

# Welcome Week Handbook

BSc International Accounting  
and Finance (Top-up)

Cardiff School of Management

Academic year  
2022/2023



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

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# Introduction

## Welcome Message

Starting University is very exciting. We have put together a series of activities and events to help you settle into your academic programme and get to know the University, your course and your new colleagues.

The aim, therefore, of Welcome Week is to provide you with an opportunity to get involved with your chosen course of study right from the start.

During Welcome Week you will be involved in a range of inquiry-based projects (please see the section on programme activities and projects for more details) designed to provide you with a taste of what you can expect during your studies at Cardiff Met.

## Welcome Week Objectives

During Welcome Week you will be required to:

1. Meet your Personal Tutor and the rest of your cohort
2. Attend social activities and events on campus or online
3. Engage in a research-based task
4. Complete a problem-solving activity



## Personal Tutors

Don't worry though you will not be thrown in at the deep end! When you turn up for your registration session (please see induction timetable for details) you will get to meet your Personal Tutor. Your Personal Tutor will provide academic support and guidance during your time of study at Cardiff Met.

Please make sure that you attend the activities planned for your programme during Welcome Week, so you get to meet your Programme Directors, Tutors and the rest of your cohort.

Finally, I hope you enjoy your time studying at the Cardiff Met and I look forward to meeting you during your course of study.

Yours sincerely,

Dr Chang Liu



Programme Director



# Essential Information

## Programme Details

The overall aim of this programme is to enable students to appreciate the importance of accounting and finance in a practical and theoretical context. Furthermore, the aim is to equip students with the tools and analytical capability to identify and resolve complex problems in a dynamic and strategic way. This programme will provide students with the knowledge and skills from which they can develop a career or prepare for further study in the area of accounting and finance. Finally, the aim is to create students that appreciate the importance of remaining informed on regulatory issues in the wider business context.



## Part-Time Students

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

Talk with your Personal Tutor about which activities will be most valuable for you and see what you can manage. 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 international students will have many obligations and paperwork to complete when they arrive in the U.K and The Global Student Advisory Service offers support to international students at Cardiff Met by providing support pre-arrival and throughout their studies.

## Global Student Advisory Support



[International - Welcome \(sharepoint.com\)](#)

[Global Student Advisory Service International Welfare Advice](#)

[International Academic Advice International Academic Advice](#)

### Global Student Advisory Contacts

Welfare Advice – [intstudentadvice@cardiffmet.ac.uk](mailto:intstudentadvice@cardiffmet.ac.uk)

Immigration Advice - [immigrationregs@cardiffmet.ac.uk](mailto:immigrationregs@cardiffmet.ac.uk)

International Academic Advice – [intacademicadvice@cardiffmet.ac.uk](mailto:intacademicadvice@cardiffmet.ac.uk)

It is also important that you attend the activities planned for your course 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

**Dr Nusiebeh Alrwashdeh**  
**Dr Rafik Omar**  
**Ms Sara Harbert**



**Administrator: Ms Vikki Jenkins**

	<b>Dr Kumbi Mabwe</b>
	<b>Dr Hiba Massoud</b>
	<b>Raman Grewal</b>



# Welcome Week

## What to expect

During the week you will complete a small inquiry-based project, which you will undertake with a group of other new students from your programme, supported by academic and technical staff and an existing student or two.



At the end of the week, we will also give you some feedback on the strengths of your group's approach, sharing and celebrating what we have discovered together.

There will be an introduction to your new School and Programme and lots of fun activities to help you meet new people.

You will also need to complete a bit of administration, check-in so that we know who is doing what and when, complete any outstanding registration matters, pick up University ID and Students' Union cards, complete papers to help ensure your safety, 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"*

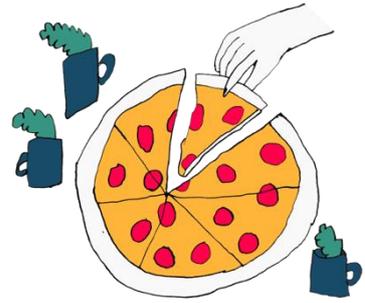
*"The group projects to find out about our peers was a nice way of getting to know everyone"*

*"Helpful to chat informally to the Programme Director and chat about random things to help settle in"*



## Programme Activities and Projects

Theme park ride case study - group based activity to encourage practical thinking, financial skill development and team work.



