



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd



*Undergraduate*

# Handbook

International Foundation Certificate

Cardiff School of Education and Social Policy



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# 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 course, and meet staff and other students.

Welcome Week provides you with the opportunity to settle into Cardiff Met and to get involved with your course from the start. During Welcome Week you will be involved in a group project which will show 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 your course 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.

Please make sure that you attend the activities planned by your course 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 faithfully,  
Christine Faulkner  
Programme Director



# Essential Information

## Programme Details



The International Foundation Course is a full-time course which is designed to help you develop your language and academic skills - you are probably planning to study an undergraduate course at the university next year and will need to complete this course successfully first.

The most important message that I have for you for now is that it is really important that you attend all of your lessons. If you have any problems, there are lots of people to help you - your teachers, your personal tutor and me as your Programme Director.

Here's some information that we will discuss with you during Welcome Week.

There are six modules on the course:

English Language Proficiency - this is the module to develop your language skills - you must complete this module successfully to pass the course.

English for General Academic Purposes is taught In Semester 1; English for Specific Academic Purposes is in Semester 2.

Critical Thinking

Context Analysis

Professional Development

All the modules are worth 20 credits and you have assessments at the end of Semester 1 and the end of Semester 2. We will give you full details about all your assessments and submission dates in the next few weeks.



## 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



Christine Faulkner (SFHEA)

I have worked In the English Language Training Centre for 15 years, nine of those years as Director of the Centre and Programme Director for the International Foundation Course. I'm also the Professional Development Module Leader.

In the School of Education and Social Policy, I also hold the position of Transition Strategic Lead.

I have an MA Education and am Senior Fellow of Advance HE (SFHEA). Outside work I enjoy music, travel, gardening and running.



Maria Bond (FHEA)

I'm the ELTC Deputy Director on Monday to Wednesday. I have been at the ELTC since July 2013 and my role includes helping the Director run the Centre and teaching on both the PSE and IFC courses, on which I am the English for General Academic Purposes (EGAP) module leader.

In my spare time I enjoy running and last year I completed the Cardiff Half Marathon.



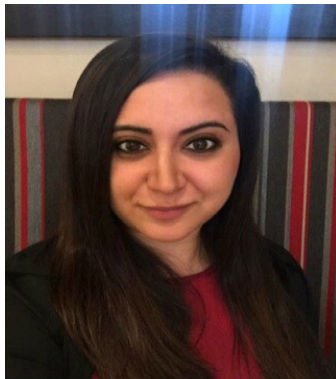


Dorne Newland-Edwards (FHEA)

I share the role of Deputy Director with Maria and am an English Language Tutor within the centre. I am the Module Leader for English Language Proficiency.

I have taught Literacy to adults in the community and English to migrant workers, asylum seekers and refugees before joining the ELTC In 2014.

My hobbies include cooking, photography and running, but I have a particular passion for hiking and have walked the length of Hadrian's Wall.



Zobiea Nasir (FHEA)

I've been teaching English Language since 2005.

I joined the ELTC in 2013 and teach on the Pre-Sessional Course and International Foundation Course where I am the module leader for Context Analysis.

I am multilingual and enjoy learning about various cultures. In my spare time I am also a keen sports fan.





Pierre Gaité (FHEA)

I began teaching as a secondary school English teacher in 2009.

I have worked for the ELTC since 2013, initially as a tutor for the Summer Pre-Sessional Course before taking on a longer-term role in 2015, completing my CELTA. On the International Foundation Course, I am module leader for Critical Thinking.



|   |  |
|---|--|
|   | <p>I completed my PhD in Medieval History at Cardiff University. My primary research and academic interests now involve cognitive neuroscience and how it can inform teaching practice.</p>  |
|    | <p>Amanda Syder</p> <p>I began teaching in 2008 and have taught in various countries. I have a Masters in TESOL and a keen interest in language learning strategies.</p> <p>At Cardiff Met I teach on both the pre-sessional summer courses and the IFC programme, where my role is also Module Leader for English for Specific Academic Purposes.</p> <p>In my free time, I enjoy practising Spanish with friends in the international community, travelling to different countries to learn about new cultures, and am passionate about dance.</p> |
|  | <p>Emma Wakeford</p> <p>I began teaching English in 2003 in the UK and have since lived and taught in Spain and Germany as well as in different parts of the UK.</p> <p>I am endlessly impressed by the dedicated and scholarly international students I work with; I love seeing them develop the communicative and academic skills.</p> <p>Outside work I am a keen reader of both contemporary and classic literature, as well as psychology. I also enjoy travelling and exercising and am learning to play tennis.</p>                          |







