



**Cardiff**  
Metropolitan  
University

Prifysgol  
Metropolitan  
**Caerdydd**

**MSc Accounting & Finance**  
**MSc Banking & Finance**  
**MSc Economics & Finance**  
**MSc Financial Management**

**CARDIFF SCHOOL OF MANAGEMENT**

**Induction & Enrolment Information**

**Academic Year 2018/2019**

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## 1. Welcome from the Postgraduate Programmes Director

I would like to wish you a very warm welcome to your MSc programme at Cardiff Metropolitan University. As an adult learner – and possibly, a practicing professional – you will be bringing valuable experience to the course. The aim is for you to build upon this experience and I hope, enjoy your study.



Postgraduate team colleagues and I are very aware that: for many of you this will be a natural progression flowing on from a previous qualification; for some of you this will be a return to study after a long period of time; and for others it will be attending University to receive formal recognition of the work that you do in the workplace. These programmes have, therefore, been designed to cater for the needs of a wide range of candidates from various settings. Whatever your route into the course, be assured that the programme team will endeavour to provide appropriate support and encouragement. Further, these programmes have all been designed within the couple of years in conjunction with leading national and international organisations, such as the Principality Building Society and France Telecom, so you can be assured that they are relevant to your career aspirations.

It is important to recognise the commitment you are making; you may have work commitments, home/family commitments and social commitments, and taking on this course injects another commitment – a commitment to study. You will have the challenge of managing these varying commitments.

As a “postgrad” you’ll find yourself with more free time than on previous courses but can I encourage you to use that time productively - there are three levels of award that can be detailed on your certificate, Pass, Merit & Distinction and to achieve the higher awards you need 60% or 70% averages.

**Dr Ricky Li**

**Postgraduate Programmes Director**

## 2. Preliminary Reading/Viewing List

You are recommended to start reading quality financial newspapers from your own country in addition to the Wall Street Journal (US) and the Financial Times (UK). Please make sure you only use free version and not annual subscription versions as several useful sources will be available free to you when you enrol.

## 3. Enrolment / ID Card Collection

### Enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard. ID cards will be issued during induction.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment) webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

### Enrolment / Induction

Monday 1<sup>st</sup> October - Friday 5<sup>th</sup> October 2018

#### Semester 1

Monday 8<sup>th</sup> October 2018 - Friday 18th January 2019

#### Postgraduate Exams

Monday 21<sup>st</sup> January - Friday 25<sup>th</sup> January 2019

#### Semester 2

Monday 4<sup>th</sup> February - Friday 17<sup>th</sup> May 2019

#### Postgraduate Exams

Monday 20<sup>th</sup> - Friday 24<sup>th</sup> May 2019

#### 4. Induction Week Timetable

Below is a schedule of your first week with us. As well as following this, you can also find more information on what to expect when you arrive on our New Students pages ([www.cardiffmet.ac.uk/newstudents](http://www.cardiffmet.ac.uk/newstudents)).

MONDAY 1 <sup>st</sup> OCTOBER	TUESDAY 2 <sup>nd</sup> OCTOBER	WEDNESDAY 3 <sup>rd</sup> OCTOBER	THURSDAY 4 <sup>th</sup> OCTOBER	FRIDAY 5 <sup>th</sup> OCTOBER
<p><b>Welcome to the MSc Suite With Dr Ricky Li 9-11am Room O320</b></p> <p><b>Library Induction With Jamie Finch 1-3pm Room T111</b></p>	<p><b>Bloomberg Introduction With Dr Ricky Li &amp; Question &amp; Answer on University Procedures 11-2pm Room O308</b></p> <p><b>Please the morning and afternoon to sort out student ID, university IT account, bank accounts and register with a local GP</b></p>	<p><b>Effective Communication for Study and Work With Staff from the International Office 10-12pm Room A021</b></p> <p><b>Introduction to the Student's Union 1-2pm Room O108</b></p>	<p><b>Debating &amp; Presentation Skills With Mike Snelgrove 11-1pm Room C101</b></p> <p><b>Module Fayre With Module Leaders 2-4pm Room O320</b></p>	<p><b>Please use today to sort out student ID, university IT account, bank accounts and register with a local GP.</b></p>

## 5. Attendance / Draft or Typical Timetable

You will be studying on Campus for approximately 12 hours per week with an expectation that you set aside a further 28 hours per week in guided and self study. As far as possible we try to schedule all the teaching on 3 days per week but this cannot be guaranteed and may be impossible for some option combinations.

At this point the timetable has not been finalised and we will contact you closer to the start of term to update you.

## 6. Useful links

- [Academic Handbook](#)
- [Accommodation](#)
- [Admissions Policy](#)
- [Bike Shelters](#)  
Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.
- [Campus Maps & Met Rider](#)
- [Cardiff Met News](#)
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers information & wristbands*
- [Student Finance](#)  
For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.
- [Student Handbook](#)
- [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.
- [Virtual Tours](#)  
Have another look around our campus and facilities with our guided virtual tours