

**Welcome Week Handbook**

**MSc ACCOUNTING AND FINANCE**

Cardiff School of Management

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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

# A picture containing text, vector graphics Description automatically generatedEssential Information

## Programme Details

The programme aims to provide advanced education and training in critical accounting concepts and tools.

The programme aims to stimulate students intellectually through the study of Accounting and Finance and lead them to apply the underpinning knowledge to a range of complex business problems.

The programme further aims to develop students’ higher analytical skills and an ability to develop simplifying frameworks for studying real world problems.

## 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)](https://outlookuwicac.sharepoint.com/sites/international/SitePages/Welfare/home.aspx)

[Global Student Advisory Service International Welfare Advice](https://www.cardiffmet.ac.uk/international/currentstudents/Pages/International-Welfare-Advice.aspx)

[International Academic Advice International Academic Advice](https://www.cardiffmet.ac.uk/international/currentstudents/international-academic-advice/Pages/default.aspx)

Global Student Advisory Contacts

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

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

# A group of people in clothing Description automatically generated with low confidenceMeet the Team

**Dr Nasir Aminu**

**Dr Sandy Kyaw**

**Dr Yi Wang  
Dr Nusiebeh Alrwashdeh**

**Dr Rafik Omar**

**Administrator: Ms Vikki Jenkins**

|  |  |
| --- | --- |
|  | **Prof Nick Clifton** |
|  | **Dr Malcolm James** |
|  | **Dr Ramakanta Patra** |
|  | **Dr Kumbi Mabwe** |
|  | **Dr Surraya Rowe** |
|  | **Dr Wenna Lu** |
|  | **Dr Hiba Massoud** |
|  | **Dr Mohammed Hamdan** |
|  | **Raman Grewal** |

# A drawing of a person Description automatically generated with low confidenceWelcome 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”*

## **A picture containing shape Description automatically generated**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 Program director
* Take part in the Met Mile Walk
* Familiarise yourself with the Library and Student Support Services
* Submit your optional module choices

# A picture containing text Description automatically generatedUseful Information

## New Students Information

The [Course Joining Information website](https://www.cardiffmet.ac.uk/study/newstudents/Pages/default.aspx) 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](https://www.cardiffmet.ac.uk/study/studentservices/Pages/default.aspx) 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](https://www.cardiffmetsu.co.uk/what_to_know_before_you_go/)

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## Academic Calendar 2022/23

[Academic Calendar 2022/2023](https://www.cardiffmet.ac.uk/registry/Documents/Term%20Dates%202022-2023%208.4.22.pdf)

Campus Map   
  
*\*Delete map as appropriate*





## 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