

**WE ARE
#CARDIFFMET**

BSc (HONS) BANKING AND FINANCE

**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

Welcome to Banking and Finance at the Cardiff School of Management. There will be plenty of opportunities to celebrate and enjoy this new and exciting chapter in your life. It is important to have fun, but it is also important to be responsible. An important part of this is to make sure you put enough effort into your studies. In any case you may encounter problems along the way and it is important to realise that we are here to support you. Please make sure to contact your personal tutor and/or myself as early as possible, when that happens. If you have problems regarding a particular module, it is always a good idea to talk to the module tutor first.

As you will see from the Induction Week Timetable you will be expected to attend a series of events during the week. Although not all of this will be demanding or exciting, you will be expected to attend, as it prepares you for your future studies.

In order to prepare for the forthcoming academic year, I am enclosing a list incorporating recommended reading for some of the main areas you will be studying together with a brief outline of your programme. Further and more detailed information will be provided during the induction period.

All the best!

Dr Surraya Rowe

Programme Director

School of Management Room O2.41a

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2. Pre Entry Summer Task

Over the summer, please familiarise yourself with the **CORE** website. This will be used in The Economy 1 and The Economy 2 modules:

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

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. Join us.

Reading for Quantitative methods

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

General Reading to help you with your course

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.

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.

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.

100 credits out of your 120 credits for the year are compulsory. You will need to choose an additional 20 credits from either a language (Mandarin Chinese, Spanish or French) or Law. If you would like to choose language and you have done this language at A Level, you will need to choose Applied Business Spanish/French (BLC4008/4009). If you would like to choose a language and have not done this at A Level, you will need to choose French/Spanish/Mandarin Chinese Professional Context (BLC4003/4006/4007). If you are unsure of your choice you will be able to discuss this with a member of staff in induction week.

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 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 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. 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 Draft Timetable / Typical Attendance

You will be doing an average of 12 hours of classes a week. In the first teaching week, only lectures take place. We try to keep Wednesday afternoons free, but cannot guarantee that. Your confirmed timetable will be given to you during Induction Week and will be available on the Timetable system which you find the link for under Useful Links in Section 6.

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.

6 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 14th 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 th SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 th SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 th SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 th SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 th SEPTEMBER Dydd Gwener 20 Medi
Llandaff Campus	Llandaff Campus	10:00 – 16:00 Freshers Fayre Cyncoed Campus National Indoor Athletics Centre (NIAC) <i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i>	Llandaff Campus	Llandaff Campus
10.00 Programme Welcome (Cardiff School Management)	10.00 Introduction to Moodle		10.00 SWOT Analysis Activity with CIMA	10.15 – 12.15 Course Activity (Academic skills?)
11.00 Introduction of module leaders and Personal Tutors (Joanne Grimley will give a talk about MC, Careers, Student services/union etc)	11.00 Student MetCard Collection Learning Centre	<i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i>	12.00 Lunch	
12.00 Lunch	11.30 Bloomberg SR	Evening SU Activities	13.00 Course Activity (Economics) RP	
13.00 Student Finance Budgeting MH	12.00 Lunch		14.00 Building tour NA	
Evening SU Activities	13.00 Course Activity (Critical thinking) MJ		14.30 PT meetings (sign-up sheet req.)	
	Evening SU Activities		Evening SU Activities	14.00 - 19.00 MetFest Llandaff Campus

Course specific events

Social Events