



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd



*Undergraduate*

# Handbook

General Welcome Information  
for all new students



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## Welcome

Congratulations once again on gaining your place at Cardiff Met for September 2023.

This information pack is designed to introduce you to some of our useful services, to ease you through the transition process for the start of your course.

Later in September, you will also receive a course specific pack with more information on your transition and welcome week starting on September 18<sup>th</sup>. You will need to be available for your transition week as there will be activities and course sessions taking place across the week.

Please note that your official teaching timetable will not be confirmed until nearer the start of your course.

If you have any queries at all about starting at Cardiff Met, or we can help put you in touch with any of our professional services to make your transition as smooth as possible, please contact Admissions.

We are excited to see you on campus soon!

The Admissions Team

[askadmissions@cardiffmet.ac.uk](mailto:askadmissions@cardiffmet.ac.uk)

02920 416010

*(Some of the links in this pack will only be accessible once you have completed your enrolment online)*



## Digital Skills Induction for Students

The [Digital Essentials](#) induction provides new students with the core digital skills you need to study at Cardiff Met.

You will learn about the technologies and digital practices that enable you to undertake your studies remotely and in person. The induction explores essential systems such as Moodle, email, our app store, managing your documents and Microsoft Teams – the digital communication platform that will be central to your learning.

Here's what you need to do:

1. Complete and pass the *Digital Essentials* induction e-lesson.
2. Attend and complete the *Introduction to Teams* and *Managing Documents at Cardiff Met* training sessions that build upon the induction e-lesson.

You can complete the Digital Essentials e-lesson any time, it should only take 25 minutes. We suggest completing it before you arrive at Cardiff Met.

You can also sign-up for the two training sessions, these will be held through a Microsoft Teams meeting in induction week and first two weeks of term.

Visit the [Digital Essentials](#) page to get started. Remember, use your Cardiff Met ID to log-in st[*your student number*][@outlook.cardiffmet.ac.uk](mailto:st[your student number]@outlook.cardiffmet.ac.uk).

### Library induction

The [Library induction](#) explores how to access the resources and support that are designed to support you in your learning. It is an online induction, so you can complete it any time, it should take about 10 minutes to complete.

### Develop your digital skills further

The Digital Essentials induction will develop the *basic* digital skills you will need; our [Digital Skills courses](#) develop them further.

Our Microsoft Office Specialist courses are comprehensive training courses for Excel, Word, PowerPoint and Outlook and lead to official Microsoft qualifications, all available to students **for free**. You can sample these courses by completing a [taster e-lesson](#) from each course.

The full programme of digital skills training - including the Office courses, Teams and document management training, web design, Photoshop, online survey design and more – will be announced via email in mid-September.

For more information, visit the Digital Skills website: [digitalskills.cardiffmet.ac.uk](https://digitalskills.cardiffmet.ac.uk) or get in touch via [digitalskills@cardiffmet.ac.uk](mailto:digitalskills@cardiffmet.ac.uk)



## **Library Services**

All the information to support you through your time studying with us at Cardiff Met can be found on the [Library web pages](https://library.cardiffmet.ac.uk/home): <https://library.cardiffmet.ac.uk/home> (<https://shorturl.at/ntMVO>)

You can find information on our opening hours, access to 24hr space, study rooms, and much more there.

Learn all about the Library whenever you want using the [Library Induction](#). It's online so always there when you need it. It should take you no more than 10 minutes to work through.

### **Finding books and journals**

You'll be given a reading list for each module on your programme. You can find the items on it by using [MetSearch](#), the library's search engine.

Always Sign in to MetSearch with your Cardiff Met login to make sure you see all the electronic books and journals as well as ones we have on the shelves. MetSearch will also tell you the location and availability of the print resources in our two Learning Centres.

### **Getting help using the books and journals, and more**

You can learn much more about how to get the very best out of our resources from our [Academic Practice](#) team.

Workshops are available throughout the academic year on a variety of topics such as identifying academic sources, writing successfully for assessments, and referencing. You'll find lots of resources on these topics on [Study Smart](#).

### **Get in touch**

You can email the Library here; [Library@cardiffmet.ac.uk](mailto:Library@cardiffmet.ac.uk) use our [live webchat](#) service or come and talk to our friendly Library staff at Cyncoed and Llandaff.



## Personal Tutors at Cardiff Met

Every student will have a personal tutor allocated to them during the induction period of your studies at Cardiff Met. Your personal Tutor will usually be an academic member of staff from your course.

