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Join the World Class



1 Quality of learning

The programmes in this prospectus are developed by academics at Royal Holloway, University of London, ensuring the world-class quality of the degree.

2 Study without relocating

Study at a teaching centre near you and gain a prestigious qualification. With no travel, relocation or accommodation costs, studying a University of London programme at a distance is more affordable than coming to London to study on campus.

3 A mark of excellence

Gain a prestigious qualification from the University of London, internationally renowned since 1858.

4 Employability

Enhance your employability by developing skills such as problem solving, critical thinking and self-discipline, all of which are valued by employers worldwide.

5 Join the World Class

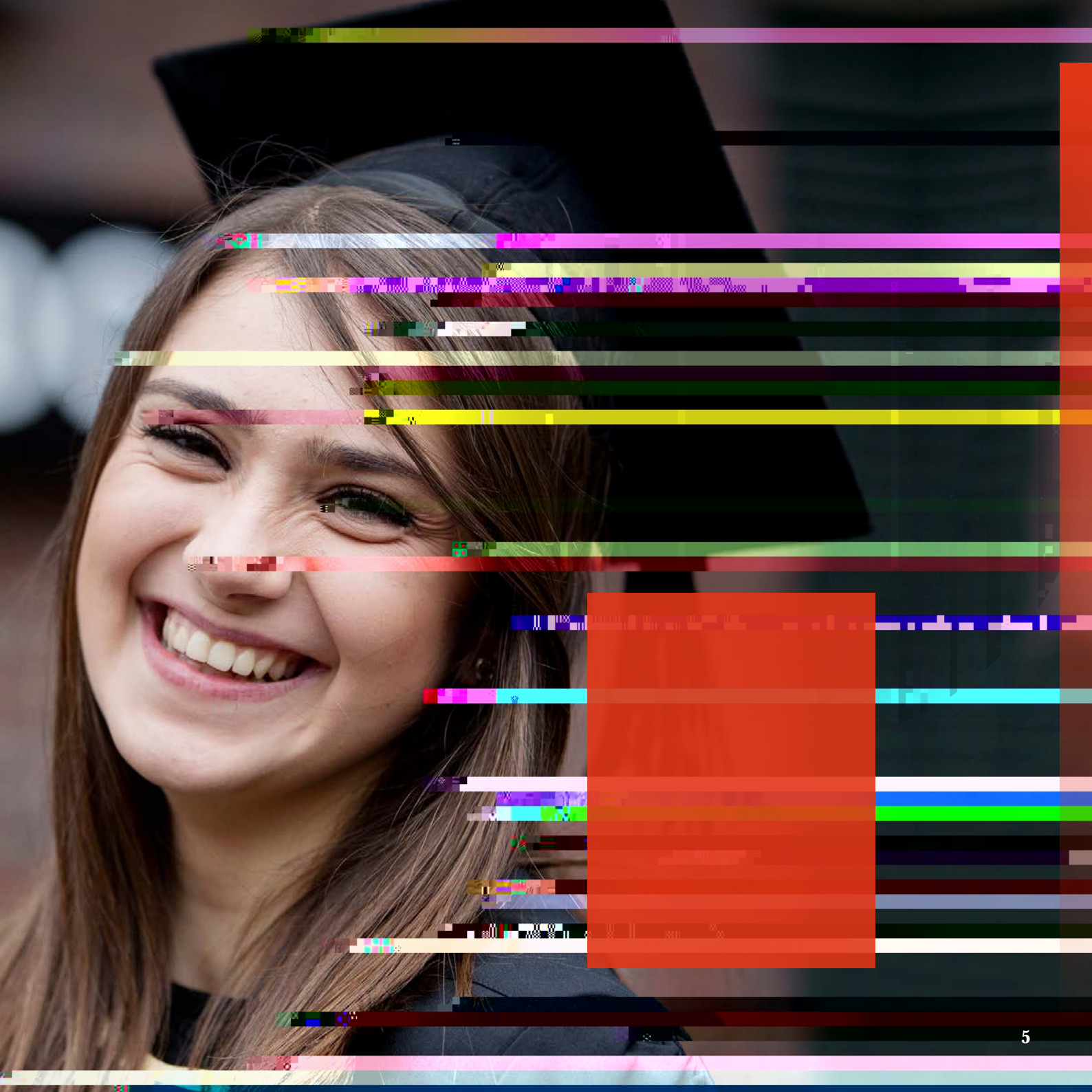
Become part of our global network of influential alumni, which includes leaders in industry and Nobel Prize winners.



