

WE ARE #CARDIFFMET

Induction & Enrolment Information

**BA (Hons) Accounting
BA (Hons) Accounting & Finance**

Year 2 and Year 3 entry

SCHOOL OF MANAGEMENT

Academic Year 2018/2019



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome from your Teaching Team

Telephone: 029 2041 6372

Email: mdjames@cardiffmet.ac.uk

A very warm welcome from the Cardiff School of Management. We hope that you will find the time you spend here both enjoyable and rewarding, and a springboard into a successful career.

- Students who complete the BA Accounting programme will obtain a substantial number of exemptions from professional accountancy examinations. For example, you can obtain exemption from the entire Fundamentals stage of the Association of Chartered Certified Accountants' (ACCA) examinations.
- Students on the BA Accounting and Finance will obtain a number of exemptions from professional accountancy examinations, which will depend on the option modules studied in years 2 and 3.

For full details of exemptions available please go to:

- Association of Chartered Certified Accountants (ACCA): <http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>
- Chartered Institute of Management Accountants (CIMA): <http://www.cimaglobal.com/en-gb/Study-with-us/Exemptions/Exemption-search/>
- Institute of Chartered Accountants in England and Wales (ICAEW): <http://www.icaew.com/en/qualifications-and-programmes/aca/aca-training-in-the-uk/exams/credit-for-prior-learning/apply-for-credits-academic-qualification>

The Induction Week will cover all the essential aspects of student life as well as introducing you to your specific programme of study. Attendance for this week is compulsory.

During the course of the week you will meet your Programme Director and other members of staff, as well, of course, as meeting all the other new students on the BA Accounting and BA Accounting and Finance programmes. A number of sessions will be scheduled to provide information about your programme of study, to issue various important documents, to explain the modules you will be studying and to issue your timetable.

If exceptional circumstances prevent you from attending this important week, please inform the Programmes Administrator as soon as possible:

Jack Cooper – Tel: 029 2020 5693 or email: jcooper2@cardiffmet.ac.uk.

We look forward to meeting you

Yours faithfully

Malcolm James

Programme Director

BA Accounting and BA Accounting & Finance

2. 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.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the university to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk Tel: 029 2041 5644

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

A scheduled time for collection of your MetCard will be included in your **Induction Week** information. 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

Your programme fees for September 2018 entry have been set at £9,000. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. You should already be aware of these costs.

Details about fees for international students (from outside the EU) can be found [here](#)

3. Induction Week Timetable

Your first semester 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 course, 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.

There is the freshers' fayre where you can sign up to a number of different societies and clubs, and the MetFest social event on Friday afternoon.

Don't forget to get involved on Twitter with WE ARE #cardiffmet.

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

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

4. Draft Timetable / Typical Attendance

Attendance

Attendance at lectures, tutorials, workshops, seminars and practical classes is monitored and you may be required to sign your name on class lists provided during teaching sessions.

100% attendance is normally expected at practical classes where assessment of practicals contributes to the overall assessment for that module. If a student misses a practical session then their mark may be affected, and so any student missing a session should contact the relevant Module Leader at the earliest opportunity, providing a reason for their absence and supporting evidence if required.

NB: Timetables are subject to change, right up to and including the start of term.

You will have access to your confirmed timetable from Induction Week, which is prior to the first week of teaching.

Please note that you will need to be enrolled before you can access this information. If your place has been confirmed but you have not been notified that you can enrol, please contact Admissions on what to do next.

5. 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.
- [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.
- [International & Partnerships Office](#)
Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.
- [Accommodation](#)
Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held from when you arrive and throughout Induction. Information 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 Freshers information & wristbands*
- [Term Dates](#)
- [Campus Maps, Bike Shelters & Met Rider](#)
Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. 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.
- [Safe Taxi Scheme](#)
Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.
- [Virtual Tours](#)
Have another look around our campus and facilities with our guided virtual tours
- [Student Handbook](#)
- [Academic Handbook](#)
- [Santander Partnership and on campus branch](#)
Students will have the opportunity to open a Santander account during the Freshers Fayre, you will need to have photo proof of ID with you in order to do this.
- [Admissions Policy](#)