



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
**Caerdydd**

MetCaerdydd  
CardiffMet

**2023**

Wythnos groesio  
Welcome week

*Undergraduate*

# Handbook

Foundation leading to BSc (Hons) Health Sciences

Cardiff School of Sport and Health Sciences



## Contents

<u>Introduction</u> .....	2
<u>Essential Information</u> .....	3
<u>Meet the Team</u> .....	6
<u>Welcome Week</u> .....	7
<u>Useful Information</u> .....	11



# Introduction

## Welcome to Cardiff Metropolitan University

Congratulations on starting your Cardiff Met Journey! We have put together a series of activities and events to help you get to know Cardiff Met, connect with your programme of study, and meet staff and other students.

Welcome Week provides you with the opportunity to settle into Cardiff Met and to get involved with your programme of study right from the start. During Welcome Week you will be involved in a group project which will provide you with a taste of what you can expect during your studies at Cardiff Met. You will also be able to:

1. Meet your Personal Tutor, Programme Director, and fellow students.
2. Attend social activities and events on campus.
3. Work on a group project and present findings back to programme team.
4. Get to know the Cardiff Met campuses and surrounding areas.
5. Find out what services we have available to support you on your Cardiff Met journey.

When you turn up for your first day you will meet your Personal Tutor who will provide academic support and guidance during your time of study at Cardiff Met. They will also give you your Cardiff Met student card - as long as you've uploaded your photograph!

Please make sure that you attend the activities planned by your programme during Welcome Week, so you are prepared to start your Cardiff Met journey.

Finally, I hope you enjoy your time studying at Cardiff Met and I look forward to meeting you during Welcome Week.

Yours sincerely,

Dr Paul Foley

Programme Director



# Essential Information

## Programme Details

Welcome to the Foundation leading to BSc (Hons) Health Sciences programme in Cardiff School of Sport and Health Sciences at Cardiff Metropolitan University. You have chosen to embark on a pathway of study with us that we hope you will find stimulating, engaging, enjoyable and rewarding which will challenge you to greater things in your chosen field of study.



By the time you complete the Foundation programme you will have gained knowledge and understanding, developed skills and abilities and made friends that you will be able to draw upon in order to engage with a full-time programme of undergraduate study to start with but also which will benefit you throughout the rest of your life, both personally and in your future careers. Whilst you are studying here at Cardiff Metropolitan University, the programme team will work in partnership with you and will help you to fulfil your potential.

If you take the analogy of a 100m sprint race, all athletes start as a group at the same point spread out in a line, undertake a different performance pathway to cross the finish line in a staggered fashion. Your journey through the foundation programme is flipped version of this. Students undertaking the Foundation year will approach the start line in a staggered fashion having a varied range of educational experiences and skills when it comes to the subjects that we will engage in on the Foundation year. Progression of events during the Foundation year would therefore be the opposite to that of the 100m race, everyone starts off in a staggered fashion, due to their different educational experiences, we will all work in partnership, slowly to start with, then moving forward and picking the pace up as we go along before providing the opportunity for everyone to cross the line together next year with the opportunity to progress onto a programme of their choice.

The programme team operate an open-door policy and will endeavour to ensure that any questions or issues you may encounter with 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 should answer some of those early questions that you may have about what will happen in those early days in September. If you have any questions that we have not yet answered, then please do not hesitate to contact us. We very much look forward to welcoming you in person in September.



## Part-Time Students

Whilst full-time students should participate in everything, we recognise you may not be able to do everything because of other commitments, and we understand this.

Talk with your Personal Tutor about which activities will be most valuable for you. You will be welcome to join in all events during the week, as and when you can. Do, though, ensure that you have registered, and completed the required paperwork before attending any events.

