

**WE ARE
#CARDIFFMET**

**BSc (HONS)
ENVIRONMENTAL HEALTH**

**CARDIFF SCHOOL OF
SPORT AND HEALTH SCIENCES**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

Welcome to the BSc (Hons) Environmental Health, accredited by the Chartered Institute of Environmental Health and the Institute of Occupational Safety and Health (IOSH)

It is hoped that this programme will help you to develop a sound knowledge base and enable you to refine those skills necessary to meet current and future demands of the ever-changing field of environmental and public health.

The programme and the teaching team aim to provide a positive and constructive atmosphere, which will facilitate the exchange of knowledge and experience between the teaching staff, yourself and your peers.

We operate an open door policy and will endeavour to ensure that any questions or issues you may encounter in 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.

With this in mind the teaching team and I would like to once again welcome you to the programme and hope that you enjoy studying with us.

Gayle Davis
Programme Director

2. Pre-Induction Tasks

There are no specific tasks to complete before you begin with us in September. However, we recommend you access the following text. This text is used throughout the course and will assist you in your preparations for University study.

- The Study Skills Handbook (Fourth Edition) by Stella Cottrell published in 2013 by Palgrave Macmillan.

In addition to this, any work experience in any related field would be of benefit.

Sport Kit Order

Once you have enrolled online, you will be sent information about ordering a free Cardiff School of Sport and Health Sciences kit package. Please place your order online prior to arrival should you want to. You will be able to collect your kit on campus during your Induction Week.

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. A scheduled time for collection of your Metcard is stated within your Induction Week timetable.

You will be able to access your Programme Handbook via Moodle once you have completed your online enrolment and have access to the Cardiff Met's IT systems. More information will be available once you have completed your enrolment.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the university to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk Tel: 029 2041 5644.

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

Cardiff Met have introduced a photo upload facility for online enrolment, which can then be used on your Student MetCard. This facility is optional. Alternatively, your photo will be taken at the time you collect your Student MetCard. If you have chosen to use the photo upload facility, you will need to bring photo ID with you when collecting your Student MetCard.

Fees

If you are classed as a 'Home' or EU student, your course fees for September 2019 entry have been set at £9,000 and more information about fees can be found [here](#). If your course has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. You should already be aware of these costs.

Details about fees for international student (from outside the EU) can be found [here](#).

4. Induction Week Timetable

Your first semester 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 course, 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.

There is the Freshers Fayre where you can sign up to a number of different societies and clubs, and the MetFest social event on Friday afternoon.

Don't forget to get involved on Twitter with we are #cardiffmet.

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

5. Draft Timetable / Typical Attendance

Whilst I appreciate that there are many other calls on your time, we cannot over-emphasise the need for regular attendance in order to pass the modules and attain a good degree at the end of your course.

There are typically 12 - 16 hours of class contact a week consisting of both lectures/seminars and workshops. All teaching is interactive involving group discussions of topics and problem solving exercises or students presenting previously prepared work to their peers and staff.

We will provide you with a more detailed timetable as soon as it is available, but if you have any specific problems or issues, please contact the Programme Director and we will do our best to accommodate them.

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 on what to do next.

6. 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

[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](#)

Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held throughout Induction, information of 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 Freshers information & wristbands*

[Term Dates](#)

[Campus Maps, Bike Shelters & Met Rider](#)

Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. 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.

[Safe Taxi Scheme](#)

Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.

[Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours

[Student Handbook](#)

[Academic Handbook](#)

[Admissions Policy](#)

[Higher Education Achievement Report \(HEAR\)](#)