Natasha Parry

I joined the ELTC as the Team's Administrator in January 2019. I help students on the Pre-Sessional and International Foundation courses with any queries they have from the start to the end of their course.

My hobbies include exercising, music, cooking and travelling.



# 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 course, supported by staff and current students who are on the International Foundation Course. 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 Course 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 course, 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 find out about 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"*

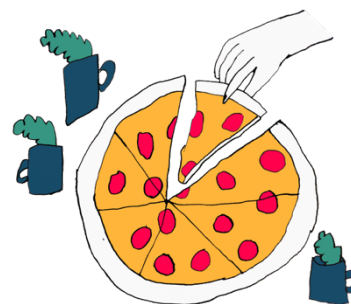
*"The group projects to find out about our peers was a nice way of getting to know everyone"*

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



## Programme Activities and Project

Welcome Week starts on Monday 18th September and you will have a full timetable of activities during the week. These include activities to help you get to know the other students on your course as well as the university facilities which will help you to study.



As part of the week, you will work on a group project with other students - this is a great opportunity to make new friends and start developing the skills you will use throughout the course - team work, research, IT skills and more. At the end of the week, we will have a presentation event where everyone will share their experience - this will be highlight of your Welcome Week with us.

## 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 get 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!

Look at 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 course.
- 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 Freshers' 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 at the end of the week, reflect on the week and make sure you know what your timetable 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 course on the Welcome Week site.



## Personal Welcome Week Checklist



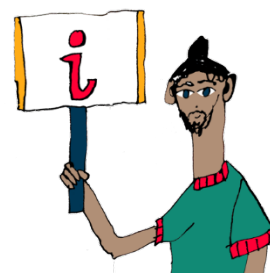
During Welcome Week you need to make sure that you have:

- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Freshers' Fayre
- Met 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](#)

