

COURSE JOINING INFORMATION



**BSC (HONS) ACCOUNTING / ACCOUNTING
AND FINANCE / ACCOUNTING AND
ECONOMICS**

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Dear student,

We are very pleased that you have decided to study at Cardiff School of Management and we look forward to welcoming you to your course.

The Department of Accounting, Finance, Economics and Banking is staffed by experienced academics and industry professionals all of whom will support and guide you through your studies.

Each programme is managed by a Programme Director and Year Tutors. You will also be assigned a Personal Tutor. Our processes are designed to give students a strong voice and we hope that you will use this voice constructively to enhance your experience and the experience of others. We will explain to you the formal and informal mechanisms that you can use to contribute to the ongoing development of your programme.

We look forward to meeting you during Induction Week when we will cover all the essential aspects of student life as well as introducing you to your specific programme of study. During the week you will meet your Programme Director and other members of staff. A number of on-line sessions will be scheduled to provide information about your programme, learning opportunities, clubs and societies and you will have the chance to take part in activities that will help prepare you for your studies.

If you have any questions, please contact;

Judith Stockford Programme Director - email: jstockford@cardiffmet.ac.uk

Joanne Grimley Programme Administrator – email: jlgrimley@cardiffmet.ac.uk



2. Pre-Entry Summer Tasks

Please make sure you have a calculator e.g. Casio fx-82 which must include the following functions: powers; roots; brackets; memory; sign change.

Global Financial Services

Make a list of all the banks you can think of. Then ask yourself, do you know what kind of bank each one is, how many different products they offer, their target customers, how long they have been in existence, whether they have branches, operate in more than one country, are owned by shareholders, have a statement on social responsibility, have been involved in any recent scandals? Do some on-line research to answer these questions. We will be doing more work on this in semester 1.

Read recent news articles about how the Covid-19 crisis has decreased the use of cash, and think about the implications of a cashless society.

Financial and Digital Accounting

Are you familiar with the Accounting Equation?

Assets – Liabilities = Capital

Assets = Liabilities + Capital

Try this exercise: The following information is provided by Sandy, a painter and decorator, as at 31 August 2020: Capital £4,300, Vehicle at cost £8,000, Tools at cost £250, Bank loan repayable in 4 years' time £4,000, Inventories of paint £110, Amount owed to suppliers of paint £60.

List the assets and liabilities at 31 August 2020. Assets (debits) are resources of economic value (now or in the future). Liabilities (credits) are owed by the business to someone else (including the owner of the business). If you list the items correctly, both sides should add up to £8,360

Now try this: Atul has the following assets and liabilities on 31 July 2020: Premises at cost £60,000, Equipment at cost £25,000, Inventory £5,000 Receivables £4,000 Payables £8,000 Money owed to the bank £6,000.

Calculate the amount of Atul's capital at 31 July 2020. (Remember: assets – liabilities = capital)

(Answer to Atul: £80,000)

Management Accounting

Can you solve this problem?

Sam is about to set up a small shop selling sandwiches. Sam will have to pay £1,000 every month to cover rent and other fixed bills. Sam has worked out that the ingredients for each sandwich will cost an average of £1 and the selling price of each sandwich will be £2. The rent and other fixed bills will have to be paid regardless of the amount of sandwiches sold. How many sandwiches must Sam sell to be able to pay the fixed bills?

The answer is 1,000 and this is known as the break-even point. Every sandwich sold will contribute £1 towards the fixed overheads.



Think about an everyday object, for example, a pen. Now think about how much it cost to make that pen. Some of the costs should be easy to quantify, for example, plastic and ink, but what about the costs of running the factory where the pen was made? Should the rent of the factory, the electricity bill or the staff canteen form part of the cost of the pen? If so, how much? How can a selling price be decided, if the cost is not understood? In Management Accounting we will practise various techniques for costing products.

Economics

Think about the day-to-day economic activities you perform.

Identify consumers and producers and identify what they trade.

Think about the effects of the Covid-19 pandemic on the economy.

Familiarise yourself with the CORE website. It is an open-access, interactive eBook-based course for anyone learning about the economy.

<http://www.core-econ.org/> CORE

Quantitative Methods

If you are not confident in your numerical ability or have not studied maths for some time, practise some basic skills including rearranging formulae and drawing graphs.

General Reading to help you with your programme

The Ascent of Money: A Financial History of the World- 2012 by Niall Ferguson (Author) · ISBN-10: 0718194004 · ISBN-13: 978-0718194000

World Economic Forum – available on social media



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.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

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

Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](#).

Fees

Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our [Fee Tables](#). If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#). You should already be aware of these costs.



4. Induction Week

Induction for all students within the School of Management will commence on Monday 28th September 2020. Your first term 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 programme, 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.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

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

For those in Halls of Residence, don't forget to check out the programme offered through the [Residence Life Team](#).



5. Draft Timetable / Typical Attendance

We look forward to working with you in lectures, seminars, plenaries and one to one meetings. These will take place on-line or on campus as appropriate. Some on-line material will be available for you to access at times that suit you. Some sessions will be live and interactive. The more you engage with us, the more you will benefit from your time with us, and this will be reflected in the grades you achieve as well as the skills that will take you confidently into the workplace as a graduate. As a first year student, you will have access to your timetable from Induction Week. Please note that you will need to be enrolled before you can access this information, and last minute changes to timetables may be made.

We understand that you may be concerned about starting university during the current pandemic. Our current plans are for all students joining us in September to spend some of their learning time on campus. During the first term at least, campus lectures will not take place, but will be replaced by enhanced digital learning content supplemented by on-campus engagement involving small-group teaching in seminars, tutorials or practical sessions. Digital content will include recorded micro-lectures, question and answer sessions through wikis or blogs, guided independent tasks, simulations, individual and group projects and tasks that support assessments.

We will provide an exciting learning experience that enables you to progress through your course, encouraging you to connect with your peers, think creatively in solving problems and identify and seize opportunities for your own development. It is our intention to use the current challenges as an opportunity to update our delivery methods to provide a flexible approach while maintaining our high standards of teaching and pastoral care.

Your health and wellbeing are central to all our decisions and we will support your academic integration and collaboration through online sessions with your lecturers and personal tutors. Teams and other software will be used to continue to foster your programme identity and your sense of academic community belonging within your programme and School.



6. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

<https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx>

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



7. 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.

[Global Engagement](#)

Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions -

[http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-\(COVID-19\).aspx](http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx)

[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](#)

Student residential contracts will start on 28th September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which 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 SU Societies, SU Sports Clubs and the ability to access independent advice and support

[Term Dates](#)



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

Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to www.cardiffmet.ac.uk/MetRider. 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.

[Virtual Tours](#)

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

[Student Handbook](#)

[Academic Handbook](#)

[Admissions Policy](#)

[Frequently Asked Questions](#)

[Complaints](#)

