

**WE ARE  
#CARDIFFMET**

**BA (HONS) ACCOUNTING  
BA (HONS) ACCOUNTING  
& FINANCE  
BA (HONS) ACCOUNTING  
& ECONOMICS**

**CARDIFF SCHOOL OF  
MANAGEMENT**

**Induction & Enrolment Information**

**Academic Year 2019/2020**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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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 look forward to welcoming you on Monday the 16<sup>th</sup> of September.

You will be joining the Department of Accounting, Finance, Economics and Banking which 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. We will explain to you the formal and informal mechanisms that you can use to contribute to the ongoing development of your programme. 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 look forward to meeting you on the 16<sup>th</sup> for Induction Week which 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 as all the other new students on the BA Accounting, BA Accounting & Finance and BA Accounting & Economics programmes. A number of sessions will be scheduled to provide information about your programme, issue your Metcard which will give you access to essential documents including your timetable, find out about clubs and societies and take part in activities that will help prepare you for your studies.**

Judith Stockford

Programme Director

Email: [jstockford@cardiffmet.ac.uk](mailto:jstockford@cardiffmet.ac.uk)

Joanne Grimley Programme Administrator

– Tel: 029 2020 5693 or email: [jgrimley@cardiffmet.ac.uk](mailto:jgrimley@cardiffmet.ac.uk).

## 2. Pre Entry Summer Task

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.

### Global Financial Services

Make a list of all the banks you can think of. Then ask yourself, do you know what kind of bank each one is, how many different products do they offer, who are their target customers, how long have they been in existence, do they have branches, are they operating in more than one country, is the bank owned by shareholders, do they have a statement on social responsibility, have they been involved in any recent scandals?

### Financial and Digital Accounting

Are you familiar with the Accounting Equation?

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

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

- **The following information is provided by Sandeep, a painter and decorator, as at 31 January 2019:**

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 2019

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 £

*Both sides should add up to £8,360*

- **Atul has the following assets and liabilities on 31 December 2018:**

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 2018

Remember assets – liabilities = capital

*Answer to Atul: £80,000*

- **Amber sells footballs. Here are the figures for her business for the year ended 31 December 2018.**

	£
Non Current Assets	40,000
Inventory	6,000
Trade Receivables	9,000
Bank	3,000
Cash	1,000
Trade Payables	6,000
Mortgage	14,000
Capital	30,000
Net Profit	19,000
Drawings	10,000

Write up a Statement of Financial Position for Amber's business;

Amber Statement of Financial Position at 31 December 2018

	£	£
Non-Current Assets		
Current Assets		
Total Assets		
Opening Capital		
Add Net Profit		
Less Drawings		
Closing Capital		
Current Liabilities		
Non-Current Liabilities		
Total Liabilities including Capital (Equity)		

*Total assets should equal £59,000. Total liabilities including capital should also equal £59,000*

### 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 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](mailto: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](http://www.cardiffmet.ac.uk/library).

#### Your Student MetCard

A scheduled time for collection of your MetCard is stated within 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 2019 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](http://www.cardiffmet.ac.uk/additionalcosts). You should already be aware of these costs.

## 4 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.



## 5 Semester 1 and Additional Information

Teaching for Semester 1 will begin immediately after Induction Week. During this semester you will study Financial and Digital Accounting, Micro-economics and Global Financial Services. The recommended books for these modules are:

ACCA Study Manual F3 Financial Accounting: BPP Publishing (latest version)

Financial Times Guides BANKING by Arnold, G. published by Pearson

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

All these books are available in our library and many of them are available as e-books. You will attend weekly lectures and seminars for each module as well as a weekly plenary where you will learn about the academic support available, library services, well-being, personal finance, language clubs, courses in entrepreneurship careers advice, contact with professional accounting bodies and many other useful services.

It is in your best interest to attend everything and take up the opportunities available to you. Every year the students with the highest attendance achieve the highest grades

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 & Finance or BA Accounting & Economics 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>

## 6 Draft Timetable / Typical Attendance

### **Attendance**

Attendance at lectures, seminars and plenaries is monitored, you will be required to sign your name on class lists provided during teaching sessions and you will be contacted if your attendance is low.

**100% attendance** is expected 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.***

As a first year student, 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.**

## 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.

### [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.

### [DBS](#)

If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.

### [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](#)

Students are able to move into Halls from Friday 14<sup>th</sup> September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held throughout Induction, information of 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](#)

### [Admissions Policy](#)

# WELCOME 2019

# induction week timetable

**COURSE TITLE: Banking & Finance /Economics/ Accounts**

**CAMPUS: Llandaff**

MONDAY 16 <sup>th</sup> SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 <sup>th</sup> SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 <sup>th</sup> SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 <sup>th</sup> SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 <sup>th</sup> SEPTEMBER Dydd Gwener 20 Medi
<p>Llandaff Campus</p> <p><b>10.00</b> Programme Welcome (Cardiff School Management)</p> <p><b>11.00</b> Introduction of module leaders and Personal Tutors (Joanne Grimley will give a talk about MC, Careers, Student services/union etc)</p> <p><b>12.00</b> Lunch</p> <p><b>13.00</b> Student Finance Budgeting MH</p> <p><b>Evening</b> SU Activities</p>	<p>Llandaff Campus</p> <p><b>10.00</b> Introduction to Moodle</p> <p><b>11.00</b> Student MetCard Collection Learning Centre</p> <p><b>11.30</b> Bloomberg SR</p> <p><b>12.00</b> Lunch</p> <p><b>13.00</b> Course Activity (Critical thinking) MJ</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 16:00</b></p> <p><b>Freshers Fayre</b></p> <p>Cyncoed Campus National Indoor Athletics Centre (NIAC)</p> <p><i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i></p> <p><b>Evening</b> SU Activities</p>	<p>Llandaff Campus</p> <p><b>10.00</b> SWOT Analysis Activity with CIMA</p> <p><b>12.00</b> Lunch</p> <p><b>13.00</b> Course Activity (Economics) RP</p> <p><b>14.00</b> Building tour NA</p> <p><b>14.30</b> PT meetings (sign-up sheet req.)</p> <p><b>Evening</b> SU Activities</p>	<p>Llandaff Campus</p> <p><b>10.15 – 12.15</b> Course Activity (Academic skills?)</p> <hr/> <p><b>14.00 - 19.00</b></p> <p><b>MetFest</b></p> <p>Llandaff Campus</p>

Course specific events

Social Events