SELF SERVICE SYSTEM GUIDE

Self Service is the system that enables Home applicants to submit their application for a Part-Time, Postgraduate (including Research) and Professional courses, check their application status, and accept/reject offers.

Prior to starting your application on our system, please check all the information available on Advice for Applicants – Part time, Postgraduate and Professional Courses, and Compulsory Supporting Documents. During the application process, you will be required to submit all compulsory documents stated on these sites.

If you have any queries in relation to the application process, please contact us on directapplications@cardiffmet.ac.uk

If you have any queries concerning the content and delivery of the course, please contact the Programme Director for that specific course. You can find their contact details on each course webpage.
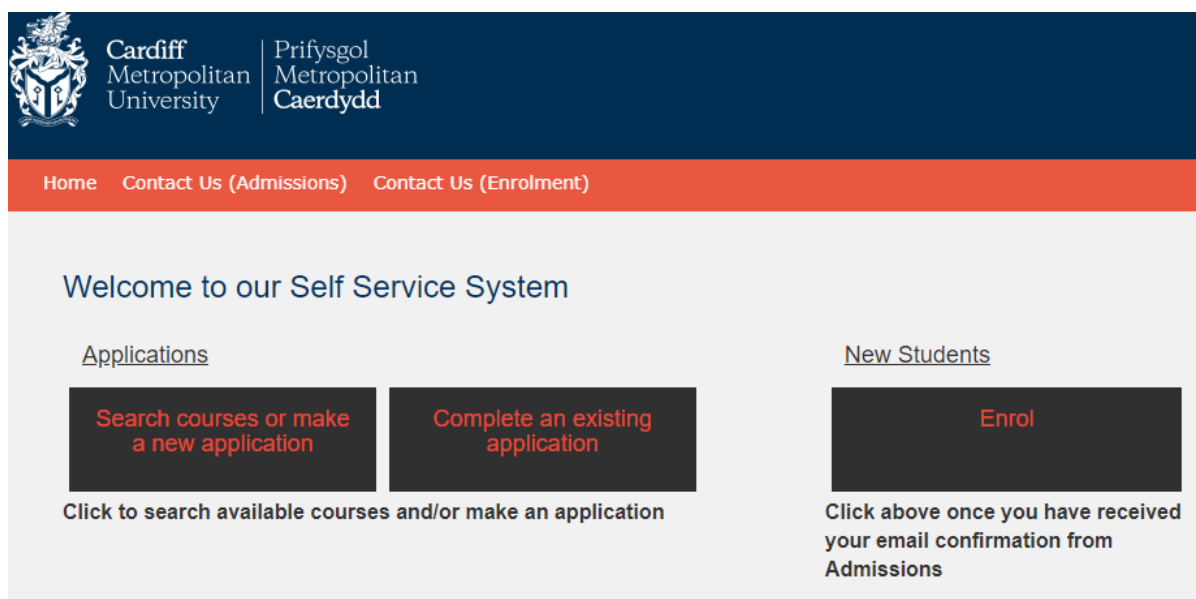
Contents

1. Submitting an application

Once you have gathered all the compulsory documents, please click here:
https://studentselfservice.uwic.ac.uk/selfservice/

We recommend you access our Self Service system through a laptop or a PC, on full screen.

"Search courses or make a new application" will take you to the course search, where you will be able to select your chosen course and apply for it.

"Complete an existing application" will take you to your profile, where you will find pending incomplete applications.

Selecting your course

All Part-time, Postgraduate (and Research), and Professional programmes open for application are available in the search, along with their intake options (full-time, part-time, distance learning, and start month). You are able to search by course code or full/part course title.

When searching for courses, please select the appropriate **Year of Study**, as the current academic year will show as default. i.e.: If you want to apply for April 2023, you will then need to select 2022-2023.

Once your search results show, you will be able to see further information for each option, such as mode of attendance (full or part-time), e.g. 1FT09. This refers to programme year (1), full-time (FT), and start month September (09). The code 1PT04, for example, refers to year 1, part-time, starting in April.

View Courses

You can use our Self Service application system to apply for a postgraduate, part-time or research programme.

