

COURSE JOINING INFORMATION



**BSC (HONS) EDUCATION, PSYCHOLOGY
AND SPECIAL EDUCATIONAL NEEDS**

**CARDIFF SCHOOL OF
EDUCATION AND SOCIAL POLICY**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

CONTENTS

- 1. Welcome from your Teaching Team**
- 2. Pre-enrolment Conditions**
- 3. Pre-Entry Summer Tasks**
- 4. Enrolment / Student MetCard Collection**
- 5. Induction Week**
- 6. Draft Timetable / Typical Attendance**
- 7. Changes to the Course due to COVID-19**
- 8. Useful links**



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. My name is Dr. Emily Abbinett and I am the Programme Director for your chosen course. The teaching team and I would like to warmly welcome you to Cardiff Metropolitan University. It is likely that you will encounter many opportunities and some challenges along the way. Please be assured that we, as staff, are here to help you as much as possible, from your first day as a Fresher to Graduation Day and beyond.

Feedback from our past and current students says that the course is intellectually stimulating, well organised and delivered by tutors who have sound knowledge of what they are teaching and show passion for wanting their students to do well - and we're committed to ensuring this is also your experience with us!

Your first week is all about familiarising yourself with your course, the tutors, and to make new friends. During the week, you will meet your fellow students and the staff who will teach and support you through your degree. You will also be assigned a personal tutor on arrival who will go through your timetable, check everything is going well and answer any questions you have.

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



Dr. Emily Abbinett

Programme Director BSc (Hons) Education, Psychology and Special Educational Needs

Follow us on Twitter: @CMetEPSN



2. Pre-enrolment Conditions

Before enrolling on the programme all students must have completed the Enhanced DBS process:

DBS CHECK

The Disclosure and Barring service is a Government organisation which helps to prevent unsuitable people from working with children and vulnerable adults.

All prospective students will obtain an Enhanced Disclosure through the Disclosure and Barring Service (DBS), prior to enrolment on the programme. Where a problem is identified the results of the disclosure will be referred to a panel for consideration and the prospective student advised accordingly. Students applying for the programme, where Britain is not their country of origin, must provide this information through a comparable source from their home country prior to enrolment.

DBS Update Service

It is recommended that applicants register with the Update Service, so the disclosure can remain up to date for the duration of studies and may cover placements, if undertaken. Some placement providers may also not accept your current DBS certificate through Cardiff Metropolitan University unless you have signed up to the Update Service.

The Update Service allows individuals to apply to have their criminal record check kept up to date and employers to check that the information is current and valid, if they choose to do so. Individuals can apply for the Update Service at the same time as the DBS application, or up to 30 days after the issue of the DBS Certificate.

Further information on DBS and how to complete the process online can be obtained by following this link: www.cardiffmet.ac.uk/dbs



3. Pre-Entry Summer Tasks

There are no compulsory course texts for the programme, however, each module does have required and recommended reading. All these texts are available via the library, most of them as EBooks. There is no requirement to buy any of these texts (although some students prefer to own their own copies).

We have set a Summer pre-task to be completed prior to the first week of teaching (w/c 5th October 2020) which will be used within your 1st module. This is not only preparation for the module, but it will give you an insight into the areas we will be exploring on the module. Please find the task **on the link below**;

[Summer Task](#)



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) and your Enhanced DBS check cleared and verified by Admissions.

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 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](#).



6. Draft Timetable / Typical Attendance

Your degree is made up of separate modules; each covering different subject matters within the field of education, psychology, special educational needs as well as supporting you to develop your academic and research skills.

Each module is made up of credits which add up to 120 credits per year.

Each module has its own approach to delivery and assessment methods. Information about each module can be found on Moodle which is our virtual learning environment. Your module leader will explain the purpose and delivery method at the beginning of each module. This includes a combination of 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 as part of your academic and skills development. It is essential 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.

Just as a reminder, these are the modules that you will be studying in Year 1/Level 4:

Module Name	Credit Value
Engaging with Learning & Research (i)	20
Engaging with Learning & Research (ii)	20
Nature of Education	20
The Developing Child (i)	20
The Developing Child (ii)	20
Additional Learning Needs	20

Timetabled sessions may 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, reading 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 who can advise.



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)

[DBS](#)

If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.

[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](#)