## International Students

We understand that for international students coming to the UK, adjusting to a new culture; finding somewhere suitable to live and following new processes and procedures can be quite overwhelming. The Global Student Advisory Service is available to offer friendly advice and support to all international students in relation to welfare concerns, academic skills, and immigration matters. For more information about the services available, access the links below:

### Global Student Advisory Support

[Global Student Advisory Service International Welfare Advice](#)

[Global Student Advisory Service International Academic Advice](#)

[Global Student Advisory Service Immigration Advice](#)

### Global Student Advisory Contacts

Welfare advice – [intstudentadvice@cardiffmet.ac.uk](mailto:intstudentadvice@cardiffmet.ac.uk)

It is also important that you attend the activities planned for your course during Welcome Week, so you get to meet your Programme Directors, Tutors, and the rest of your cohort. This will help you to settle into your new environment and make new friends.



# Meet the Team



Paul Foley	Programme Director and Senior Lecturer Email: <a href="mailto:pfoley@cardiffmet.ac.uk">pfoley@cardiffmet.ac.uk</a> Tel: 029 2041 5632 Location: Room D2.01a
Lee Butcher	Lecturer in Biomedical Science
Veenu Manorahan	Lecturer in Immunology
ShelleyAnne Evans	Senior Lecturer
Cathryn Withycombe	Senior Lecturer

# Welcome Week

## What to expect

During the week you will complete a project, which you will undertake with a group of other new students from your programme, supported by staff and current students who are on your programme. There will also be lots of help from the other university services, showing some great tools and techniques you can use to make your project a success.



At the end of the week, we will also give you some feedback on the strengths of your group's approach, sharing and celebrating what we have discovered together.

There will be an introduction to your new School and Programme and lots of fun activities to help you meet new people.

You will need to complete a bit of administration and check-in with your programme, so we know who is doing what, and when. You will also need to complete any outstanding enrolment matters, pick up Students' Union cards, and touch base with any specialised support services that you need.

## Here's what Cardiff Met students enjoyed about Welcome Week

*"Helped me settle in and took the pressure off travelling to a new place"*

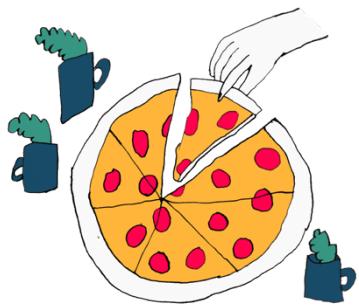
*"The group projects to find out about our peers was a nice way of getting to know everyone"*

*"Helpful to chat informally to the Programme Director and chat about random things to help settle in".*



## Programme Activities and Project

During Welcome Week you will have the opportunity to complete a small project to help you transition into Higher Education and introduce you to your programme. The programme team will share the project brief with you at the start of the week and guide you through the process. You will share the project to staff and other students at the end of the week.



## Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet all our [SU Societies](#), [SU Sports Teams](#) and of course a chance to grab all manner of freebies from our commercial partners! The fayre is an all-day event taking place on Wednesday within NIAC on the Cyncoed campus! It is one of the highlights of the Freshers calendar and one of the only times during your university journey that every student from all Cardiff Met schools will be in the same place!

Head over to the [Cardiff Met Students' Union website](#) for up-to-date information on events, societies, support and more.



## Welcome Week Activities (Foundation and Undergraduate)

During Welcome Week you will have the opportunity to:

- Attend a welcome meeting with your Programme Director and meet the team, where they will provide an introduction and outline expectations.
- Meet other students on your programme of study.
- Meet your Personal Tutor.
- Take part in a welcome week project with other students on your programme of study and present the findings from your project to staff and peers.
- Familiarise yourself with the campus.
- Explore what services are available to support you on your learner journey.
- Attend Fresher's Fayre on Wednesday.
- Attend a programme Meet & Greet Inspirational Session.
- Familiarise yourself with the digital tools you will be expected to use during your studies.
- Take part in a 'wrap up' session, reflect on the week and make sure you know what your timetable is looking like for the first week of teaching.
- Attend the Cardiff Met celebration event on Friday afternoon.

Please note you will find a detailed timetable for your programme of study on the Welcome Week site.



