



**UNIVERSITY  
OF LONDON**

Undergraduate programmes in

# Business Administration 2018–2019

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anywhere, valued everywhere.

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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**

Fit your studies around your work and your personal commitments. Study wherever you live and at a time that suits you.

## 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 the increasingly competitive environment of worldwide access to higher education, the University of London continues to offer a guarantee of quality, value and intellectual rigour.”

**Professor Sir Adrian Smith FRS**  
Vice-Chancellor, University  
of London

# Your prestigious University of London qualification



## About your qualification

When you graduate with a degree, diploma or certificate from the University of London you will receive two important documents – your Final Diploma (the parchment you receive on graduation) and a Diploma Supplement.

## The Final Diploma

- Indicates that you were registered with the University of London and awarded a University of London degree, diploma or certificate.
- Gives the name of Royal Holloway, University of London the member institution which developed the syllabus and provided assessment.
- Features the University of London crest and the Vice-Chancellor's signature.

## The Diploma Supplement

- Describes the nature, level and content of the programme you successfully completed.
- Includes the transcript of courses taken, marks achieved and overall classification.
- States the role of Royal Holloway, University of London and the method of study.

# Contents

## Key dates

You can apply throughout the year, but we strongly advise you to do so as early as possible.

### Applications must be received no later than

1 October

### Registration deadline

30 November

### Despatch of study materials

Shortly after you have registered

### Start studying

As soon as you receive your study materials

### Examinations

May

**A global reach  
with over  
50,000 students  
spanning  
180 countries  
worldwide**

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# Gain career enhancing skills



**Dr Benedetta Cappellini,**  
Programme Director

You are about to embark on your next big challenge, the University of London BSc Business Administration degree programme, developed by Royal Holloway, University of London. As well as providing an academic degree foundation, the programme consists of core subjects that are geared towards current business practice. This means that as well as providing the foundational learning elements, you are developing the ability to analyse and contribute towards actual business issues.

Successful managers have to deal with a business context that is about constant change. To be ready for

these challenges, you will require an intellectual understanding that will help you analyse and make a decisive contribution to solving these issues. The BSc Business Administration degree helps give you these perspectives. You will be encouraged to think critically and creatively.

Studying for the BSc Business Administration degree is a rewarding and demanding experience and one where you will be supported throughout your studies. Our flexible study options give you the opportunity to study where and when you want. You will use a variety of types of study materials including case studies. The online environment provides topic-related seminars as well as the vehicle for tutor-marked assignments. Our online facility also allows an opportunity to work with and learn from fellow students across the world.

Once registered, you will receive all the materials you need to start your studies as well as advice on how to access our extensive online facilities.

We wish you well in your future studies with us and look forward to welcoming you to the graduation ceremony which is held in London every year.

## Royal Holloway, University of London

Founded in 1879, Royal Holloway is one of the University of London's six largest member institutions and is home to more than 9,000 students. It is one of only a few institutions nationally which is allowed to use the 'Royal' title.

The BSc in Business Administration is led by academics within the School of Management. Now one of Royal Holloway's largest departments, the School gives high priority to original research in international business, and the deep understanding of the subject that follows is reflected in its teaching of management studies. All staff members are active researchers, and the publication of their findings in books and journals is a key part of their professional work.

Central to the School's educational method is the study of organisations and practices in various countries at different periods. This comparative perspective is particularly appropriate to the challenges faced by modern business and management education in a rapidly changing environment.

The School is also host to the Centre for Research into Sustainability, which supervises a number of research and publication projects.

## At a glance

### Structure

**12 courses** made up of four Foundation, four Advanced and four Specialist courses

### Study period

**3–8 years**

### Cost\*

**£5,657**

\*The total cost given above is based on 2018–2019 fees, and does not reflect any annual fee increase, the cost of any additional tuition support you may choose to take, and also assumes completion in the minimum time permitted.

## A choice of pathways

You can choose to follow a general Business Administration pathway or one of three specialist pathways in:

- Human Resource Management
- International Business
- Marketing.

## Features of the degree:

- Provides a progression route to a variety of higher degrees in the business sector.
- The degree is examined to the same standards as students studying at Royal Holloway, University of London.



