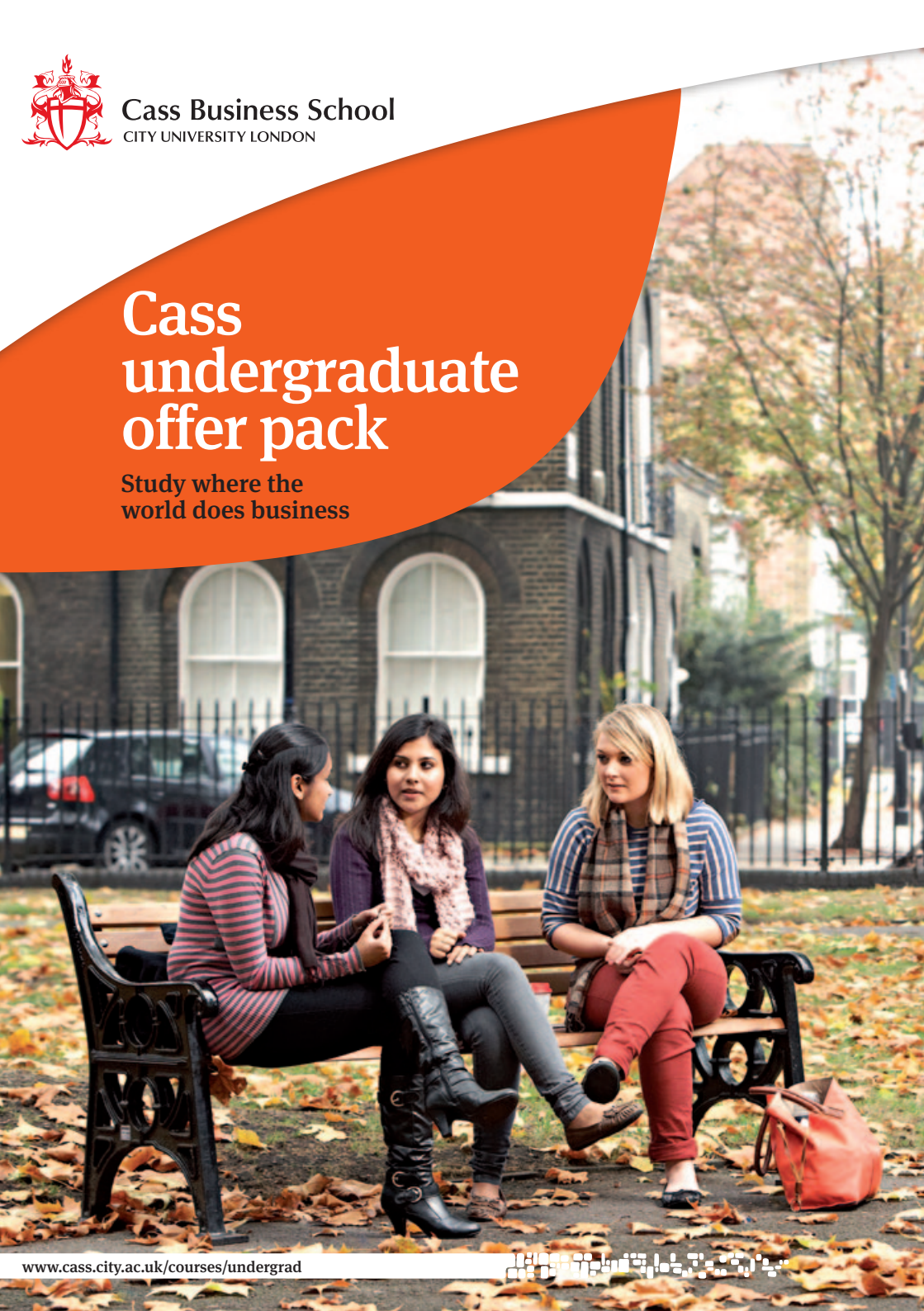




**Cass Business School**  
CITY UNIVERSITY LONDON

# Cass undergraduate offer pack

**Study where the  
world does business**



Ranked **1st**  
in **London**,  
3rd in the UK for Business and Management  
The Guardian University Guide 2012

# Welcome from Cass Business School

Congratulations on receiving an offer to study as an undergraduate at Cass Business School. If you decide to join us in September, you will be studying in the heart of the world's leading financial centre and be joining the number one ranked institution for the study of Business and Management in London.

