



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd



*Undergraduate*

# Handbook

BA (Hons) Accounting, Accounting and Finance, Accounting  
and Economics

Cardiff School of Management



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# Introduction

## Welcome to Cardiff Metropolitan University

Congratulations on starting your Cardiff Met Journey! We have put together a series of activities and events to help you get to know Cardiff Met, connect with your programme of study, and meet staff and other students.

Welcome Week provides you with the opportunity to settle into Cardiff Met and to get involved with your programme of study right from the start. During Welcome Week you will be involved in a group project which will provide you with a taste of what you can expect during your studies at Cardiff Met. You will also be able to:

1. Meet your Personal Tutor, Programme Director, and fellow students.
2. Attend social activities and events on campus.
3. Work on a group project and present findings back to programme team.
4. Get to know the Cardiff Met campuses and surrounding areas.
5. Find out what services we have available to support you on your Cardiff Met journey.

When you turn up for your first day you will meet your Personal Tutor who will provide academic support and guidance during your time of study at Cardiff Met. They will also give you your Cardiff Met student card - as long as you've uploaded your photograph!

Please make sure that you attend the activities planned by your programme during Welcome Week, so you are prepared to start your Cardiff Met journey.

Finally, I hope you enjoy your time studying at Cardiff Met and I look forward to meeting you during Welcome Week.

Yours sincerely,  
Judi Stockford  
Programme Director



# Essential Information

## Programme Details

Your course is BA Accounting, BA Accounting and Finance or BA Accounting and Economics.

During semester 1 you will study modules in Management Accounting, Global Financial Services and Microeconomics. You will meet your module leaders during welcome week. You will also meet your personal tutor and programme leader. We will be talking to you both formally and informally during welcome week and we will be working on a project together. You will also be able to talk one-to-one with your personal tutor to discuss any concerns you may have about starting your studies.



## Part-Time Students

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

Talk with your Personal Tutor about which activities will be most valuable for you. 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 completed the required paperwork before attending any events.

## International Students

We understand that for international students coming to the UK, adjusting to a new culture; finding somewhere suitable to live and following new processes and procedures can be quite overwhelming. The Global Student Advisory Service is available to offer friendly advice and support to all international students in relation to welfare concerns, academic skills, and immigration matters. For more information about the services available, access the links below:



## Global Student Advisory Support

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

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

[Global Student Advisory Service Immigration Advice](#)

## Global Student Advisory Contacts

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



<p>Judi Stockford - Programme leader</p>	<p>Qualified accountant with experience from working in manufacturing businesses. Module leader for Management Accounting modules in the second and third year. Involved in plenaries and general running of course. Research interest in mutual financial organisations and the problems associated with predatory lending.</p>
<p>Mohammed Hamdan</p>	<p>Module leader for Management Accounting in semester 1 of year 1. Personal tutor Experience working as an accountant in private sector setting up and using a leading accounting software. Research interest in Management accounting techniques, Cost accounting systems including Activity-Based Costing (ABC) Practices, The application of contingency and institutional theories into management accounting, Balanced Scorecard and Corporate Governance</p>
<p>Surraya Rowe</p>	<p>Module leader for Global Financial Services in semester 1 of year 1. Programme director for Economics degrees. Background in finance and a PhD in banking and finance from Bangor University.</p>



	Research interest in international banks, specifically credit ratings.
Sean Ferguson	Module leader for Microeconomics in semester 1 of year 1. Research interest in the effect of information and cognitive biases on markets and voting.
Hadeel Cassinelli	Qualified accountant with experience from working in an accounting practice. Module leader for Financial and Digital Accounting in semester 2 of year 1 and Financial Management modules in second and third year.
Syed Abbas	Module leader for Macroeconomics in semester 2 of year 1. Personal tutor Research interest in international and development economics, growth, international political economy, security, energy, and climate.
Yi Wang	Module leader for Quantitative Methods in semester 2. Personal tutor.



# Welcome Week

## What to expect

During the week you will complete a project, which you will undertake with a group of other new students from your programme, supported by staff and current students who are on your programme. There will also be lots of help from the other university services, showing some great tools and techniques you can use to make your project a success.



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 need to complete a bit of administration and check-in with your programme, so we know who is doing what, and when. You will also need to complete any outstanding enrolment matters, pick up Students' Union cards, 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"*

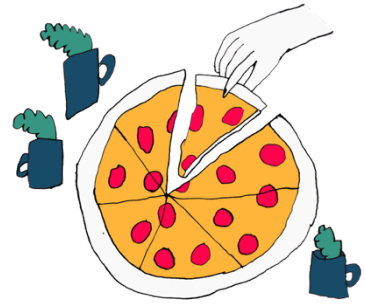
*"Helpful to chat informally to the Programme Director and chat about random things to help settle in".*





## Programme Activities and Projects

During welcome week you will meet your personal tutor, your programme leader, and other staff involved in your course. We will work through an activity together and you will be encouraged to work in a small group with other students. You will be introduced to our careers adviser. We will make sure that by the end of welcome week, you have all the information you need to start your first week of lectures.