Checklist:

'Describe the ride – e.g. height, speed, loops, duration.

Draw diagram of the ride or show images of similar rides.

How does this new ride fit with the rides already in use at the theme park?

How will the new ride encourage new and existing customers to come to the park?

Which age groups / types of customers will use the ride?

How many people can use the ride in one hour?

How long will customers queue for the ride?

How much will be invested in the ride?

How long will it take to recover the investment in the ride?

How many staff will be required to manage the ride and how much will this cost?

How much will it cost to keep the ride in safe, working order?

How much profit does the park currently make in one year?

How will the new ride impact on the profit?

Is profit the only measure that matters?'

CIMA project - good practice to test your pre-knowledge and great opportunity to meet the big family of AEF.

All freshers of AEF will join together on Thursday. A representative from CIMA will deliver a presentation in the morning, and all students will be split in groups for a group task.

## Social Activities

How to succeed in study - existing AEF students share their experiences of study at CSM, which should be helpful and inspiring.



Walk in Cardiff - you have the Friday afternoon all to yourself to explore Cardiff /local area.

## Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet to all our SU Societies, SU Sports Teams and of course a chance to grab all manner of freebies from our commercial partners! The fayre is an all-day event taking place on Wednesday 21/09/2022 within [NIAC on the Cyncoed campus](#)! It is one of the highlights of the Freshers calendar and one of the only times during your university journey that every student from all Cardiff Met schools will be in the same place!

Head over to the [Cardiff Met Students' Union website](#) for up-to-date information on events, societies, support and more.



## Your Welcome Week Timetable

Mon	Tues	Weds	Thurs	Frid
<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•Tour of Campus</li> </ul>	<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•Intro to project based task</li> <li>•Allocation of project groups</li> <li>•Q&amp;A</li> <li>•Project work</li> </ul>	<p>Freshers Fayre</p> <p>Social Activities</p>	<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•CIMA presentation</li> <li>•Group work</li> <li>•Group presentation</li> </ul>	<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•Feedbck questionnaire</li> <li>•Check in for Week 1</li> <li>•Q&amp;A</li> </ul>
<p>Lunch/ Campus Activities</p> <p>12-2</p>	<p>Lunch/ Campus Activities</p> <p>12-2</p>		<p>Lunch/ Campus Activities</p> <p>12-2</p>	<p>Lunch/ Campus Activities</p> <p>12-2</p>
<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•Programme Welcome</li> <li>•Meet PD</li> <li>•Q&amp;A</li> <li>•Expectations</li> </ul>	<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•Project checklist</li> <li>•Group work</li> <li>•Q&amp;A</li> </ul>		<p>Programme Activity</p> <ul style="list-style-type: none"> <li>•How to succeed in your study</li> </ul>	<p>Orientation</p> <p>Free time to explore Cardiff /local area.</p>



## Personal Welcome Week Checklist



During Welcome Week you need to make sure that you have completed the following tasks:

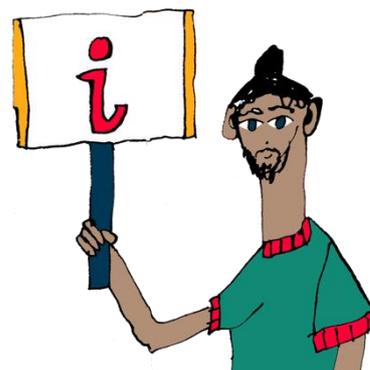
- Complete enrolment process
- Collect student ID card
- Attend programme activity session
- Attend some social events on campus/online
- Attend Fresher's Fayre
- Meet your Programme director
- Take part in the Met Mile Walk
- Familiarise yourself with the Library and Student Support Services



# 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 counselling and mental health, disability support, 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](#)