As a Cass undergraduate you will benefit not only from the highest standards of teaching and educational support but also the opportunity to create connections before even setting foot inside a lecture hall by interacting with more than 3,000 members of our community through our Facebook page.

This guide will help you prepare for those first steps at Cass Business School by guiding you through the procedures over the next few months, fees, accommodation choices, careers opportunities and plenty of other useful information about studying in London.

## Welcome from the Deputy Dean



Dear Offer Holders,

Many congratulations on receiving an offer from Cass Business School. I am delighted that you applied to us.

When you start in September, you will be joining a vibrant and diverse student body, recruited from all over the world. At Cass, we have worked hard to create a learning environment which is friendly and inclusive while also being intellectually exciting and academically challenging. In terms of our teaching and research, we are ranked as world-class. Our undergraduate programmes have been independently ranked by the Guardian newspaper as the best in London in 2011 (a position we have proudly held for the past five years) and the recent national survey of all UK undergraduates places us at the very top for student satisfaction.

Our degrees are founded on four principles: academic rigour, theory and knowledge relevant to current business conditions, practical application, and international orientation. We have an excellent record in preparing students for their first job and we believe our approach to learning enables our entrepreneurial and independent-minded graduates to stand out in a crowded marketplace.

I wish you the very best of luck in your exams – and look forward to seeing you in September 2012.

**Professor Cliff Oswick**  
Deputy Dean,  
Cass Undergraduate Programme

## Cass student Laura Brown



Hi! My name is Laura Brown, I'm 18, I come from Rotherham in South Yorkshire, UK and I'm in the first year of my degree course in Actuarial Science at Cass.

While I was studying for my 'A' levels (Maths, Further Maths, Economics and IT), I started considering one of the only nine universities that specifically offered a graduate course in Actuarial Science. I was drawn particularly to Cass as it was ranked by the Financial Times as the third best business school in the UK.

To get a real feel for Cass, I came to two open days and a further one after I'd been offered a place. Each time, I was really impressed by the professionalism of the teaching staff – and how they were as friendly as the students! In comparison to other business schools I experienced at open days, the Cass way of teaching stood out – it was much more applied, which was exactly what I was looking for.

Now I'm well into my course, I must say I'm enjoying it! The lecturers really care about us students. If I need to solve a particular problem, they're always there to help me, and always match the effort I've put into it myself.

Being in London is fantastic: the best shopping, the most exciting nightlife, right on my doorstep. For me, it's the perfect balance to all the hard work my course demands. I booked my accommodation early so I was sure I had the right place to live and study.

I've learned a lot from my time at Cass so far: I'd say: keep on top of your coursework, recap all the time, make loads of notes for exam preparation and don't skip tutorials - it's amazing how much they actually help!

# Admissions Timeline

for 2012 entry applicants

Below is a timeline listing key dates when you can expect to be contacted by Cass and when you need to take action.



From now – August

## Qualification results

Please send copies of your results to Cass as soon as they are published so that we can update your offer text and status. This includes all international qualifications, IELTS and GCSEs.



January – April

## Post-offer Visit Days

You will be invited to attend a Post-offer Visit Day during this period. At the Visit Day you will get to meet current staff and Cass students, learn about the course content, placement and student exchange opportunities and campus facilities. Applicants will be emailed dates and details, and you will need to book as places are limited.

### Dates for Visit Days 2012:

15 February  
7 March  
4 April



Monday 30 April

## Deadline for submitting obtained qualifications

For applications submitted **on or before 15 January**. Check your offer text carefully to see if this applies to you.