To search for programmes, please select your relevant year of entry, e.g. 2020-2021, in the Year of Study field, and then enter a key word (for example, "art", "sport", "business", etc)

Research applications – Please note we are not always able to accommodate the desired proposal and start date which may result in applicants being offered an alternate area and/or start date. To search available pathways type "Research" in the keyword search.
Once your search results show, you will be able to see further information for each option such as mode of attendance (full or part time), e.g. 1FT09, will be visible. This refers to programme year (1), full time (FT), and start month September (09). The code 1PT04, for example, refers to year 1, part time, starting in April.

View

| Year Of Study | 2022 - 2023 | [?] |
| Keywords | psychology | [?] |

Search **Cancel**   **View Basket**

Results (6 in total)

1

Code	Title
10409	MSc Sport Psychology
10437	MSc Health Psychology
10466	MSc Forensic Psychology
11354	Master of Research (Psychology)
11499	Doctorate In Forensic Psychology (Top-Up)
11678	MSc Psychology In Education

← Click on a course code to view more details and/or enquire, apply or enrol. Alternatively, hover over to see a summary of the course's details.

When clicking on a specific programme, modes of study (e.g. full-time or part-time) will become available for selection.

Course Details

This page shows all the details of your selected course.

10466 - 1FT09
MSc Forensic Psychology
Full-time according to funding council definitions

10466 - 1PT09
MSc Forensic Psychology
Part-time

<< Please select a course to view its details.

After selecting mode, **Course Details** page will appear. There, you will find a list of modules, links to the Cardiff Met course webpages, and a link for compulsory supporting documents, if applicable.

Course Details

This page shows all the details of your selected course.

10466 - 1FT09
MSc Forensic Psychology
Full-time according to funding council definitions
10466 - 1PT09
MSc Forensic Psychology
Part-time

Course Details for 10466 - 1FT09: MSc Forensic Psychology

Award:	Masters degree obtained typically by a combination of coursework and thesis/dissertation, that does not meet the criteria for a research-based higher degree
Award Dates:	19/09/2022 - 19/09/2023
Mode of Attendance:	Full-time according to funding council definitions
Department:	School Of Sport And Health Sciences
Location:	Llandaff
Course Links:	
Base Fee(s)	
Application Fee	£
Level:	1

Modules:

Course Title		Credits	
Applied Psychology Practice	Core	20	[+]
Dissertation	Core	60	[+]
Foundations in Forensic Psychology	Core	20	[+]
Legal Psychology	Core	20	[+]
Professional Practice And Offender Management	Core	20	[+]
Psychological Assessments And Interventions	Core	20	[+]
Research Methods & Design	Core	20	[+]

⮟ **Description**

⮟ **Requirements**

Apply

Description and **Requirement** fields are blank as you can find the most up to date information on

the course links provided.

If you click on **Apply**, your choice will be placed in the basket.

Click on **Proceed**, which will take you to the **Login** page.

If you are a current/previous Cardiff Met student, please make sure you log in with the same personal email address you used when joining us for the first time. By doing this, we will receive your new application under your former/current student email account, and we will be able to retrieve your previous record automatically.

If you have forgotten your password, you can request a new one by clicking on the bottom left of the page or by emailing directapplications@cardiffmet.ac.uk with your student number or date of birth. If you are continuing with an application already placed in your basket, Self Service will take you to the same login page.

Creating your account

For those that are new to Cardiff Met, you will be asked to create an account on **My Login Details**.

My Login Details

Please fill in your details below to register as a new applicant to submit an application for admission.

If you have previously applied for a course or enrolled through our Self Service system, your previous existing account will still be valid, so please click **here**

If you cannot remember your Username or Password please use the links below:

Forgotten Password?
Forgotten Username?

Surname	*		
Forename			
E-mail Address	*		
Confirm E-mail Address	*		
New Password	*		
Confirm Password	*		
Security Question	*		
Answer	*		

* - Mandatory fields

Cancel   Create Account

Once you log in or create a new account, you will be directed to the following page:

You have an outstanding application you saved on a previous visit. Please review this application and decide if you wish to continue with it. If you decide to continue the saved application any items in your current basket will be lost. If you to discard the saved application it will be removed from your record.

Student Number	Telephone No.
Name	Mobile No.
Address	Home E-mail Address
	Internal E-mail Address
	Date of Birth
	UK Resident Yes
Postcode	

Saved items in basket:

	Academic Period	Course Code	Course Title	Session	Mode
Apply for	22/23	10466	MSc Forensic Psychology	1FT09	Full-time according to funding council definitions

Discard   Continue

Click on **Continue** to start entering your application information. It will take you the next step.