# Why study with us?

## 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. This qualification is for you if you want to:

- Obtain a degree of international standing.
- Gain a systematic understanding of management-related problems, and conceptual tools for analysing and evaluating management issues.
- Understand more about the historical, political, cultural and institutional forces shaping modern business.
- Engage with case material in a stimulating learning environment.
- Gain the skills and competencies necessary for the development of your creative and decision-making capabilities.
- Receive excellent preparation for careers in business and management.

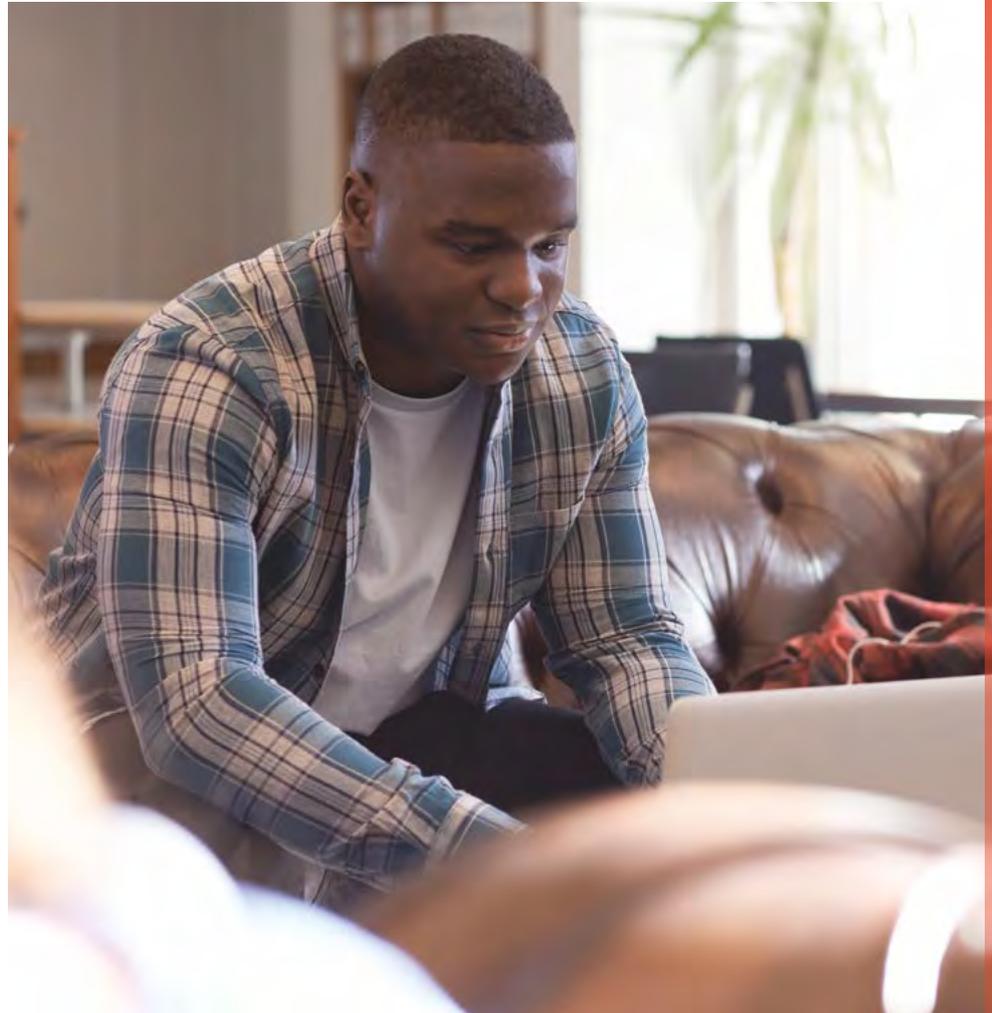
## Tailored specialisation

In addition to studying compulsory Foundation courses, a choice of Advanced and Specialist courses will help you tailor the degree in line with your future career aspirations.

## A flexible approach to learning

There are many reasons to consider distance learning. Your job may involve extensive travel or irregular hours, making you unable to commit to regular classes and study times. Perhaps you would rather avoid the expense of relocating to London as a full-time student.