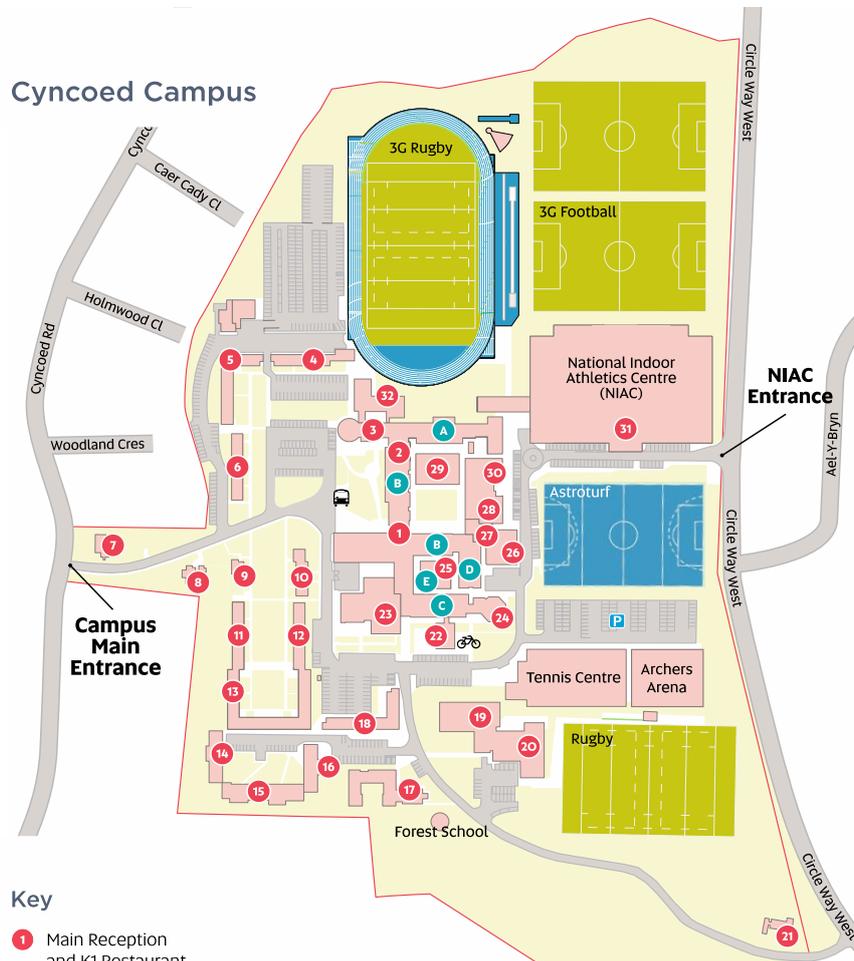
## Academic Calendar 2022/23

[Academic Calendar 2022/2023](#)