Once you have been allocated a Personal Tutor, it's their responsibility to support you through your time here at Cardiff Met. They will support you through scheduled tutorial meetings which occur once per term, as a minimum.

This support can include discussing your academic achievements, areas which need improvement, or any personal issues you may be experiencing. No matter the query, your personal tutor will be able to signpost you to the most appropriate person or support within the university or beyond.

You can book Personal Tutor appointments through the [Personal Tutor Portal](#).



## Student Services

We offer a range of high quality and specialist support, available on campus and online through appointments, workshops, drop-ins, webinars, and online resources. Our aim is to help you overcome any barriers you may face while studying with us and help you to achieve your full potential.

You can access support from:

- The Careers Service
- Widening Success
- Placements
- Disability, Mental Health and Dyslexia
- Learning Support
- Money Advice
- I-zone
- Chaplaincy

Visit the [i-zone](#) on both campuses to find out more about Student Services and get access to non-academic support. You can find the i-zone next to main reception on Llandaff campus and next to the Library on Cyncoed campus.

You can also contact the i-zone team via email: [izone@cardiffmet.ac.uk](mailto:izone@cardiffmet.ac.uk)

Along with our three multi faith prayer rooms available across our campuses, the Chaplaincy team can provide you with advice and support on faith related issues.

[chaplaincy@cardiffmet.ac.uk](mailto:chaplaincy@cardiffmet.ac.uk)

Visit our Careers and Entrepreneurship MetHub site to:

- Book appointments with the Careers Service
- Search for jobs and work experience opportunities
- Complete the careers e-module
- Book onto our webinars, fairs and events
- Access Shape Your Future, our skills development programme

Visit our Student advice and support MetHub site to:

- Request support from our Money Advice team
- Request support for any disability, mental health or dyslexia issues
- Apply for emergency financial support
- Sign up for wellbeing, study skills and money advice workshops & webinars
- Access our mental health, learning support and money advice resources



## **Support resources**

[Shape Your Future](#) – employability skills development

Work towards developing eight of the most important skills employers look for when recruiting, including leadership, adaptability and personal branding.

[Being Well, Living Well](#) – mental health, wellbeing and money management

Develop and learn ways to manage your mental health, improve your wellbeing and manage your money effectively through the Being Well, Living Well e-module.

[Togetherall](#) – mental health support

You are not alone at Cardiff Met; Togetherall is an anonymous mental health support community to support you with whatever you're going through.

## **Your Career Plans**

We want to understand how to help you work towards your career goals while you study with us. The Your Career Plans questionnaire will help us do that, and you will receive some tips for getting started based on your answers.

[Complete the Your Career Plans questionnaire](#)

*Note: you will need to be enrolled online as a Cardiff Met student to be able to complete this questionnaire.*



## Your Students' Union and Freshers

We are [Cardiff Met SU](#) and so are you! As a Cardiff Met student, you automatically become a member of the Students' Union (SU) so you have full access to everything we have to offer. Our aim is to represent your views and provide you with lots of opportunities to make the most of your time at Cardiff Met.

You are at the heart of everything we do, from telling us what you want us to do for you through our [SU Representation](#) structure or becoming a becoming a SU Rep for your course, to joining a [SU Society](#) or [SU Sport](#) club. From completing the [Cardiff Met Award](#) to joining a [volunteering](#) project. From attending our [events](#) such as Varsity, Campus Canines, pub quizzes and much more, we believe that there is something for everyone here at the SU.

Keep an eye out later in the summer for your Essential Freshers' Guide which will give you even more information on life at Cardiff Met and how to get involved in your Students' Union, including the [Freshers' Fayre](#) in September.

We cannot wait to meet you this year, and we encourage you to get involved with your SU as much as possible. For more information you can find us on [Instagram](#), [TikTok](#), [Facebook](#) and [Twitter](#)- @CardiffMetSU, visit our website [www.cardiffmetsu.co.uk](http://www.cardiffmetsu.co.uk), email us at [studentunion@cardiffmet.ac.uk](mailto:studentunion@cardiffmet.ac.uk), or visit us in our offices on both Cyncoed and Llandaff campuses.

We want you to have the best student experience possible here at Cardiff Met, because we are Cardiff Met SU and so are you!



## Your Student Met Card

Once your place is confirmed and you have completed your enrolment online, you will be able to upload a photo to be able to collect your student MetCard. Your card will give you access to campus facilities (Halls accommodation if you are a residential student), Library and IT services, Self-service printing and copying. You'll also need your MetCard if you join the University's [gym](#).

