

COURSE JOINING INFORMATION



BSC (HONS) BANKING AND FINANCE

**CARDIFF SCHOOL OF
MANAGEMENT**

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Congratulations on securing a place at Cardiff Metropolitan University and welcome to BSc Banking and Finance. I am sure that you will find your time with us enjoyable, stimulating and rewarding.

The purpose of this letter is to give you a bit more information about the course you will be studying along with some pre-reading and activities so that you can gain an initial understanding of what to expect from the course over the summer. This will be a busy and exciting time for you and there will be plenty of opportunities to celebrate and enjoy this new chapter in your life.

Cardiff Metropolitan's main concern is student success in education and in life, and I personally invite you to participate in the opportunities that Cardiff Metropolitan offers, joining talented scholars, who have been drawn from all over the world to teach, perform, create, and study in an aspirational environment.

We have planned a series of induction activities and events to help you settle in and find your way around. All new students are encouraged to take this opportunity to meet staff before your studying begins, whether this be online or in person, by attending the introduction sessions.

Every new student is allocated a Personal Tutor who will support you throughout your Cardiff Met journey. Please make sure to contact your personal tutor and/or myself, as early as possible, if you encounter problems whilst studying at Cardiff Met. If you have problems regarding a particular module, it is always a good idea to talk to the module tutor first.

In order to prepare for the forthcoming academic year, I am enclosing a list incorporating recommended reading for some of the main areas you will be studying together with a brief outline of your programme. Further and more detailed information will be provided during the induction period.

We are very pleased that you have decided to study with us and look forward to welcoming you on Monday 28th September.

I wish you all the very best as you embark on your journey at Cardiff Metropolitan University



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2. Pre-Entry Summer Tasks

Please buy a calculator e.g. Casio fx-82 which must include the following functions: powers; roots; brackets; memory; sign change. Also make sure you always carry paper, pens and rulers.

Below is some pre-reading and activities that will help you with the modules you will study in your first year of Banking and Finance.

General reading to help you with your course

The Ascent of Money: A Financial History of the World- 2012 (also available on DVD from Amazon)

by [Niall Ferguson](#) (Author)

ISBN-10: 0718194004

ISBN-13: 978-0718194000

Bread, cash, doosh, dough, loot. Call it what you like, it matters now more than ever. In *The Ascent of Money*, Niall Ferguson shows that financial history is the back-story to all history. From the banking dynasty who funded the Italian Renaissance to the stock market bubble that caused the French Revolution, this is the story of booms and busts as it's never been told before. With the world in the grip of the biggest financial crisis since the Great Depression, there's never been a better time to understand the ascent - and descent - of money.

The Economy 1: Microeconomics (Semester 1) and The Economy 2: Macroeconomics (Semester 2)

Familiarise yourself with the **CORE** website. This will be used in The Economy 1 and The Economy 2 modules:

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

CORE is an open-access, interactive eBook-based course for anyone interested in learning about the economy and economics.

CORE is a question-motivated way to learn the tools of economics.

CORE is based on recent developments in economics and other social sciences.

CORE is a community of learners and teachers collaborating to make economics accessible and relevant to today's problems. Join us.

Global Financial Services (Semester 1)

Make a list of all the banks you can think of then answer the following questions for each bank.

- What kind of bank is it?
- What type of products do they offer?
- Who are their target customers?
- How long have they been in existence?
- Do they have branches?
- Do they operate in more than one country?
- Is the bank owned by shareholders?



- How well has the bank responded to helping their customers financially with Covid-19 (this will require further research, the Financial Times and BBC are a good starting point)?
<https://www.bbc.co.uk/news/53283586>

Financial and Digital Accounting (Semester 1)

Are you familiar with the Accounting Equation?

$$\text{Assets} - \text{Liabilities} = \text{Capital}$$

$$\text{Assets} = \text{Liabilities} + \text{Capital}$$

Activity 1

The following information is provided by Sandeep, a painter and decorator, as at 31 January 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
- Money owed to suppliers of paint £60

List the assets and liabilities at 31 January 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)

Assets £	Liabilities £

Hint: Both sides should add up to £8,360

Activity 2

Atul has the following assets and liabilities on 31 December 2019:

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 as at 31 December 2019

Remember assets – liabilities = capital

Answer to Atul: £80,000

Quantitative Methods (Semester 2)

Reading for Quantitative methods

Swift, L. & Piff, S. (2014). *Quantitative Methods for business, management and finance, 4th edition*, Palgrave Macmillan.

Quantitative methods is the basics for Accounting, Economics and Finance. Without these essential skills, you will come across lots of things you don't understand in your course, career and life. The implementation of the techniques, such as Excel, enable the students to enter intermediate/advanced level of Accounting, Economics or Finance. The ultimate purpose is to equip you with a powerful tool (and the confidence of using it) to understand the world and to have greater career choices.

Optional Modules

As part of the Banking and Finance programme you are able to choose one module* from the following options.

French Communication in Professional Contexts 1

Spanish Communication in Professional Contexts 1

Mandarin Chinese Communication in Professional Contexts 1

Law and the World of Business

Have a think about what you want to choose and please note that if you don't choose a language in your first year, you won't be able to do that language in your second and third year. If you have any questions regarding your choice you can either send me an email or speak to me during induction week.

*Please note: Language options may be subject to change



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

Unfortunately, we are not in a position to provide you with an accurate timetable at this time and we apologise for any inconvenience this may cause. You will receive your full timetable during induction week, but in the meantime you may find the following information helpful.

Typically you will be required to 'attend' university four days a week for lectures and seminars, with one day in the week left clear for study, part time work and volunteering.

Teaching sessions are scheduled between 9:00 and 17:00 wherever possible, however occasionally teaching may go up until 18.00. On average there are approximately 12 hours per week of formal scheduled teaching, you are expected to spend at least this amount of time again each week reading around subjects, preparing for seminars, completing assignments and preparing for exams (when applicable).

Also as all modules only run for one term, your timetable in the autumn term will be different to that of the spring term. We endeavour to balance the time spent in lectures and seminars each term, although depending on your study options this is not always possible so there may be a small variance on hours between one term and the next.



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](#)