## Social Activities

During welcome week, you will have lots of opportunities to talk to other students in your cohort.

## Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet 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 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.



## Welcome Week Activities (Foundation and Undergraduate)

During Welcome Week you will have the opportunity to:

- Attend a welcome meeting with your Programme Director and meet the team, where they will provide an introduction and outline expectations.
- Meet other students on your programme of study.
- Meet your Personal Tutor.
- Take part in a welcome week project with other students on your programme of study and present the findings from your project to staff and peers.
- Familiarise yourself with the campus.
- Explore what services are available to support you on your learner journey.
- Attend Fresher's Fayre on Wednesday.
- Familiarise yourself with the digital tools you will be expected to use during your studies.
- Take part in a 'wrap up' session, reflect on the week and make sure you know what your timetable is looking like for the first week of teaching.
- Attend the Cardiff Met celebration event on Friday afternoon.

Please note you will find a detailed timetable for your programme of study on the Welcome Week site.



## Personal Welcome Week Checklist



During Welcome Week you need to make sure that you have:

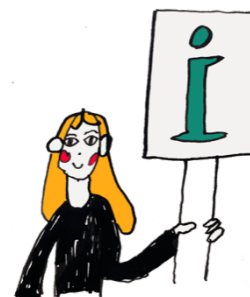
- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any support services you might need e.g.  
Dyslexia or Disability help



# 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 mental health, disability support, careers advice, information on part-time jobs 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](#)

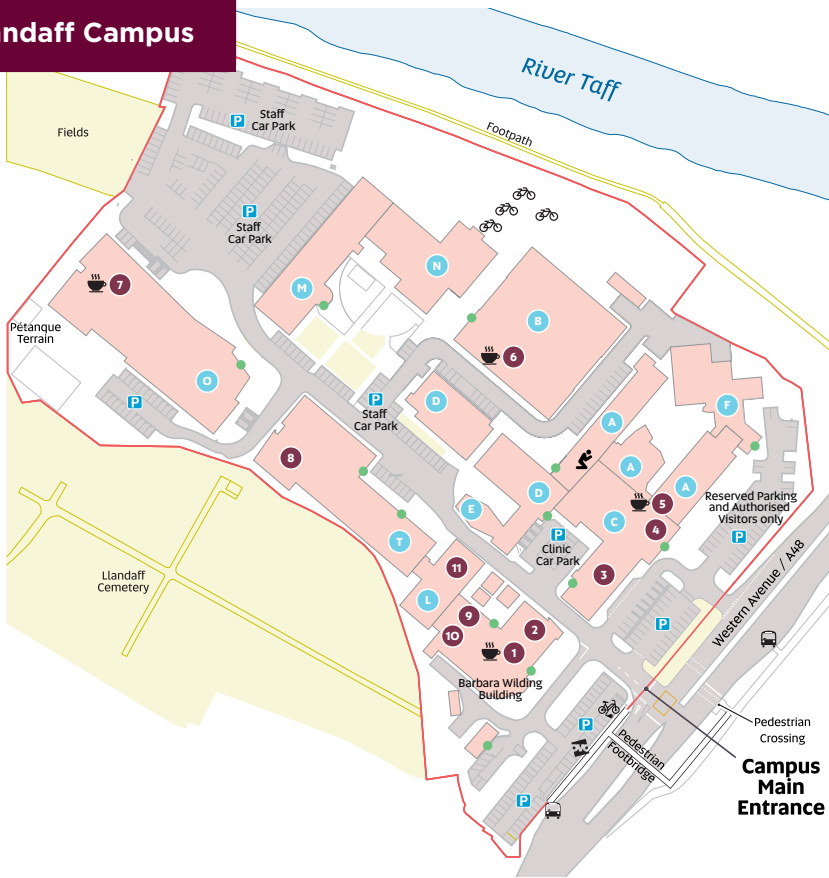


## Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



# Llandaff Campus



## Key

- |                              |                                  |                           |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub                    | 8 IT Help Desk (First Floor)     | P Parking                 |
| 2 Gym (First Floor)          | 9 The Global Lounge              | 🚲 Electric Bikes          |
| 3 Podiatry Clinic            | 10 Students' Union (First Floor) | 🚲 OVO Bikes               |
| 4 Main Reception & i-Zone    | 11 Learning Centre               | 🚲 Bike Rack               |
| 5 The Gallery (First Floor)  | ● Building letter                | 🚰 Bus Stop                |
| 6 The Box Café (First Floor) | ● Building Main Entrance         | ☕ Café                    |
| 7 The Atrium                 |                                  | 🕌 Multi-faith prayer room |

All our rooms use the same naming formula – *Building Floor . Room Number*. So if you're looking for 01.18, go to building O, climb to the first floor, and find room number 18. Or for B0.10 go to building B, stay on the ground floor and look for room 10. In the naming formula, 'LL' refers to Llandaff.



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Wythnos groeso  
Welcome week

2023