Please find below the link which will enable you to upload a photograph so that you can be sent your MetCard.

Photo guidelines:

- clear and in focus in colour
- unaltered by computer software
- contain no other objects or people
- be taken against a plain light-coloured background
- The photo should show a head-and-shoulders
- The filetype you save it as should be .JPG. and less than 500KB in size.

Please use your Cardiff Met student login details when prompted to log in:

<https://cis2.cardiffmet.ac.uk/PhotoUpload/>

**Photos uploaded before August 28<sup>th</sup> will ensure that your MetCard is pre-printed ready for your collection when you first arrive on campus in Welcome Week.**

After this date, you will need to queue to have your photo taken and card printed in one the Welcome Week hubs on campus when you arrive.



## Getting around Cardiff

### Walk

Walking from Plas Gwyn

Walking to campus is a free, easy and quick method from the Halls of Residence which are located in close proximity to our campuses. Buddy up with some of your household to match timetables and walk together. Here's the walk from Plas Gwyn to Llandaff Campus - <https://youtu.be/wi6JnLy4K0o>

### Cycle

If you have your own bike then bring it to Uni and use it. Cardiff is an awesome city to cycle in and Cardiff Met won the Most Cycle Friendly Business award at the 2019 Cardiff Cycling Awards.

There are card-access dry cycle stores, maintenance stands, tools, lockers, showers and even cycle paths available on and around our campuses. Llandaff has dedicated facilities that are situated at the rear of the School of Art and Design. At Cyncoed facilities are located at the Tennis Centre.

Buddy up at 8:30am outside Plas Gwyn or Unite Receptions to ride together to Llandaff Campus in the Cardiff Met cycle convoy!

### **nextbike (OVO) UK – Exciting news!**

This year we have confirmed that we have purchased 5,000 nextbike permits exclusively for Cardiff Met students to use! It's FREE for the first 30 minutes, every time you use one, as many times a day as you want, every day for a year! Llandaff Campus to City Centre is ten minutes on a nextbike. Cyncoed Campus to Roath/Cathays student areas is ten minutes on a nextbike.

We have stations on all campuses and near every Halls of Residence. You do need to deposit £5 but get that back if you leave the scheme. It is advisable to sanitise hand grips, bell and cpu etc when using a nextbike.

To register to use nextbike download the nextbike app or visit [www.nextbike.co.uk/en/cardiff](http://www.nextbike.co.uk/en/cardiff).

Remember to register with your University email address.



## Bus

Cardiff Met are proud to this year offer a great value App based ticket, providing you with unlimited access to all Cardiff Bus services plus the dedicated Met Rider route from Llandaff to Cyncoed, throughout the full academic year at a massively discounted price. Click on the link below for more info and just tap in 'bus' on the Search function.

<http://estore.cardiffmet.ac.uk>

*Please be aware that face coverings must be worn at all times on Cardiff Bus services.*

Catch the 52 service to get onto the Cyncoed Campus. It drops off in front of the main building and runs every 20 minutes. Service times and route is here:

<https://www.cardiffbus.com/services/CB/52>

Catch the 1 or 2 service that stop immediately outside Llandaff Campus or the 25 which stops a few minutes' walk away at either Howells School or Llandaff Village.

<https://www.cardiffbus.com/services/CB/1>

<https://www.cardiffbus.com/services/CB/2>

<https://www.cardiffbus.com/services/CB/25>

Traveline Cymru is great to use to see how to get to campus. Try it here:

<https://www.traveline.cymru/>

## Taxi/Uber

Another option is to catch a taxi or an Uber to your campus and share the cost among your household. An Uber from Roath/Cathays to Llandaff Campus or Cyncoed Campus is about £8 each way. Remember though to only use within your established household and wear a mask.



## Useful Links

### [MetCentral](#)

Our dedicated site for all your student needs.

### [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 on making your visa application, living in the UK and making accommodation arrangements. Global Engagement will provide welfare support and learning advice throughout your course.

### [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.

### [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.

### [Cardiff Met Sport & Facilities](#)

[Cardiff Met SU](#) *including SU Societies, SU Sports Clubs and the ability to access independent advice and support*

### [Virtual Tours](#)

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

### [Student Handbook](#)

### [Academic Handbook](#)

### [Admissions Policy](#)

### [Complaints](#)