Providing your details

Mandatory fields are marked with a red *. You will not be able to move to the next page unless all compulsory fields are completed. If you select **Check here if English is not your first language**, some further boxes will appear for you to complete.

Self Service system guide – May 2022

Personal Details

New Applicants are asked to use this form to enter your personal details.

The University is committed to improving student representation from all sections of the community. We are keen to encourage applicants from a wide range of academic and social backgrounds, and we aim to provide a working and learning environment that is free from discrimination on the basis of race, religion, gender, sexual orientation or disability. Equal opportunities information held on this page will be used for statistical purposes only.

When you are finished please click "Next & Save". Please note that at this point your progress will be saved so you can resume it at a later time. Likewise, if you need to leave your computer, clicking "Save" will also save your progress. This is true for all pages in the process.

About You

Title *	▼ ?
Surname *	[_____] ?
Forename(s)	[_____] ?
Familiar Name	[_____] ?
Date of Birth (dd/mm/yyyy) *	[___] ▼ ?
Gender *	Female ▼ ?

Where are you from?

Country Of Birth *	[_____] ... ?
Place Of Birth	[_____] ?
Nationality *	▼ ?
Domicile *	▼ ?
UK Resident	☐ ?
Date of Entry (dd/mm/yyyy)	[___] ▼ ?
Ethnicity *	▼ ?

Other Details

Disability *	▼ [?]
Are you in receipt of a disability allowance?	▼ ?
Do you have a criminal record? *	No ▼ ?
How did you hear about us?	▼ ?
Check here if English is not your first language	☐ ?

* - Mandatory fields

[Save] [Next & Save >]

Check here if English is not your first language	☑ ?

General Language Details

What is your first language?	[_____] ?
How many years have you studied the English language?	[_____] ?
If you have not taken an English test yet, what date do you plan to take it?	[___] ▼ ?

English Language Qualifications

What other English Language qualifications do you hold?

Qualification/Text	IELTS ▼ ?
Date Taken	[___] ▼ ?
Score/Grade	[_____] ?

[Add] ?

* - Mandatory fields

[Save] [Next & Save >]

The following page will ask you to choose your **Student Status**:

- Please select **Home** if:
  - o You are a UK resident, with:
    - ▪ British passport, or;
    - ▪ EU Settled or Pre-settled Status (and you have lived in the UK/EU for at least 3 years prior to the start of the course), or;
    - ▪ Indefinite Leave to Remain (ILR).
      Please be aware that, if you do not have British passport, you will need to provide a copy of your passport and evidence of your ILR. If you hold Settled or Pre-Settled Status, you will also need to provide a share code, which you can request here:
      https://www.gov.uk/view-prove-immigration-status
- If you are not sure about your status, please select **Not known** and we will send you a *Fee Assessment* form, which will ask you to provide details of your residency. We will then determine if you are considered as Home or Overseas.
- If you are not a UK resident, please select **Overseas**. The International Admissions team will deal with your application. For any queries, please contact them directly on intadmissions@cardiffmet.ac.uk

Next step will be entering your permanent address on **Address Details**:

Previous Education page will show up next. Once you enter your institution details and click on **Add**

Self Service system guide – May 2022

Institution, the information will populate in the tables below. The same will happen with **Add Qualification on the Secondary Education Qualifications and Higher Education Qualifications screen.**

Drop down boxes are provided for **Examining Body, Subject, Level** etc. Each box will populate, so long as you have entered the information in the one box above. Please be aware that an error may occur if you are trying to type in the boxes that have drop down menus.

Postgraduate and Research applicants can bypass the Secondary Education Qualifications page and enter only their Higher Education qualifications. If this page is blank, applicants can click **Next & Save**, as long as the form is not partially completed.

You can select the closest relevant subject if the full title of your programme is not listed. You can type in the **Full Title of Qualification** box.

The **Subject List 2** box allows a second subject to be entered for a joint honours degree if required. Please note that if you enter a Subject 2 then you must enter a Proportion.

You can enter your non-standard qualifications on the next page.