Wednesday 9 May

## Deadline for replying to offers to UCAS

If all your offers were made by **31 March** then you must confirm your Firm choice by this date.



Thursday 7 June

## Deadline for replying to offers to UCAS

If all your offers were made by **10 May** then you must confirm your Firm choice by this date.



Saturday 30 June

## Deadline for submitting obtained qualifications

For applications submitted **after 15 January**. Check your offer text carefully to see if this applies to you.



Thursday 16 August

## A Level results published



June – September

## Confirmation of Place mail out

Once Cass has received your final results and confirmed your place we will send you a Confirmation of Place email. If you are an international student you will be sent a CAS number electronically by the University's Central Admissions office.



August - September

## Online registration

Once your place at Cass is confirmed you will be emailed by the University inviting you to register online. You must complete registration before the start of term.



Late August

## Receive a Welcome e-mail from Cass

You will be emailed information on Induction Week and the start of term.



Wednesday 5 September

## Start of Pre-sessional Maths course

A Maths refresher course designed to boost the skills and confidence of students who have not studied Maths at A Level (or equivalent). Pre-booking on this course is essential. Please see page 09 for further details.



Monday 17 September

## Start of Induction Week

Induction Week will prepare you for your degree and introduce you to the staff and systems at Cass. It is very important that you attend all events this week.

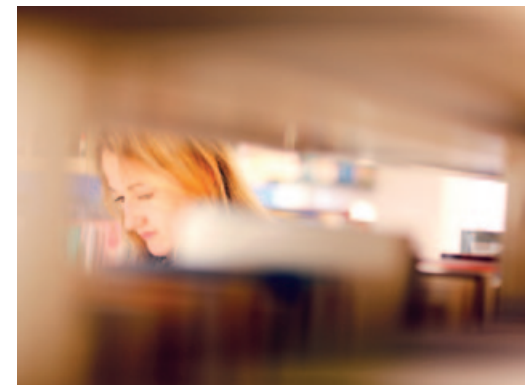


Monday 24 September

## Start of formal teaching



*Shortly after accepting Cass Business School as your firm or insurance choice you will receive a letter of confirmation*



## Understanding the terms of **your offer**

### **When do I need to make my 'firm' and 'insurance' choice of universities?**

It depends on when you made your application and when you receive responses from all the universities to which you applied. UCAS will notify you of when you need to reply to the universities that have made an offer to you. A list of UCAS deadlines can be found at [www.ucas.ac.uk/students/importantdates](http://www.ucas.ac.uk/students/importantdates)

### **I have accepted Cass as my firm/insurance choice, when will I receive more information from you?**

Shortly after accepting Cass Business School as your firm or insurance choice you will receive a letter of confirmation of your choice from Cass. Subject to meeting your offer requirements Cass will send you a 'Confirmation of Place' email.

### **Can I defer my year of entry or change my course?**

If you wish to change your choice of degree programme or year of entry, please contact the Cass Admissions Team in writing by post or email [cassug@city.ac.uk](mailto:cassug@city.ac.uk). Please note that all course changes and deferrals are subject to places being available and UCAS deadlines.

### **When I receive my exam results, how will I find out if my place is confirmed?**

When we receive confirmation of your exam results, we will inform UCAS of the outcome of your application. Most A level results are sent to Cass directly from UCAS but you will need to send other qualifications results to Cass in order for your offer to be updated. Please check the exact offer text on your UCAS Track account to see if you need to provide evidence of any previous qualifications as your place will not be confirmed without this.

### **What if I fail to meet the conditions of the offer?**

If you have marginally failed to meet the conditions of your offer, we may reconsider your application and offer you a place on the course(s) you want to join if places are still available. Please note that Cass may defer making a final decision on such applications until the bulk of the current applicant results are known.

# Fees and finance

The tuition fees for 2012 for all new UK and EU undergraduates is £9,000, and £12,500 for International and ELQ (equivalent or lower qualification) students.