“In a fast changing environment of worldwide access to higher education, a University of London degree continues to offer a guarantee of quality, value and intellectual rigour.”

Professor Wendy Thomson
Vice-Chancellor,
University of London

Your prestigious University of London qualification



Gain career enhancing skills



Dr Ran Bhamra

Programme Director

Dr Ran Bhamra is Senior Lecturer in Operations & SCM at Royal Holloway University of London, UK. He is a Chartered Engineer (CEng) and a Member of the Institution of Engineering & Technology (MIET). Ran is the Editor of Continuity & Resilience Review Journal and Chief Examiner for the Business Continuity Institute. Ran's earlier industrial career includes process/productivity improvement, project and operations management for organisations that include Siemens Ltd., SCA Hygiene and Alstom Power Service UK. Ran has been a Visiting Associate Professor at the University of Hong Kong, is a fellow of the Higher Education Academy and an expert in operations & supply chain management.



At a glance

Structure

12 modules made up of four Stage 1, four Stage 2 and four Stage 3 modules

Study period

3–6 years

Royal Holloway,



Developing expertise

Our programmes will enhance your career, by helping you to understand and apply the core subjects of management and business in an international context.



want to:

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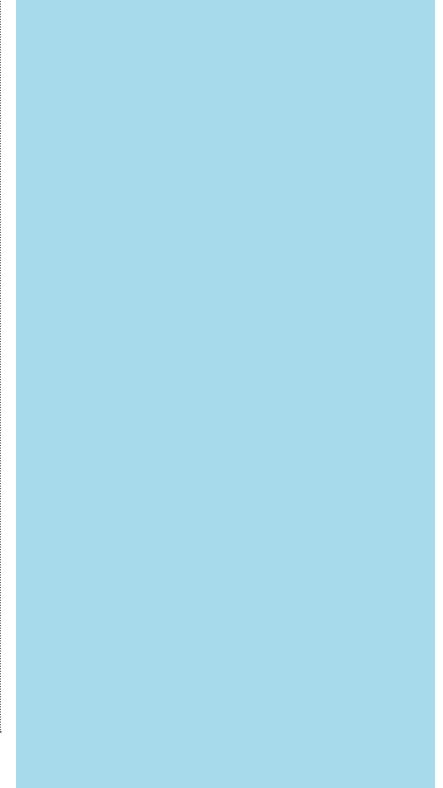
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How do I study?

Recognised Teaching Centres

To study the BSc Business Administration you must register at an approved teaching centre that supports this programme. So that you can rely on the standards of the teaching, support and administration that you will receive, we have created a network of institutions that offer study support to University of London students within our Institutions Policy Framework. These institutions are known as Recognised Teaching Centres.

We cannot advise you on which teaching centre is best for you; ultimately, you must choose one that meets your own needs. For details about Recognised Teaching Centres please visit: bit.ly/recognised-centres

Time allocation

As a rough guide, if you wish to complete the degree in three years, you should expect to study for at least 25 hours per week. You should allow at least 300 hours for each module.