Once you have completed the Qualifications section, you will need to enter your **Employment Details** on the next section:

Employment Details

Please enter the details of your previous employers (if applicable) below. Once you are satisfied, click "Add" to add that employer to the list. If you wish to delete an employer, select the corresponding row from the grid and click "Delete". Fields marked with a * must be filled in to add that employer.

Employment Details

Position Held *

Name of Employer *

Employer's Address   [Address Lookup]

Postcode

E-mail Address

Telephone Number

Date of Appointment *

Date Left *   ☐ Present

* - Mandatory fields

[Add Employer]

Position Held	Employer Name	Date of Appointment	Date Left	Employer Address 1	Postcode	Email Address	

[< Back & Save] [Save] [Next & Save >]

Other Important information will be the next page that appears.

Other Important Information

The details on this page are used to support statistical reporting. ULN number refers to a Unique Learner Number now provided to school leavers - this is not a mandatory field and can be bypassed if not applicable.
If you would like correspondence through the medium of Welsh please let Admissions know (askadmissions@cardiffmet.ac.uk).

About Your Family

About You

What is your highest qualification? *   Masters UK degree

What is your unique learner number (ULN)?

What is your proficiency in Welsh?   Not Welsh speaker

What is your primary National Identity? * Welsh

Are you a care leaver? *   Not a care leaver

* - Mandatory fields

[< Back & Save] [Save] [Next & Save >]

Self Service system guide – May 2022

Providing compulsory documents

The following step will be attaching **Compulsory Supporting Documents.** Please check for further specific compulsory documents here before continuing with the application, as you may need to provide them using a specific form.

References and Supporting Documents

Applicants can upload a copy of a reference letter (signed and on official headed paper) with their online application for postgraduate, part time or research applications. Alternatively, references can be sent directly to the university via email (from an official institution / company email address, for example, … @cardiffmet.ac.uk) or via letter (signed and on official headed paper). References by email can be sent to directapplications@cardiffmet.ac.uk

Please note that we do not contact you Referee's on your behalf so it is the applicants responsibility to provide this if required as part of the application.

Further Guidance on what to include within the reference can be found via this link.

New Applicants:

You may upload additional documents to support your application, such as your cv, qualifications, etc. Please note, if you do not wish to upload your additional documents on this page, you will need to send the documents directly to the Admissions Unit. You must upload a document for any mandatory items indicated with a * in the grid below. Some programmes require additional course-specific application documents; these will be listed in the grid below if relevant for your programme and can be obtained from the Cardiff Met website.

Enrolling Students:

If your tuition fees will be paid fully or in part by a sponsor, please upload a copy of your sponsor letter (Student Loan Company documents are not required). New international students - you can upload a copy of your visa here as well.

Select the document type in the grid below, then browse to the file you wish to upload and click the "Upload" button.The maximum file size for uploaded documents is 2MB

File To Upload   Choose File No file chosen

Upload

Loaded Documents

Add >>

	Course	Document Type	Document	Select	
		CV		☐	
*		Degree Certificate		☐	
		Other		☐	
*		Personal Statement		☐	
*		Reference 1		☐	

< Back & Save   Save   Next & Save >

In order to upload a document you will need to:

1. Browse for the document you would like to upload on here:

File To Upload   Choose File No file chosen

2. Click on 'Select' to add a document against appropriate type:

	Course	Document Type	Document	Select	
		CV		☐	
*		Degree Certificate		☐	
		Other		☐	
*		Personal Statement		☐	
*		Reference 1		☐	

3. Click on 'Upload' (right side of screen) and the document will be attached to your selected type.

References and Supporting Documents

Applicants can upload a copy of a reference letter (signed and on official headed paper) with their online application for postgraduate, part time or research applications. Alternatively, references can be sent directly to the university via email (from an official institution / company email address, for example, ... @cardiffmet.ac.uk) or via letter (signed and on official headed paper). References by email can be sent to directapplications@cardiffmet.ac.uk

Please note that we do not contact you Referee's on your behalf so it is the applicants responsibility to provide this if required as part of the application.

Further Guidance on what to include within the reference can be found via this link.

New Applicants:

You may upload additional documents to support your application, such as your cv, qualifications, etc. Please note, if you do not wish to upload your additional documents on this page, you will need to send the documents directly to the Admissions Unit. You must upload a document for any mandatory items indicated with a * in the grid below. Some programmes require additional course-specific application documents; these will be listed in the grid below if relevant for your programme and can be obtained from the Cardiff Met website.