You will have the option to pay for your first year tuition fee in full, or pay 50% and set up an instalment agreement whereby you pay the remaining 50% on a set date during the academic year. Payment must be made before starting the course through online registration. You will be invited to register online during the summer once your place has been confirmed.

Payments can be made by direct debit, debit or credit card, Sterling cheque or bank transfer. Further details on making payment, including the University's bank details, can be found at [www.city.ac.uk/study/why-study-at-city/fees-and-finance](http://www.city.ac.uk/study/why-study-at-city/fees-and-finance)

No deposit will be taken against the payment of your fees.



## The Lord Mayor of London Scholarships at City University London

City University London is offering a Scholarship of up to £2,000 per year to UK and EU undergraduate students achieving grades AAA or above at A-level (or equivalent) starting an undergraduate course at Cass Business School in September 2012. The value varies according to your grades and course but you may spend the money as you wish. The award extends over three or four years (with exception of any placement year) subject to satisfactory academic performance. You do not need to apply. All qualifying applicants achieving the required grades will automatically be awarded the Scholarship in January 2013.

### Eligibility

To be eligible for a Lord Mayor of London Scholarship a student must:

- Be a UK or EU student starting on an undergraduate course of study at Cass Business School in 2012/12
- Have achieved A-level grades of AAA or above (or equivalent qualifications)
- Be registered full-time at the University on Monday 1 October 2012.

Further information can be found at [www.city.ac.uk/scholarships](http://www.city.ac.uk/scholarships)



## Preparing for your degree

### The pre-sessional maths course

If you have taken maths to GCSE level or the equivalent, and not beyond, we would strongly recommend that you attend our pre-sessional maths course. It is highly beneficial in preparing you for the diagnostic maths test and for success in the Financial Mathematics and Business Statistics module.

The course lasts eight days and starts on 5 September 2012. Each day is made up of six hours and a different topic will be covered, including:

- Arithmetic of whole numbers
- Algebra
- Solving equations
- Sequences and series
- Functions and graphs of functions
- The straight line and gradient of a curve
- The exponential and logarithms function.

On the first day of the course you will receive a full timetable. We will also provide you with lecture notes and a work book.

Book your place online at [www.cass.city.ac.uk/psmbooking](http://www.cass.city.ac.uk/psmbooking)

### Financial Mathematics and Business Statistics

The Financial Mathematics and Business Statistics module forms a key element of the first year of all Cass undergraduate degrees (with the exception of Actuarial Science). It provides you with mathematical and statistical skills which will enable you to progress through years 2 and 3 of your degree and will prove essential for your future career in business.

In order to ensure you are placed in the correct set, we will ask you to take our diagnostic maths test. This takes place during induction week, prior to the start of teaching in year 1. As the aim of the test is to enable us to assess your current level of mathematical ability, we don't ask you to revise or prepare for the test in any way. It does not contribute to your degree classification directly, although making sure that you are taught at the right level will maximise your chances of succeeding and achieving the best possible grades.

The test covers maths up to A-level or IB standard. We understand that you may not as yet have achieved this level; however our aim is to support your continuous development through your first year with us, to provide you with comprehensive support, and to start you on the road to a successful career.



*London offers higher pay and greater work and social opportunities.*

# Living in London

Cass is in central London, close to the City of London (the financial centre)

While living here, you will be in one of the most exciting and culturally diverse cities in the world, with limitless opportunities, and a wide range of social activities.

London also benefits from a huge number of shopping districts and markets to suit all tastes and budgets. Culturally London is home to 300 museums, including the Natural History and British Museum, 250 art galleries, 200 theatres and more than 600 cinemas, not forgetting the vibrant London music scene, from intimate jazz clubs to large scale arenas with countless artists from around the world.

## Students' Union

As a Cass undergraduate you won't just be part of our community but also automatically belong to the wider network of one of the UK's most forward thinking educational establishments, City University London. The hub of activity here is the Student's Union which hosts regular concerts, club nights with top international DJs, film screenings and black-tie balls.