Distance learning allows you to study closer to home, at a competitive rate, and receive a qualification from the University of London. With up to eight years to complete the degree, you can plan your studies to fit around your home and work commitments.



## Study support available

There are two study options available, depending on your needs. You can choose to:

- Study independently through the virtual learning environment (VLE), using online study guides and core textbooks, see 'How do I study' on page 8.
- Pay for additional educational support at a local teaching institution (see 'Additional educational support' on page 14).

## Grow your network

You will be part of a worldwide community of students who have decided to study in the same way as you. The online seminars, discussion forums and student café provide a vital link to your fellow students and an opportunity to discuss the issues involved.

## Transfer

If you are registered for one pathway and realise that another would be better suited to you, then you may be able to transfer. Full information and instructions on how to transfer between pathways are given in the Programme Regulations.

# How do I study?



## 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 150 hours for each half course and 300 hours for each whole course.

## Assessment

Each full and half course is examined by one unseen written paper. You can sit examinations at any of our 400 examination centres around the world.

## The VLE

The VLE is an essential resource for your studies. Much of your interaction with Royal Holloway will be via the VLE and you will need regular internet access to make use of the resources available. The VLE will enrich your learning experience and we encourage you to visit it regularly.

Through the VLE you will be able to:

- access your course materials
- take part in discussions with your tutor and other students
- complete automated self-test exercises and submit assignments

- receive notices, seminar dates, project support and other programme-related information
- ask questions regarding the administration of the programme.

## Your study resources

The study materials are produced by academics who are experts in their specialist field. They include:

- **Study guides.** These provide perspective on the key issues relating to your chosen subject. A list of 'Essential perspectives' is provided.
- **Core textbook(s).** We will provide you with the most recent editions of textbooks available.
- **Resource Kit.** This CD-ROM contains comprehensive instructions, guidelines and study skills resources.
- **Past examination papers and Examiners' commentaries.**
- **The Student Guide and Programme handbook.** These contain information about examinations, University contacts and important dates.

## Academic and online support

Although the programme is designed specifically for self-study, we provide individual guidance in many areas:

- **Tutor-marked assignments.** These voluntary assignments provide an excellent opportunity for you to obtain tutorial feedback.
- **Online seminars.** Regular, formal discussions moderated by your tutor. As well as testing your knowledge, they may also help you to prepare for an assignment or examination question.
- **Online discussion forums.** Academic, topic-related discussions monitored by Royal Holloway staff.
- **Student café.** An online area where you can socialise with your peers, build friendships with your fellow students and discuss any challenges you may be experiencing.
- **University of London Online Library.** The Online Library offers access to a range of learning and information resources, including 'Business Source Premier' and 'Academic Search Premier'. Visit: [onlinelibrary.london.ac.uk](http://onlinelibrary.london.ac.uk)

# Pathways through the degree

## Additional information

Some courses have prerequisites. These will be listed in the Programme Regulations.

\*Students can select a half course only if three-and-a-half International Business courses have been previously selected at Specialist level.

<b>Foundation level (four courses)</b>	<b>General</b>	<b>Marketing</b>
	<b>Two compulsory full courses:</b>	<b>Two compulsory full courses:</b>
	Management and the modern corporation	Management and the modern corporation
	Accounting for management	Accounting for management
	<b>PLUS four compulsory half courses:</b>	<b>PLUS four compulsory half courses:</b>
	Business analysis and decision making	Business analysis and decision making
	Business statistics	Business statistics
	Business study skills and methods	Business study skills and methods
	Management and communication skills	Management and communication skills
<b>Advanced level (four courses)</b>	<b>One compulsory full course:</b>	<b>One compulsory full course:</b>
	Strategic management	Strategic management
	<b>PLUS three full courses from:</b>	<b>PLUS one Marketing full course:</b>
	Marketing management	Marketing management
	Human resource management	<b>PLUS two full courses from:</b>
	Production and operations management	Human resource management
	Management information systems	Production and operations management
Management accounting	Management information systems	
	Management accounting	
<b>Specialist level (four courses)</b>	<b>One compulsory full course:</b>	<b>One compulsory full course:</b>
	Modern business in comparative perspective	Modern business in comparative perspective
	<b>PLUS the equivalent of three full courses from:</b>	<b>PLUS the equivalent of two full Marketing courses from:</b>
	Advertising and promotion in brand marketing (full course)	Consumer behaviour (half course)
	International human resource management (full course)	Marketing research (half course)
	Accounting for strategy (full course)	Advertising and promotion in brand marketing (full course)
	Innovation management (full course)	<b>PLUS the equivalent of one full course from:</b>
	Marketing research (half course)	International human resource management (full course)
	Consumer behaviour (half course)	Accounting for strategy (full course)
	Managing organisational change (half course)	Innovation management (full course)
	The individual at work (half course)	Managing organisational change (half course)
	European business (half course)	The individual at work (half course)
	Multinational enterprise (half course)	European business (half course)
	International finance and accounting (half course)	Multinational enterprise (half course)
Japanese business in Europe (half course)	International finance and accounting (half course)	
	Japanese business in Europe (half course)	