Certificate of Higher Education in Business Administration

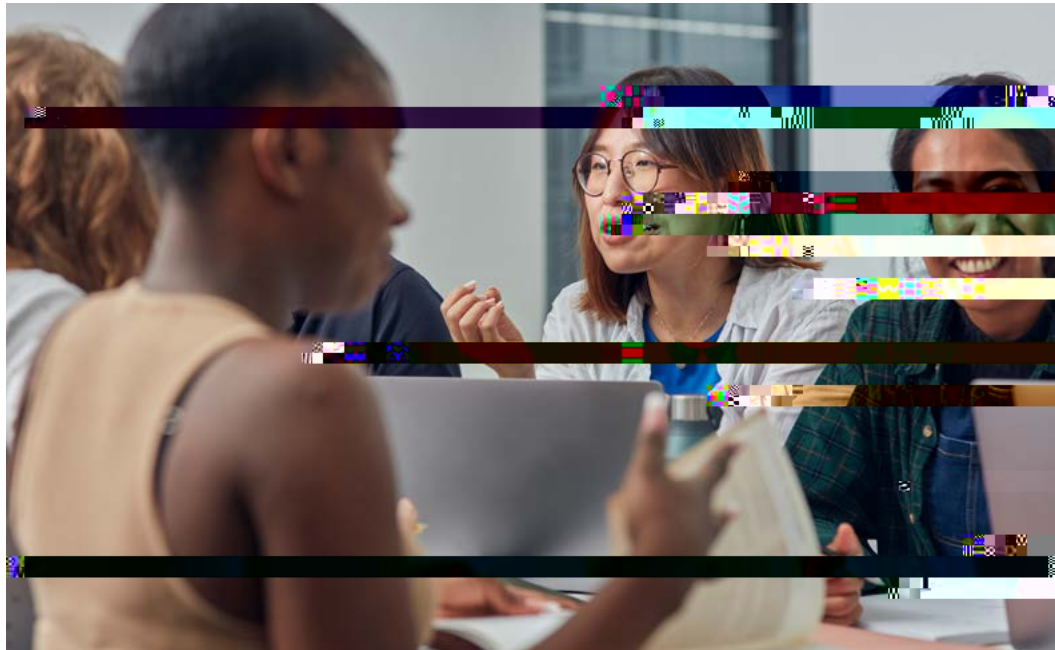
A gateway to degree study

The Certificate of Higher Education (CertHE) in Business Administration is a qualification in its own right, which also provides an entry route to degree-level study. It is ideal if you are ready to study for a degree but do not have the qualifications usually required for entry.

This qualification must be studied at an approved Recognised Teaching Centre; for more information please visit: bit.ly/recognised-centres

The CertHE provides a foundation for advanced and independent study through establishing a common platform of essential knowledge and skills.

Through study of the CertHE, you will gain an understanding of the discipline of management, with emphasis on historical, political, cultural, ethical and institutional forces shaping modern business. You will also develop the ability to evaluate theory, research and practice within management, and gain valuable skills in information technology, numeracy and research.



Pathways through the degree

Stages	General	Marketing
Stage 1 (four modules)	Foundations of quantitative methods for sustainable organisations	Foundations of quantitative methods for sustainable organisations
	Interpreting management, market and consumption	Interpreting management, market and consumption
	Information systems and organisation studies	Information systems and organisation studies
	International business and accounting	International business and accounting
Stage 2 (four modules)		

*Some modules have prerequisites. These will be listed in the Programme Regulations.
For more information on module outlines please visit: london.ac.uk/busadmin

Stages	Human Resource Management	International Business
Stage 1 (four modules)	Four compulsory Stage 1 modules:	Four compulsory Stage 1 modules:
	Foundations of quantitative methods for sustainable organisations	Foundations of quantitative methods for sustainable organisations
	Interpreting management, market and consumption	Interpreting management, market and consumption
	Information systems and organisation studies	Information systems and organisation studies
	International business and accounting	International business and accounting
Stage 2 (four modules)		

*Some modules have prerequisites. These will be listed in the Programme Regulations.
For more information on module outlines please visit: london.ac.uk/busadmin

Recognition of prior learning (RPL)

What is recognition of prior learning?

Other institutions may use the terms 'credit transfer' or 'advanced standing'; we use the term 'recognition of prior learning' (RPL). This is where we accept a previous qualification as meeting the learning outcomes for a module offered on your programme, so you don't need to take it as part of your qualification. We will award you credit as if you had taken the module concerned.

This reduces the number of modules (and the length of time) required to complete your degree. Your prior learning will count towards the total number of modules you have to take to complete the degree or diploma.

For example, if we decide through your prior learning you have met the learning outcomes of one module, you will have to take only 11 more modules to complete the degree (as opposed to the normal 12 modules); if your prior learning shows that you have met the learning outcomes of two modules, you will have to take only 10 modules, and so on.

We will consider awarding credit for up to a total of four Stage 1 modules and four Stage 2 modules.

