COURSE JOINING INFORMATION

BSC (HONS) SOFTWARE ENGINEERING

CARDIFF SCHOOL OF TECHNOLOGIES

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1.   Welcome from your Teaching Team

A very big welcome to Cardiff Metropolitan University (Cardiff Met) and the Cardiff School of Technologies (CST). We are so pleased that you have chosen to spend the next few years studying with us and we are confident that you will have an enjoyable and fulfilling experience.

The whole teaching team are on hand to help you get the most out of your time at Cardiff Met. Please do not hesitate to contact us if you have any questions or concerns in the coming weeks, as you settle into your new life at the University. We would also like to emphasise that everyone at CST and Cardiff Met are taking every possible precaution to ensure that you enter a COVID-19 safe learning environment. We are customising all our teaching and learning methods, resources, and lab spaces to ensure that you can carry out your studies, projects, and learning activities without any hindrances.

As a new student at Cardiff Met you will be assigned a Personal Tutor who will provide support throughout your time here. In addition, your Programme Director (or "PD") will not only be an additional point of contact for support but will also be responsible for the academic and administrative coordination of the course.

This welcome pack has been written to help you get off the starting blocks and to let you know a little bit about your first week at the University. We have also put together a summer project with few activities which you can engage and attempt at your own pace. We hope that this will give you an insight into the course, as well as inspire and motivate your enthusiasm to succeed as a Business Information Systems student.

During the induction week, you will have the opportunity to meet your lecturers, fellow students and learn more about Cardiff Met and the city. We hope you find the week fulfilling and enjoyable.

We look forward to meeting you soon!

Yours Sincerely,

Dr Mohamed Mostafa (mmostafa@cardiffmet.ac.uk)
Programme Director Software Engineering

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 earnt 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 having 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-Entry Summer Tasks

Software Engineers are employed either directly or through consulting companies in almost every industry, students graduating from a Software Engineering course could go on to work in almost any sector producing software to meet the needs of a hugely diverse range of clients. They may also work for companies who produce software, which is sold or customised for individuals or businesses, or even work for themselves producing software to meet their own needs or those of a community. The applications developed can range from embedded systems (software for devices or to control machinery), native applications (on a PC, mobile phone or tablet), web-based applications (comprising both client and server,) or a service provided though the cloud.

Not everyone has an idea for a 'killer' application which will take the world by storm (I've never had one,) but there are often applications, web pages, devices which do nearly everything we'd like them to do. Alternatively, the software we want exists but is out of our reach financially, or only exists for another platform.   Before starting the course, we'd like you to think of an application, website, mobile app, game etc. that you would like to build, either by yourself or with others. **Don't worry about how complicated it might be to actually produce the software – at this stage it is more about generating ideas.** As part of this put together a document or pack which includes:

1. The key features of the software from the user's perspective:

- What does the software provide for the user?
- What does it allow the user to do, or do more easily?
- Is there any hardware required?
- Are there any similar applications (if so, how is this one better)?
- *Example:* The Phone Book application will allow users to store names and phone numbers of people, companies and organisations they need to contact.

2. The visual features of the project:

- How will the user start the application?
- What will the user see when the application has loaded?
- What will the user see when they interact with the application?
- Provide detail of any views, forms or screens they will see.
- *Example:* When the application starts a logo (see image) for the company will be displayed followed by the software main menu (see image).

3. Details of the user's interaction with the software:

- How will the user of the application influence what the application is doing?
- How will they enter any information required?
- How will the change what they see on screen (e.g. touching the screen, a mouse, moving in a virtual world)?
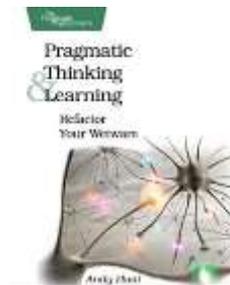- *Example:* The user will use the 'Add Contact' button to move to the add user screen.

4. Provide a step by step guide to performing the basic functions of the application.

- Start with launching the application.
- Then look for the most important features.
- *Example:* Adding a contact to the Phone Book application.

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If you want, you can bring your document along during Induction Week and we can talk about your ideas and what we (and what you learn on the course) can do to help you make your application. You may also find that other students on your course have similar interests and goals and are interested in long term collaboration.

One of the key skills of any Computer Scientist, Software Engineer, Game Developer or Information Systems expert is problem solving! On your course you'll not only learn about **technology**, but you'll also learn about **ways to solve problems**. One thing you'll learn is that all modern software development tools and practices are built around trying things out and fixing it if you get it wrong! People who've been in software development for years still make mistakes, so don't worry if you do to! If you'd like to know more about approaches to problem solving check out the book Pragmatic Thinking and Learning: Refactor Your Wetware.

On the course we'll help you learn all about programming and problem solving, even if you've got no experience.   However, if you're keen to dip your toes in and try out some programming, check https://www.python.org/about/gettingstarted/. *Don't worry if you can't follow everything in the book – we'll be teaching you all about programming when you start in September.*

Some of you may prefer something more interactive and for you we recommend learn-c.org. This is an interactive course in C Programming which provides both instruction and the opportunity to experiment via on-line tutorials.

Finally, have you heared about **HackerRank**? It is a platform used to practice programming, data structures and algrothms. Not only that, but it is also, a platform used by big multnatial companies to hire software engineers. (i.e., Booking.com, LinkedIn). We are aiming to intrgrate our teacing with HackerRank level or similar.

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 Technologies 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

As a first year student, you will have access to your confirmed timetable from Induction Week (w/c 28th September 2020), which is prior to the first week of teaching.

In Term 1, your modules will be delivered in a block, which means you will study one module over a 4 week period with assessments at the end of that period.

Each week you will have approximately 12 hours of contact time:

- 4 hours of delivery in Lecture/Studio;
- 4 hours of delivery in workshops;
- 4 hours of in peer-to-peer support in student huddles.

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

[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](#)