## Personal Welcome Week Checklist

During Welcome Week you need to make sure that you have:

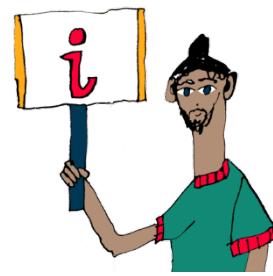


- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any support services you might need e.g.  
Dyslexia or Disability help

# Useful Information

## New Students Information

The [Course Joining Information website](#) has lots of useful information to help with your planning. Simply select your level of entry on the website to find out more and access your important joining information.



## Student Services

[Student Services](#) provide support and guidance, including mental health, disability support, careers advice, information on part-time jobs and money management.

## SU Welcome Guide

An interactive guide to help you navigate your journey into and throughout your university life. Take the tour and enjoy each section designed to help you get to know Cardiff Met.

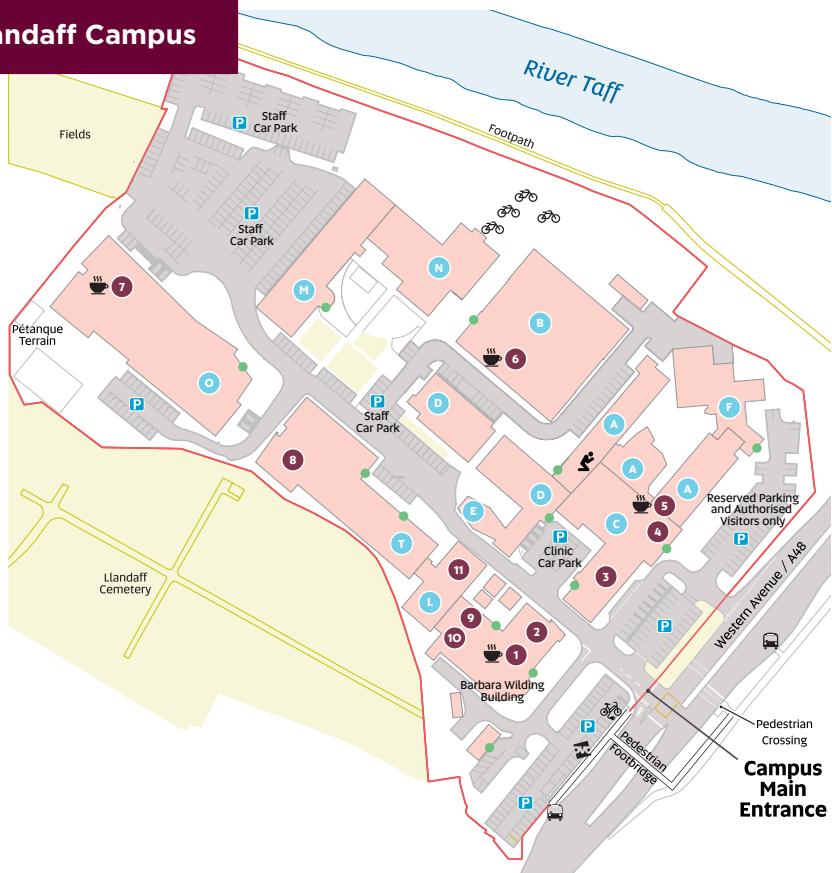
[What you need to know before you go](#)



## Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)

## Llandaff Campus



### Key

- |                              |                                  |                         |
|------------------------------|----------------------------------|-------------------------|
| 1 The Hub                    | 8 IT Help Desk (First Floor)     | P Parking               |
| 2 Gym (First Floor)          | 9 The Global Lounge              | Electric Bikes          |
| 3 Podiatry Clinic            | 10 Students' Union (First Floor) | OVO Bikes               |
| 4 Main Reception & i-Zone    | 11 Learning Centre               | Bike Rack               |
| 5 The Gallery (First Floor)  | Building letter                  | Bus Stop                |
| 6 The Box Café (First Floor) | Building Main Entrance           | Café                    |
| 7 The Atrium                 |                                  | Multi-faith prayer room |

All our rooms use the same naming formula – *Building Floor . Room Number*. So if you're looking for 01.18, go to building O, climb to the first floor, and find room number 18. Or for B0.10 go to building B, stay on the ground floor and look for room 10. In the naming formula, 'LL' refers to Llandaff.

