

# **COURSE JOINING INFORMATION**



**BSC (HONS) ECONOMICS / BUSINESS  
ECONOMICS / INTERNATIONAL  
ECONOMICS AND FINANCE**

**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, Economics and Finance 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.

Dr Nasir Aminu – Programme Director – email: [NAminu@cardiffmet.ac.uk](mailto:NAminu@cardiffmet.ac.uk)

Joanne Grimley – Programme Administrator – email: [jgrimley@cardiffmet.ac.uk](mailto:jgrimley@cardiffmet.ac.uk)



## 2. Pre-Entry Summer Tasks

### UK Trade Map

Use the [Trade Map](#) to explore the trade relationship between the UK and the rest of the world in the Office for National Statistics interactive map (click [here](#)). The map shows UK total trade from 1999 to 2016. You can click on any country to see the historical exports and imports (below) and the 2016 trade on the right hand side. Try to spend time on these the following questions, they will be useful for you in your macroeconomics sessions:

- a. Will the EU remain an important UK trade partner?
- b. How much does the UK trade with the EU and the rest of the world?
- c. How does geography impact UK exports and imports to the rest of the world? Is historical trade link important? (Hint: see Australia and New Zealand).
- d. What is UK UK trade deficit and surplus by country in 2016? (Hint: The UK has a trade surplus (we export more than we import) with 67 territories, including Ireland, Switzerland, the United Arab Emirates, Saudi Arabia, Australia and Brazil.)
- e. Does the UK have a 'special relationship' with the US? (Hint: explore the trade relationship with the US to see if has strengthened in recent years.)

As you are coming to study economics, you will need to start thinking as an economist. Start thinking about what economists do and more importantly what they don't do. This will help you participate in the early discussions in all your classes and get an idea about the study you are about to embark upon.

The following basic preparations will be extremely helpful.

- a) Familiarise yourself with the basic and advanced operations with fractions, percentages.
- b) Learn how to plot simple mathematical functions like lines, parabolas etc.
- c) Refresh your algebra, logarithm, exponential and basic differentiation techniques (do you know if  $y=nx^n$ , then  $dy/dx=n^2x^{n-1}$  ?)
- d) Have a second look at the day-to-day economic activities you perform: identify consumers and producers and identify what they trade. If a store owner does not give you your stuff after you have paid for it, what can( 't) you do about it?
- e) Think about what could be a potential gain from Brexit from economics point of view? Would you expect a situation like banking crisis in 2008?
- f) Can you sell your used car for your expected price? If yes, how? If not, why not? What can you do about it?
- g) Is your economics degree worth the effort? Do people value it? What can you do to get the most out of your economics degree? Are you studying economics to make more money than others? If yes, do you know how? If not, do you want to? If you don't, what exactly you want from economics?



Spend a good amount of time thinking about these questions. Bring them to class in September if they sound interesting to you. You will have plenty of occasions where you can start discussing them.

### Knowing the CORE Curriculum

Please download the Curriculum Open-access Resources in Economics (CORE) free e-textbook from <http://www.core-econ.org>. Use your mobile phone, laptop or desktop to familiarise yourself with the **CORE** outline over this summer. There are several videos, quizzes and games that you can play. This will give you an advantage when study The Economy 1 and The Economy 2 in your First Year.

- **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.

### Reading for Quantitative Methods

Swift, L. & Piff, S. (2014). *Quantitative Methods for business, management and finance, 4<sup>th</sup> 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.

Structure of the Module: The first part of the module focuses on the "deterministic analysis" where there is **no uncertainty**, for example, operations between numbers/symbols, solving equations, and function linking variables (causes and effects). The second part of the module focuses on the "stochastic analysis" where there is **uncertainty**, for example, probability theory, etc.

### General Reading to help you with your Programme

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, dosh, 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.



### 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](http://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](mailto: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](http://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](http://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 28<sup>th</sup> 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 meeting. You are always encouraged have a digital device (like phones, tablets and laptops) with you to participate in online games and quizzes. These will take place either online or on campus as appropriate. Some online 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.



## 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 28<sup>th</sup> 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 1<sup>st</sup> 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](http://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](#)