Enrolling Students:

If your tuition fees will be paid fully or in part by a sponsor, please upload a copy of your sponsor letter (Student Loan Company documents are not required). New international students - you can upload a copy of your visa here as well.

Select the document type in the grid below, then browse to the file you wish to upload and click the "Upload" button.The maximum file size for uploaded documents is 2MB

File To Upload   Choose File   No file chosen   [?]

Upload

Loaded Documents

Add >>
[?]

	Course	Document Type	Document	Select	
		CV		☐	
*		Degree Certificate		☐	
		Other		☐	
*		Personal Statement		☐	
*		Reference 1		☐	

< Back & Save   Save   Next & Save >

If you already have documents on "Loaded Documents", you can just click on the document on the left you wish to upload, choose the type of document by clicking on "Select" and then, click on "Add".

Loaded Documents

Quals test.docx
PS test.docx
Ref test.docx

Add >>
[?]

	Course	Document Type	Document	Select	
		CV		☐	
		Other		☐	
		Passport		☐	
		Professional Reference		☐	
*		Personal Statement	PS test.docx	☐	Remove Document
*		Qualifications	Quals test.docx	☐	Remove Document
*		Reference 1	Ref test.docx	☐	Remove Document
		Academic Reference		☐	
*	10466 - 1FT09	Course Specific Document 1		☐	
*	10466 - 1FT09	Degree Certificate	Quals test.docx	☐	Remove Document

Any documents marked with * are mandatory uploads. You will not be able to continue your application unless all compulsory documents are uploaded.

Please be aware that our system does not accept documents larger than 10mb. If documents larger than 10mb are uploaded, an error will appear. If need be, you can email your document to directapplications@cardiffmet.ac.uk and upload a document stating so, against document type.

If you need to provide further documents not specified on this page, such as a marriage certificate due to evidence your change of name, and there are no more document types available, you can email it to us on directapplications@cardiffmet.ac.uk and we will upload it manually on your behalf.

Terms and Conditions

Please read the **Terms and Conditions** provided prior to giving your consent to process your personal data.

You will then be directed to **Confirmation of Applications Submitted**.

Once you click on "Submit applications", the "**Application Processed**" page will show up, along with the student number assigned to you.

Click continue to be taken to the **After you Apply** information below:

Part Time,
Postgraduate and
Professional Courses

Research Programmes

Self Service Application
FAQs

Fees & Finance

Cardiff Met Bursaries &
Scholarships

Criminal Conviction
Information

Occupational Health
Assessment

Proof of Qualifications

Recognised Prior Learning
(RPL)

Fee Assessment

NHS Bursaries

Term Dates

Contact Us

Thank you for your application

You have successfully submitted your application online through Cardiff Met Self Service. *If you are an international applicant, please visit the* International Office *webpages where you will find further guidance and contact information for International Admissions.*

Admissions will now begin to process your application and send it to the Programme Director for consideration. Please allow two - four weeks from the date you submitted your application for a decision to be processed.

Track your application

You can log in to view the status of your application at any time by using your log in details in Self Service.

Accepting your Offer

Once you have received an offer, please ensure you familiarise yourself with our Terms and Conditions. Please note that unless you firm your offer and meet any conditions stated, you will not receive your Joining Information which will hold essential information with regards to induction sessions and enrolment. This will only be provided when your status is **Unconditional Firm (UF).**

Scholarships	⌄
Funding & Fees	⌄
Additional Costs	⌄
Student Services	⌄

We will receive your application and we will check that all appropriate compulsory documents have been submitted. We will contact you directly if there are any missing or incorrect documents.

Self Service system guide – May 2022

2. Checking application progress

You can check the progress of your application by clicking on 'Home' – 'Complete an existing application' – 'Applications'

If your application is showing as:
- On Hold Awaiting Other Documents: your application is not considered as completed, as some documents are missing or they have not been provided in the appropriate format. We will get in touch with you via email with the details.
- To Be Assessed: your application is completed and with the Programme Director for assessment.
- Unconditional Offer: you have been made an offer without conditions, and you will receive an official automated email within 24 hours after the stage has been updated.
- Conditional Offer: an offer has been made to you. However, you are required to meet certain conditions, stated under 'Offer Details'.

3. Accepting your offer

You can accept your offer by clicking on 'Application tasks'.