Cass Undergraduate Offer pack

## Clubs and Societies

Our diverse student body means that Cass is able to support a huge range of activities and interests through our Clubs and Societies network. The breadth of sporting and leisure activities encompassed at Cass affords ample opportunities for developing extra-curricular skills, interests and friendships that can last a lifetime.

The Clubs and Societies network also allows undergraduates to mix and network with academics and business professionals on a more informal basis.

## Accommodation

Cass Business School students are eligible to apply for places in City University's halls of residence, all of which are located within a ten-minute walk from the main campus at Northampton Square. Privately rented accommodation is also readily available close to Northampton Square and across London.

## Halls of residence

Life in our student accommodation is a great way to make friends and settle into university life. There are three main halls of residence for undergraduate students. All rooms are well-equipped, single rooms complete with a desk, bedside table and wardrobe facilities. You can fill these rooms with personal belongings, including pictures and home comforts. All sites include:

- Self catering with shared kitchen facilities
- 24 hour security
- Security swipe card access.

In addition, all rooms have internet access and a telephone extension. Single sex corridors are available on request.

To be guaranteed a place in University's halls of residence, you must:

- Be a first year undergraduate student
- Firmly accept an unconditional or conditional offer from us before 15 May
- Currently live outside the traditional boundaries of the Greater London area
- Be aged 18 years or above at the time of taking up residence in the hall
- Ensure that your completed application form for a place in halls of residence is received by the Student Centre by 15 May.

## The cost of living

The cost of living in London is balanced out with the higher rate of pay for part-time work, the endless opportunities that London offers and the internship and graduate possibilities in the City of London.

It is very easy to find part-time work in London. City University also has its own Student Employment Service advertising on behalf of local companies who need part-time staff. Opportunities include office work, restaurants and call centres.

Students benefit from a range of generous discounts in shops, theatres, restaurants and cinemas, and also receive a 30 per cent discount on travel round London.

## If you are from overseas...

It can be daunting to move to a new country. Our International Student Advice team provides practical advice and assistance to all international students who are studying or thinking of studying at the University.

The advisers offer confidential help and advice on a range of non-academic issues such as immigration and visas, working in the UK as an international student, healthcare and living in London.

Companies who provided Cass students with a placement last year include: Goldman Sachs, Bank of England and Microsoft.

## Your route to Career success

Gaining practical experience, in addition to strong academic achievement, will give you a real edge in the increasingly competitive job market.

### Professional placement year

Opting for a professional placement (open to all degrees in Year 3 of a four year degree), will provide you with the skills and competencies employers look for.

This invaluable 'road test' for your future career can increase your confidence, clarify your career goals, enhance your market value and conclude with a possible graduate position.

During your year of real-world work experience, you will grow your network of contacts, develop proposals for your dissertation, and earn a competitive salary between £15,000 and £33,000.

The companies who provided Cass students with a placement last year include: Accenture, American Express, Bank of England, Aviva, PwC, Ernst & Young, IBM, Goldman Sachs, Morgan Stanley, Nintendo, Bentley Motors Ltd, Microsoft and Universal Pictures.



