for some other modules and some costs incurred for dissertation research (excluding travel) will be met by the department.



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.

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.



4. 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](#).



5. 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](#).



6. 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>



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.

[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](#)

