

COURSE JOINING INFORMATION



BA JOINT HONOURS:
CREATIVE WRITING AND MEDIA
DRAMA AND CREATIVE WRITING
DRAMA AND MEDIA
ENGLISH AND CREATIVE WRITING
ENGLISH AND DRAMA
ENGLISH AND MEDIA

**CARDIFF SCHOOL OF
EDUCATION AND SOCIAL POLICY**

Induction & Enrolment Information

CardiffMet

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1. Welcome from your Teaching Team

We are delighted that you have chosen to study in the School of Education and Social Policy at Cardiff Metropolitan University.

The staff team would like to welcome you to your studies. Whichever joint-honours course you have selected to study, staff members are there to support you to attain your goals. The feedback from our past and current students says that our courses are stimulating and well organised and delivered by tutors who have good knowledge of what they are teaching and show passion for wanting their students to do well - and we're committed to ensuring this is the experience you have.

Your first week is all about familiarising yourself with your course, your tutors, the campus and city, and of course to make new friends. You will meet the staff who will teach you and, importantly, you will also meet others in your year group. You will also get to know your personal tutor, who will explain your timetable and help advise on option modules, check everything is going well and sort out any issues you may be having.

We look forward to meeting you, and supporting you in achieving your personal and career goals.



2. Pre-Entry Summer Tasks

DRAMA

As you know we are currently in quite different times. Rather than see this as a barrier we want to use it as an opportunity to reconsider what we mean by Community. We would like you to think about the virtual communities that you are part of, i.e. social media platforms. Most of us use social media to some degree and a lot of our information about the world is received this way. With this in mind, we would like you to use a combination of these platforms and put together a small script that will be shared in the induction week. Rather than a story, the script should be a series of chosen lines from social media about the current world we are living in. It should be made up of news headlines, tweets, Facebook/Instagram posts or comments. Try and choose lines that interest you – these could be global, local, personal. It could be about the pandemic, or perhaps about the BLM protests. Whatever resonates with you.

In the first week we will find ways of putting these together to form two pieces of theatre texts and share them with each other. Virtually this could be created using Zoom (or similar), or if we are together, we can discover ways to perform it live.

Please also try and access some online theatre over the summer.

Online Theatre links:

<https://www.imitatingthedog.co.uk/watch/>

<http://www.stanscafe.co.uk/project-stans-internet-cafe.html>

<http://www.tamasha.org.uk/made-in-india/>

<https://www.acta-bristol.com/creation-in-isolation/>

<https://frozenlighttheatre.com/podcast/>

Recommended Reading

Each module has a recommended reading list and some of the texts from these are listed below. Most of these texts are available electronically via the library. It is recommended, though not obligatory, to buy those texts:

- Mitter, S. & Shvetsova, M. (2005) *Fifty Key Theatre Directors*. London: Routledge
- Brook, P. (2008) *The Empty Space*. New York: Penguin



ENGLISH

Note on editions: we recommend the below editions, but you are free to use any other edition. We have agreed a 20% discount on all the Norton editions, if you would like to purchase directly from the publisher. If you would like to purchase the Norton edition of *'The Complete Works of Shakespeare'*, please use the code **WN712**; for all other Norton editions, please use the code **WN713** to get a 20% discount. Please note that these editions can also be purchased second-hand on other websites and may be cheaper. Bookfinder.com is a useful price comparison website.

Critical Approaches

Barry, P. (2009) *Beginning Theory*. Manchester: Manchester University Press.

Bertens, H. (2008) *Literary Theory: The Basics*, 2nd edition. London: Routledge.

Emily Bronte (2003) *Wuthering Heights*, ed. Linda Peterson. London: Palgrave.

Reading Literature (required reading in order of appearance)

- Heaney, S. (1999) *Beowulf*. London: Faber and Faber.
- Geoffrey Chaucer, *The Wife of Bath's Prologue and Tale*, in Chaucer, G. (2012) *The Selected Canterbury Tales (A New Verse Translation)*, translated by Sheila Fisher, W. W. Norton
- Shakespeare, W. (2013) *Othello*, in *The Norton Shakespeare*. 3rd edn. New York, NY: W.W. Norton [discount code: **WN712**]
- Milton, J. (2005 [1667/1674]) *Paradise Lost: Norton Critical Edition*. New York, NY: W.W. Norton. (We will read extracts of this text)
- Behn, A. (2008 [1677]). *The Rover and Other Plays*. Oxford: Oxford University Press.
- Alexander Pope, 'The Rape of the Lock', in *The Norton Anthology of Poetry*, 6th edn. New York, NY: W.W. Norton [discount code: **WN713**]
- Austen, J. (2008 [1811]) *Sense and Sensibility*. Oxford: Oxford University Press.
- Carroll, L. (2003 [1865]) *Alice's Adventures in Wonderland*, in *Alice's Adventures in Wonderland and Through the Looking Glass*. (London: Penguin)
- Beckett, S. (2009 [1952]) *Waiting for Godot*. London: Faber.
- Morrison, T. (1999 [1970]) *The Bluest Eye*. London: Vintage

Shakespeare and His Contemporaries

- Shakespeare, W. (2013), *The Norton Shakespeare*. 3rd edn. New York, NY: W.W. Norton [discount code: **WN712**]
- *Renaissance English Drama: A Norton Anthology* (2002), ed. Bevington, Engle, Eisaman Maus, and Rasmussen. New York, NY: W.W. Norton [discount code: **WN713**]



Summer Task for English Students

Students are invited to tell us about a book that had an impact on them, either as a child or adult. Tweet the name and author of the book to @Humanities_CMet using the hashtag #CMetEnglish. Tell us why this book is so important to you!

You can Tweet as many times as you like! We hope this will give you a chance to interact with our team and other students before term starts

CREATIVE WRITING

- Astley, N. (ed.) (2002) *Staying Alive: Real Poems for Unreal Times*. Hexham: Bloodaxe.
- Burroway, J., Stuckey- French, E. and Stuckey- French, N. (2014) *Writing Fiction: A Guide to Narrative Craft*. USA: Pearson
- Gutkind, L. (1997) *The Art of Creative Nonfiction: Writing and selling the Literature of Reality*. New York: Wiley
- Moore, D.W. (2010) *Crafting the Personal Essay: A Guide for Writing and Publishing Creative Nonfiction*. Cincinnati: Writers' Digest Books

MEDIA

- Branston, G. and Stafford, R. (2010) *The Media Student's Book*, 5th ed. London: Routledge
- Long, P. & Wall, T. (2012) *Media Studies: Texts, Production and Context*. London: Longman



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 Education and Social Policy 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. Draft Timetable / Typical Attendance

Your degree is made up of separate modules, each covering a different subject matter with its own scheme of delivery and assessment. The particular focus of each module is broken down for you in the module handbook, which you will be able to find on Moodle. All modules are of 20 credits, with 10 credits equivalent to 100 hours of academic study. This includes a combination of recorded lectures, formal timetabled sessions and independent study. Attendance at all taught sessions is compulsory.

Please remember that you are joining a learning community where you will learn from and support each other in your academic and skills development. It is essential therefore that you behave in a professional manner and engage in your studies in ways that facilitate not only your own progress but that of others. If you are having difficulty managing your time and workload effectively then please discuss this with your Personal Tutor.

Timetable sessions take place between 9am and 6pm, Monday to Friday. Please note that 'space' between timetabled sessions is time you are supposed to invest in personal research and study

NB: Timetables are subject to change, right up to and including the start of term.

As a first year student, you will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.



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](#)