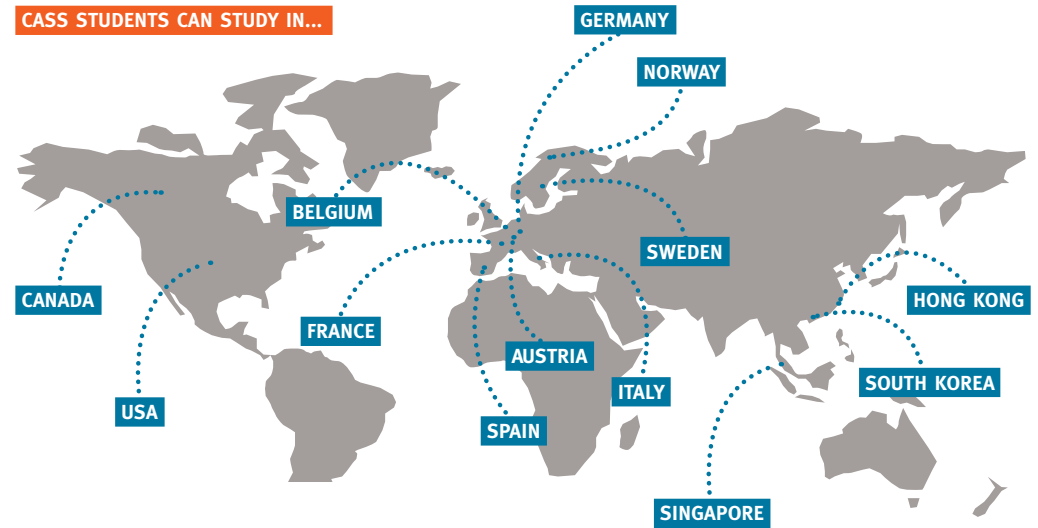
### The Cass Work Placements team

A dedicated placements team will support you throughout your work experience process, from monitoring established key employers' adverts to providing CV and application advice. Your placement experience is assessed throughout the year.

With our continued success in work placement, and our strong links with international companies throughout the City, recruiters return to us on a yearly basis to hire our students.

Although the professional placement is an approved part of your degree programme (where a work permit is not required), international students will require permission to work in the UK for 20 hours per week during term.

### CASS STUDENTS CAN STUDY IN...



## The chance to study abroad

All Cass students can study abroad as part of their degree at one of our 25 partner universities.

This is an exceptional opportunity to enhance your degree with an international dimension, develop future business contacts, prepare for the global employment market and in some cases improve your language skills. Cass offers two study abroad programmes:

### 1) Replacement second year abroad

(Open to all Cass degrees except BSc Actuarial Science and BSc Accounting and Finance)

You can choose to spend the second year of your three year degree studying at one of our partner institutions abroad. The content of the course is of the same high standard as Cass and you would take equivalent modules to those of the second year of your degree. The year will also count for the same amount of credits as your second year at Cass.

### 2) Sandwich year abroad

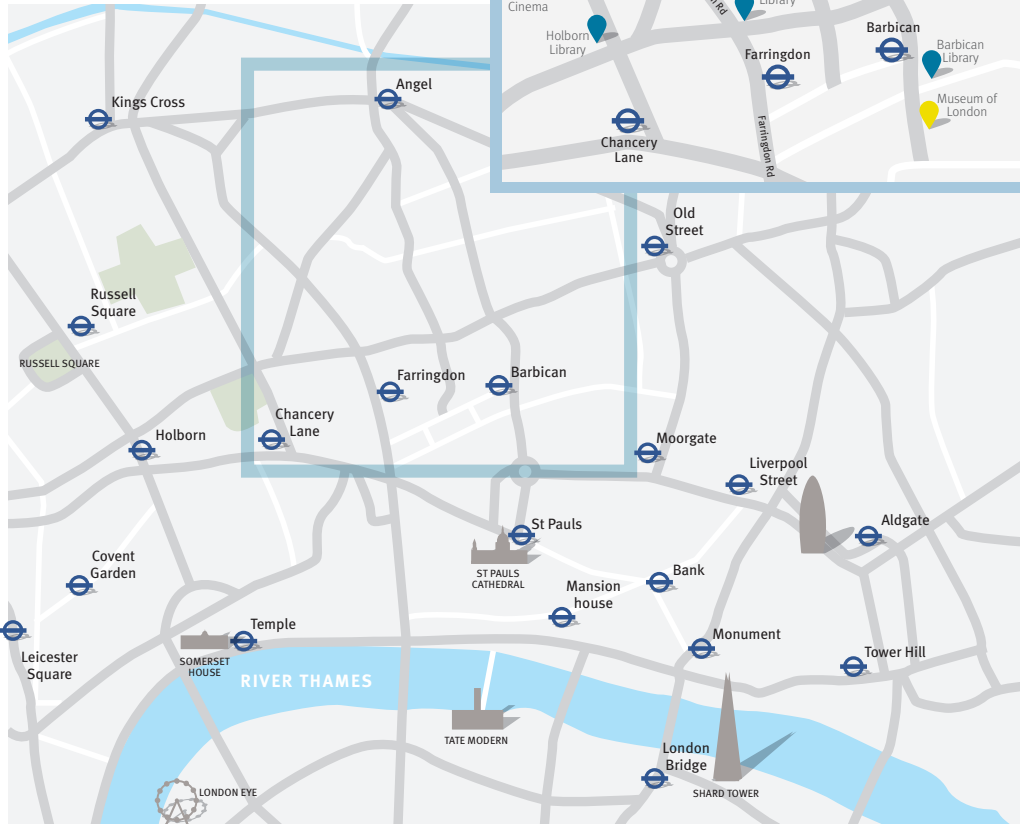
(Open to all Cass degrees)

