

COURSE JOINING INFORMATION



LLB (HONS) BACHELOR OF LAWS

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Dear Student

Congratulations on securing a place at the Cardiff Metropolitan University.

We are delighted to welcome you to our new LLB programme. As a teaching team, we offer doctrinal legal education and applied legal skills development. Our teaching approach focuses on bringing 'legal learning to life.'

We have planned some useful induction activities and events to help you settle into your studies. It is important that you participate in these sessions and that you treat them as an essential part of your student experience in the first year in university.

We trust that you will have a positive experience, learn new knowledge and skills that will enhance your employability prospects. The University is an international community providing opportunities to cultivate friendships and ties across the world. At the end of your programme, we hope that you would become an accomplished Cardiff Met law graduate displaying ethical responsibility, digital excellence, a keen awareness of global issues and an entrepreneurial spirit.

With best wishes,

Hephzibah Egede

Dr Hephzibah Egede

Programme Director



2. Pre-Entry Summer Tasks

As part of your study of Law, in the first year you will study Criminal Law and will consider a wide range of criminal offences. One of these is Criminal Damage. Whilst we will consider this in detail in the module, we would like you over the summer to start thinking about the issues of crime in society.

There are TWO tasks we would like you to do.

Task 1: Keep an eye on criminal law news stories you see in the media, keep a record of these (this can be electronic e.g. laptop, tablet, phone, or on paper), consider the themes in what you find, and anything you notice about the style of law reporting, e.g. language used, use of images, consideration of punishment. (Note any areas of crime are allowed)

Task 2: Please review the images and the links below and **prepare a 300-word answer** to the following:

Is Graffiti Art or Criminal Damage?

Please do not sit on the fence! Your answer ought to be on one side or the other.



This Photo by Unknown Author is licensed under CC BY-SA



This Photo by Unknown Author is licensed under CC BY-ND



A piece of graffiti, allegedly by Banksy, on a wall in central London. The artist's work now sells for hundreds of thousands of pounds



Further Reading.

1. Arifa Akbar *Graffiti: Street art or crime?* The Independent, 16th July 2008 available at <https://www.independent.co.uk/arts-entertainment/art/features/graffiti-street-art-ndash-or-crime-868736.html>
2. Maddie Costa *The Graffiti Knitting Epidemic*, The Guardian, 10th October 2010 available at <https://www.theguardian.com/artanddesign/2010/oct/10/graffiti-knitting>
3. Ruth Mosalki, *These are four of the graffiti artists changing the way Wales streets look*, Wales Online 28th August 2016 available at <https://www.walesonline.co.uk/whats-on/arts-culture-news/four-graffiti-artists-changing-way-11804177>

During the induction week, you can hand in your answer to Kallie Noble, your Criminal Law lecturer. Email: knoble@cardiffmet.ac.uk



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 Management 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

We recognise that the current Covid -19 pandemic situation has limited the normal amount of physical contact that we can have with other people. At this point, learning and teaching will be delivered through a mix of virtual learning and controlled seminar classes on campus. You will be provided with a timetable which will set out clearer guidance on the allocated times for the online and on-campus classes. Your confirmed timetable will be given to you during your Induction Week. 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. Please note that Timetables are subject to change, right up to and including the start of term.

Teaching materials and resources for all your lectures and seminars will be available through our Moodle and Teams virtual learning environments. Our Panopto recorded lecture system allows you to download recorded lectures to enhance your student learning experience.

As a law student, your engagement with your studies is important for your academic success and skills development. At the Cardiff Metropolitan University, we believe that there is strong connection between student engagement and academic success. Attendance and engagement with your studies supports your academic progression and helps you to develop transferable skills that are relevant to the workplace.

The University expects you to attend all the scheduled sessions (whether face to face or virtual) associated with each module you are enrolled on. We will monitor your engagement with your modules including your use of virtual learning environment platforms such as Moodle and Teams. This helps us to identify students who may be experiencing difficulties and might need particular support. If you are disengaged for any period of time you must provide your Year Tutor/ Programme Director with an explanation for this. We are here to assist and to support you in the process of re-engaging with your programme of studies.

However, if you are perpetually non-engaging, and fail to explain the reasons for this to your Programme Director, we will take relevant action. You may be required to withdraw from the University. The Student Loans Company and/or any other relevant external body will be informed. In the case of Tier 4 students, UK Visas and Immigration (UKVI) will be informed that the University is no longer sponsoring the student. This will result in the curtailment of the Tier 4 visa. If the student is in receipt of official financial sponsorship, the Sponsor will also be informed.



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](#)