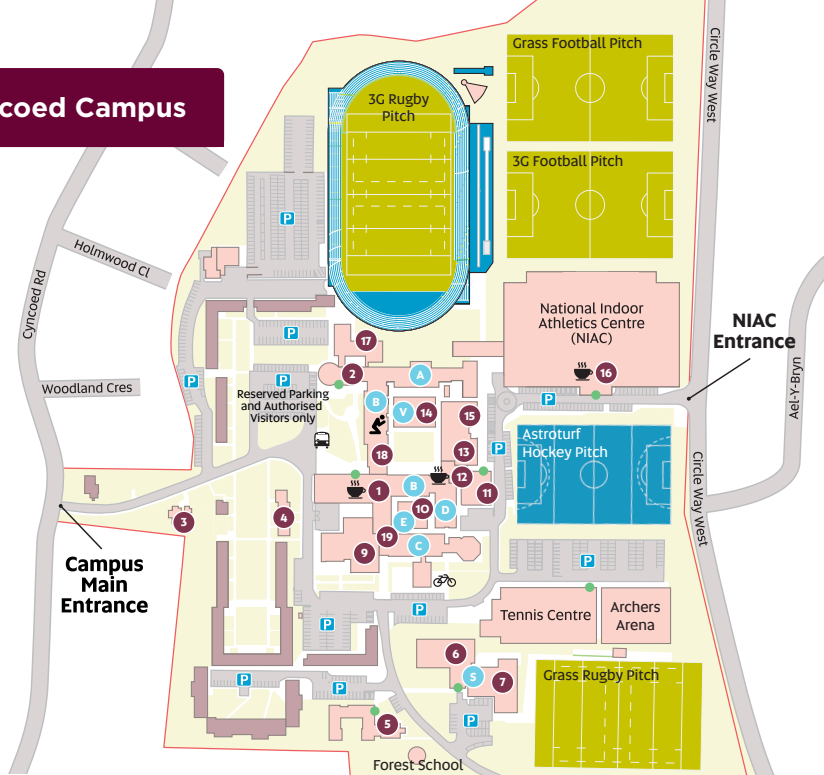


## Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



# Cyncoed Campus



## Key

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>1 Main Reception and K1 Restaurant</li> <li>2 Learning Centre</li> <li>3 College House</li> <li>4 Warwick House and Halls Office</li> <li>5 Queenswood</li> <li>6 Sports Hall</li> <li>7 Pool</li> <li>8 Crime Scene House</li> <li>9 Students' Union</li> <li>10 Research House</li> <li>11 Gym Studios</li> </ul> | <ul style="list-style-type: none"> <li>12 The Bench Café</li> <li>13 Russell Rees Gym</li> <li>14 V Block</li> <li>15 Syd Arron Gym</li> <li>16 The Track Café</li> <li>17 i-Zone</li> <li>18 IT Help Desk (First Floor)</li> <li>19 Taught Programmes Office</li> <li>● Building letter</li> <li>● Building Main Entrance</li> </ul> | <ul style="list-style-type: none"> <li>■ Halls</li> <li>■ Parking</li> <li>■ Bike Rack</li> <li>■ Bus Stop</li> <li>■ Café</li> <li>■ Multi-faith prayer room</li> </ul> |
|--|---|--|

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, 'CY' refers to Cyncoed.



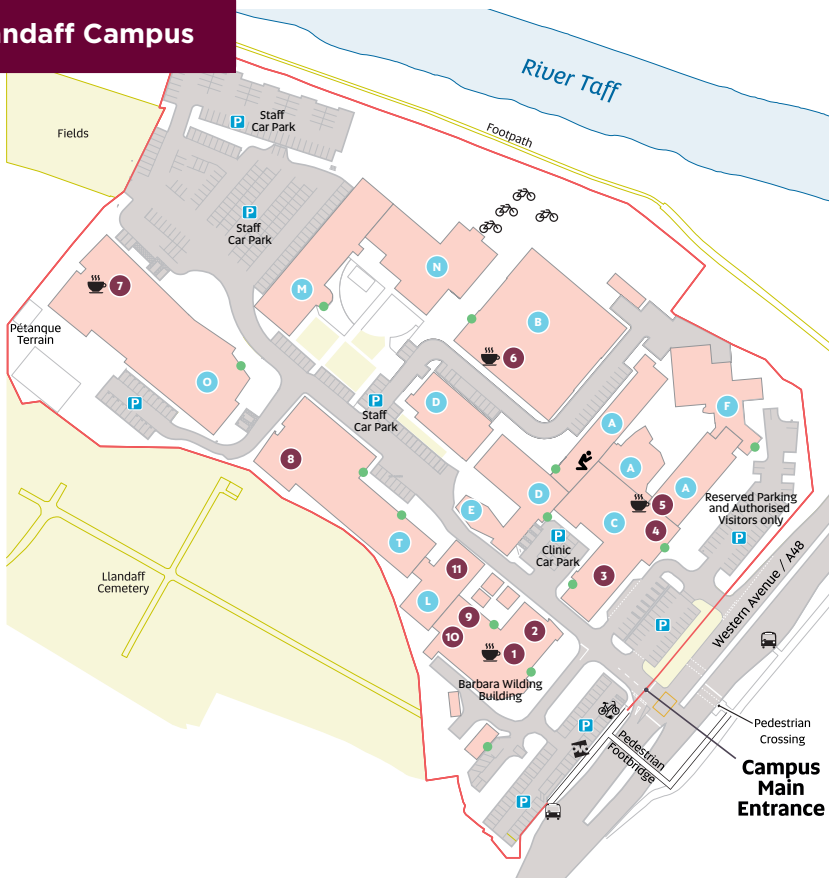
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Prifysgol  
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Caerdydd

Wythnos groeso  
Welcome week

2023

# Llandaff Campus



## Key

- |                              |                                  |                           |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub                    | 8 IT Help Desk (First Floor)     | P Parking                 |
| 2 Cym (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.



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Wythnos groeso  
Welcome week

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