Credit awarded is only valid for a limited period. If you are awarded credit, this period is given on your decision letter. If you do not attempt an examination during this period, you will need to make a further application if you still want your prior learning to count.

Does my prior learning count?

Recognition and accreditation of prior learning will be permitted if you satisfy all of the following criteria:

1. You are eligible to be registered for the degree.

2. You are suitably qualified.

- You must have passed examinations that compare in level, subject, content and standard to the examinations for one or more (to a maximum of four) Stage 1 modules and one or more (to a maximum of four) Stage 2 modules. The learning outcomes from the prior learning should be similar to those for the Stage 1 or 2 module(s) concerned.

- Prior learning resulting in 'O' or 'A' levels, or other similar school-leaving examinations will not be considered.

3. You must normally have studied for your qualification at one institution, and:

- have passed the whole of the qualification(s) on which your application for RPL is based within the five years preceding the application
- have already received the final award for that/those qualification(s). If you have not yet received the award, your application will be considered under the Regulations for RPL that apply at the time that the award is finally made.

How do I apply for RPL?

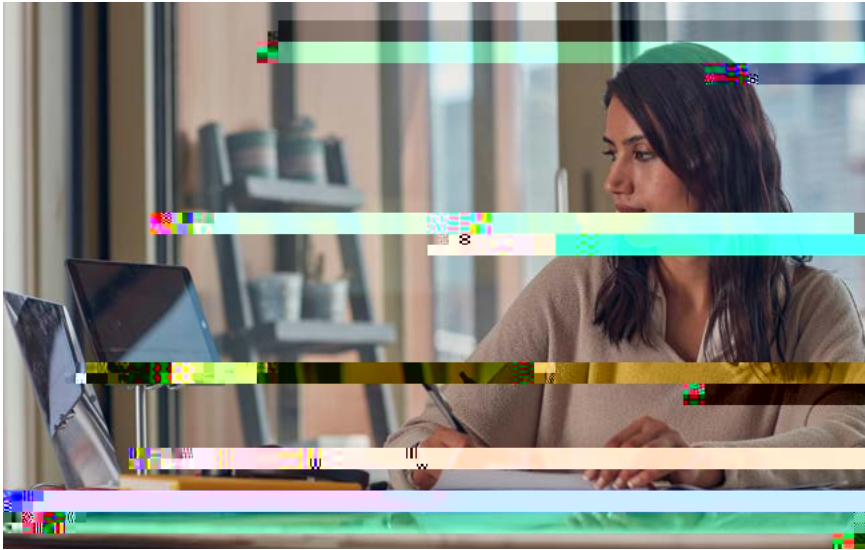
Formal application must be made for RPL. All requests should be made when applying for admission, using the online application form. If, for any reason, you are unable to do this, you should make your request as soon as possible in writing to the Admissions Office.

Please note that RPL is only available for BSc Business Administration and is not permitted for the CertHE.

Deadline date

We must receive your initial application for RPL no later than: **15 September**.

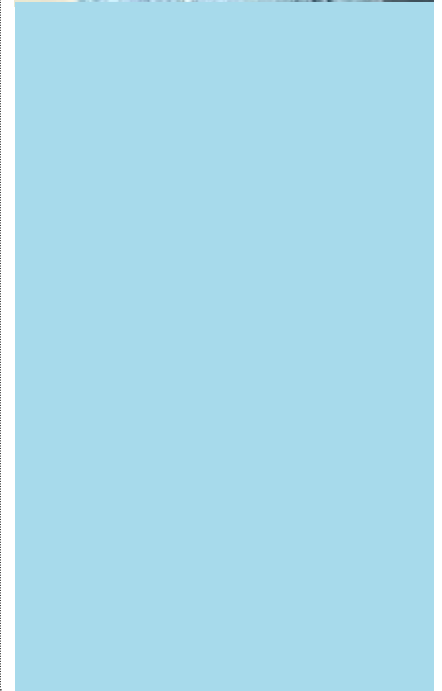
For some qualifications you may apply for your prior learning to be accredited automatically, for more information on these and RPL, please visit: bit.ly/busadmin-RPL



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The Admissions Panel will consider: qualifications that are not published under the Qualifications for Entrance Schedule; incomplete qualifications; and substantial relevant work experience.