# Campus Map

*\*Delete map as appropriate*

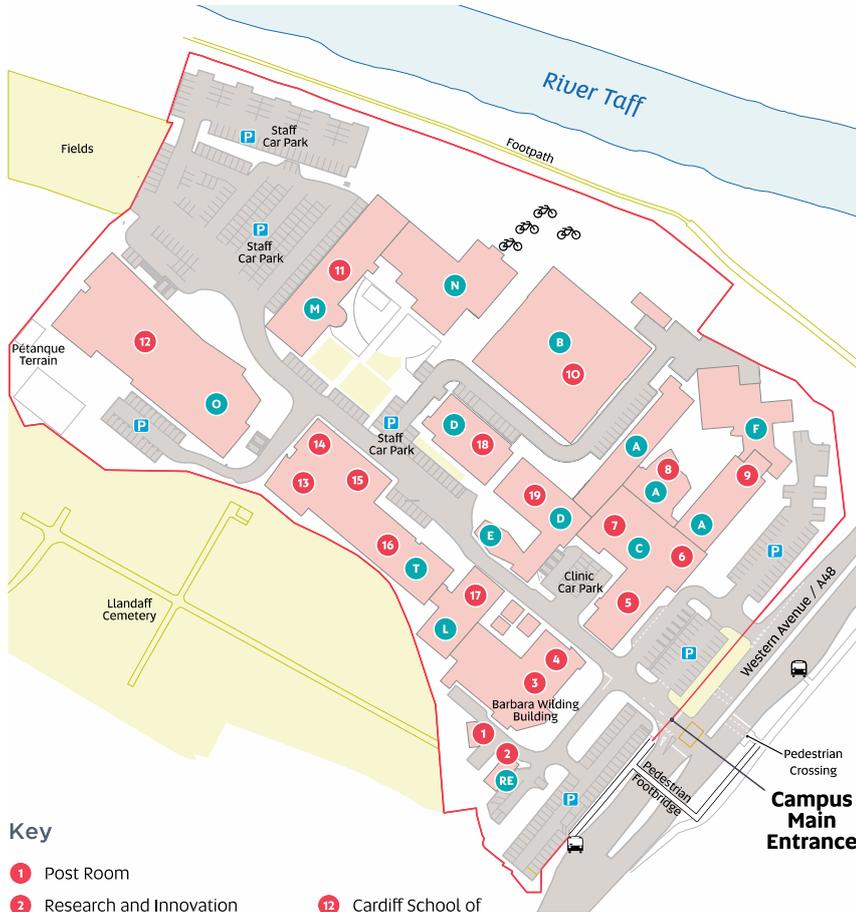


## Key

- |                                    |                            |                     |
|------------------------------------|----------------------------|---------------------|
| 1 Main Reception and K1 Restaurant | 14 Stuttgart (Halls)       | 27 The Bench Cafe   |
| 2 Lecture Theatre 4                | 15 Baltimore (Halls)       | 28 Russell Rees Gym |
| 3 Learning Centre                  | 16 Nantes (Halls)          | 29 V Block          |
| 4 Stradling (Halls)                | 17 Queenswood              | 30 Syd Arron Gym    |
| 5 Herbert (Halls)                  | 18 Neville (Halls)         | 31 The Track Cafe   |
| 6 Fitzhamon (Halls)                | 19 Sports Hall             | 32 i-Zone           |
| 7 Bungalow (Halls)                 | 20 Pool                    |                     |
| 8 College House                    | 21 Athletes House          | P Parking           |
| 9 Thomas House (Halls)             | 22 Lecture Theatre 1 and 2 | 🚲 Bike Rack         |
| 10 Warwick House and Halls Office  | 23 Student Union           | 🚌 Bus Stop          |
| 11 Clare (Halls)                   | 24 Dance Studio            |                     |
| 12 Bute (Halls)                    | 25 Research House          |                     |
| 13 Ellis (Halls)                   | 26 Gym Studios             |                     |



# Llandaff Campus



## Key

- |  |                                     |  |
|--|-------------------------------------|--|
| 1 Post Room                              | 12 Cardiff School of Management CSM | P Parking                              |
| 2 Research and Innovation                | 13 IT Help Desk                     | 🚲 Bike Rack                            |
| 3 Student Hub                            | 14 School of Dental Technology      | 🚌 Bus Stop                             |
| 4 Gym (First Floor)                      | 15 Global Engagement                | 2 · City Circle                        |
| 5 Podiatry                               | 16 Biomedical Sciences CSSHS        | 15 · Heath Hospital to Central Station |
| 6 Main Reception & i-Zone                | 17 Learning Centre                  |  |
| 7 Main Halls                             | 18 Food Industry Centre FIC         |  |
| 8 Lecture Theatre AO.31                  | 19 School of Health Sciences CSSHS  |  |
| 9 Cardiff School of Technologies CST     |                                     |  |
| 10 Cardiff School of Art and Design CSAD |                                     |  |
| 11 Maritime House                        |                                     |  |



## Useful Contact Numbers

Accommodation Services – 029 2041 6188/9

Enrolment – 029 20 205669

Finance & Tuition Fees – 029 20 41 6083/6081

Home Admissions – 029 2041 6010

International Admissions – 029 20 41 6045

IT Helpdesk – 029 20 41 7000

I-Zone Cyncoed – 029 2020 5460

I-Zone Llandaff – 029 2020 5600

Learning Centre Cyncoed – 029 20 41 6242

Learning Centre Llandaff – 029 20 41 6244

Switchboard – 029 20 41 6070

Sports Facilities – 029 20 41 6042

Student Service – 029 20 41 6170

Students Union – 029 20 41 6190