A sandwich year abroad, between year 2 and 3 extends your degree programme to four years. You can choose to spend the whole year studying at one of our partner institutions abroad or combine it with a work placement. You will not acquire any credits during this year but will obtain a study abroad endorsement on your degree certificate. It is an excellent addition to your CV and an opportunity to explore another country and culture.

In most countries teaching is entirely in English with the option to take courses in the language of the country if you possess the relevant language skills to do so.

For a comprehensive list of our global partner institutions, visit: [www.cass.city.ac.uk/intranet/student/undergraduate/study-abroad](http://www.cass.city.ac.uk/intranet/student/undergraduate/study-abroad)

# How to find us



- Key**
-  Cass Business School (Undergraduate Programme)
  -  Theatres
  -  Museums/Galleries
  -  Libraries
  -  Sports Centres
  -  Cinemas

- Distance from Tube Stations**
- Angel: 0.4mi/600m
  - Old Street: 0.5mi/800m
  - Farringdon: 0.6mi/1km
  - Barbican: 0.8mi/1.3km
  - St Paul's: 1mi/1.6km
  - King's Cross Station: 1.5mi/2.4km



## Useful contacts and websites

**For further admissions information please contact:**

The Undergraduate Admissions Office  
Cass Business School  
Northampton Square  
London EC1V 0HB

T: +44 (0)20 7040 4040  
F: +44 (0)20 7040 3061  
E: [cassug@city.ac.uk](mailto:cassug@city.ac.uk)

[www.cass.city.ac.uk/courses/undergraduate](http://www.cass.city.ac.uk/courses/undergraduate)



[www.twitter.com/cassinthenews](https://www.twitter.com/cassinthenews)



[www.facebook.com/cassofficial](https://www.facebook.com/cassofficial)

**Accommodation**  
[www.city.ac.uk/study/accommodation](http://www.city.ac.uk/study/accommodation)

**International Student advice**  
[www.city.ac.uk/international/international-students/international-student-advice](http://www.city.ac.uk/international/international-students/international-student-advice)

**VISA Information**  
[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)  
[www.oisc.gov.uk](http://www.oisc.gov.uk)

**UKCISA**  
[www.ukcisa.org.uk](http://www.ukcisa.org.uk)  
(UK Council for International Student Affairs)

**UK Border Agency**  
[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)



## **Cass Business School**

The Undergraduate Admissions Office

Northampton Square

London EC1V 0HB

T: +44 (0)20 7040 4040

E: [cassug@city.ac.uk](mailto:cassug@city.ac.uk)

[www.cass.city.ac.uk/courses/undergraduate](http://www.cass.city.ac.uk/courses/undergraduate)



### **Cass Business School**

In 2002, City University's Business School was renamed Sir John Cass Business School following a generous donation towards the development of its new building in Bunhill Row. The School's name is usually abbreviated to Cass Business School.

### **Sir John Cass's Foundation**

Sir John Cass's Foundation has supported education in London since the 18th century and takes its name from its founder, Sir John Cass, who established a school in Aldgate in 1710. Born in the City of London in 1661, Sir John served as an MP for the City and was knighted in 1713.