If we cannot accept you with your current qualifications and experience then we will advise you on what qualifications you could take in order to meet our entrance requirements in the future.

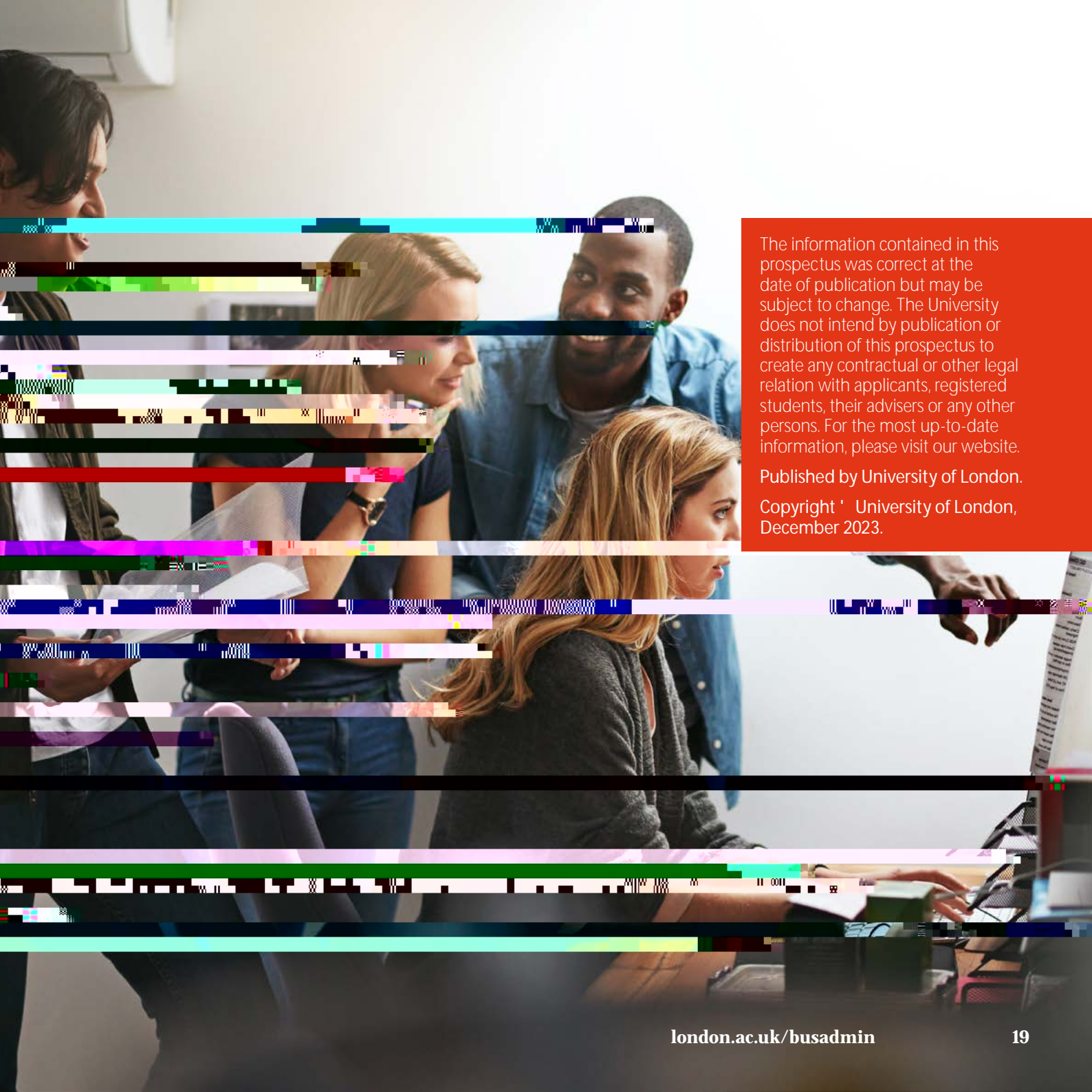


Further information



How much will my programme cost?

Fees are payable as you progress rather than as a single lump sum. They are subject to annual revision and typically may be increased by up to five per cent per annum. The total fee payable to the University is £1,785 (plus a 10% discount for students with a 10% or more discount on their tuition fees).



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