



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Postgraduate

Handbook

Programme title here

School name to go here



Contents

Introduction	2
Essential Information	3
Meet the Team	5
Welcome Week.....	6
Useful Information.....	9



Introduction

Welcome to Cardiff Metropolitan University

Congratulations on starting your Cardiff Met Postgraduate 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 postgraduate studies right from the start. During Welcome Week you will be involved in a series of activities which will provide you with a taste of what you can expect during your postgraduate studies at Cardiff Met. You will also be able to:

1. Meet your Programme Director, academic staff, and fellow students.
2. Attend social activities and events on campus.
3. Get to know the Cardiff Met campuses and surrounding areas.
4. 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 a range of people 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 of study during Welcome Week, so you are prepared to start your Cardiff Met postgraduate journey.

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

Yours sincerely,
Valerie Scholey
Programme Director



Essential Information

Programme Details

This programme will help you to develop yourself as a rounded safety, health and wellbeing practitioner, able to apply a systematic and practical understanding of safety, health and wellbeing to improve and protect the health & well-being of those you work with. Throughout the programme we will support you to develop the knowledge and skills needed to influence and implement positive change in safety, health and wellbeing policy and practice in the workplace.



The programme and the teaching team aim to provide a friendly, nurturing and constructive atmosphere, which will facilitate the exchange of knowledge and experience between the teaching staff, yourself and your peers. We will endeavour to ensure that any questions or challenges you may encounter regarding 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.

Part-Time Students

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

Talk with staff on your programme of study 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 done 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](#)

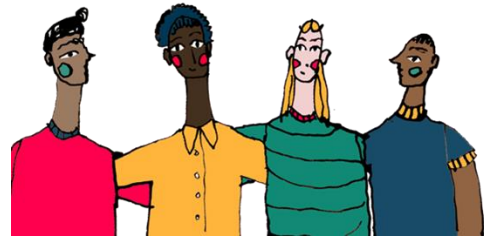
Global Student Advisory Contacts

Welfare advice – intstudentadvice@cardiffmet.ac.uk

It is also important that you attend the activities planned for your programme of study 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



Val Scholey	Programme Director and Senior Lecturer in Occ. Environmental and Public Health (Change Management)
Stuart Scott	Senior Lecturer in Occupational Health & Safety
Henry Dawson	Senior Lecturer in Environmental Health, Housing and Public Health
Kate Isherwood	Lecturer in Public Health
Alastair Tomlinson	Senior Lecturer in Environmental Sciences



Welcome Week

What to expect

During the week you will have the opportunity to engage in several activities, which you will undertake with a group of other new postgraduate 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 Cardiff Met services showing some great tools and techniques you can use during your post graduate journey.



There will be an introduction to your new school and programme of study and lots of activities to help you meet new people.

You will need to complete a bit of administration and check-in with your programme team, 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 activities helped me 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".



Welcome Week Activities (Postgraduate)

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 postgraduate students.
- Meet your Personal Tutor.
- Familiarise yourself with campus.
- Explore what services are available to support you on your learner journey.
- Familiarise yourself with the digital tools you will be expected to use during your studies.



Personal Welcome Week Checklist



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

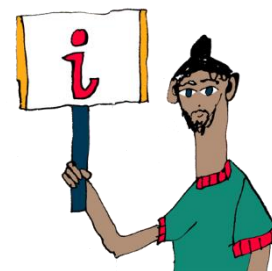
- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity session.
- Met with your Programme Director and staff on your programme of study.
- Familiarised yourself with the library and any support services you might need e.g.,
Dyslexia or Disability help.



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, part-time jobs information 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](#)