# Pathways through the degree

## Additional information

Some courses have prerequisites. These will be listed in the Programme Regulations.

\*Students can select a half course only if three-and-a-half International Business courses have been previously selected at Specialist level.

<b>Foundation level (four courses)</b>	<b>Human Resource Management</b>	<b>International Business</b>
	<b>Two compulsory full courses:</b>	<b>Two compulsory full courses:</b>
	Management and the modern corporation	Management and the modern corporation
	Accounting for management	Accounting for management
	<b>PLUS four compulsory half courses:</b>	<b>PLUS four compulsory half courses:</b>
	Business analysis and decision making	Business analysis and decision making
	Business statistics	Business statistics
	Business study skills and methods	Business study skills and methods
	Management and communication skills	Management and communication skills
<b>Advanced level (four courses)</b>	<b>One compulsory full course:</b>	<b>One compulsory full course:</b>
	Strategic management	Strategic management
	<b>PLUS one Human resource full course:</b>	<b>PLUS one Human resource full course:</b>
	Human resource management	Human resource management
	<b>PLUS two full courses from:</b>	<b>PLUS two full courses from:</b>
	Production and operations management	Production and operations management
	Management information systems	Management information systems
	Management accounting	Management accounting
	Marketing management	Marketing management
<b>Specialist level (four courses)</b>	<b>One compulsory full course:</b>	<b>One compulsory full course:</b>
	Modern business in comparative perspective	Modern business in comparative perspective
	<b>PLUS the equivalent of two full human resource courses from:</b>	<b>PLUS the equivalent of at least two full international business courses from:</b>
	Managing organisational change (half course)	International human resource management (full course)
	The individual at work (half course)	European business (half course)
	International human resource management (full course)	Multinational enterprise (half course)
	<b>PLUS the equivalent of one full course from:</b>	Japanese business in Europe (half course)
	Advertising and promotion in brand marketing (full course)	<b>PLUS either a half course* or the equivalent of one full course from:</b>
	Accounting for strategy (full course)	Advertising and promotion in brand marketing (full course)
	Innovation management (full course)	Accounting for strategy (full course)
	Marketing research (half course)	Innovation management (full course)
	Consumer behaviour (half course)	Marketing research (half course)
	European business (half course)	Consumer behaviour (half course)
	Multinational enterprise (half course)	Managing organisational change (half course)
International finance and accounting (half course)	The individual at work (half course)	
Japanese business in Europe (half course)	International finance and accounting (half course)	

# Course outlines

## Introductory courses

### Management and the modern corporation

This course serves as an introduction to management. In order to gain an appreciation of the subject and its dimensions, students are introduced to a broad range of topics. There are three major objectives: to explore the practice of management in today's context; to examine the logic and workings of organisations and firms; and, finally, to investigate how firms develop and maintain competitive advantage within a changing business environment influenced by economic, political, social and cultural factors.

### Accounting for management

This course offers a foundation in financial and managerial accounting. It will explain the accounting function and the means of communicating information to decision makers, both within and outside the organisation. In doing so it examines the relationship between theory and practice and considers the methods of using accounting information for decision-making purposes.

### Business analysis and decision making

An understanding of key economic concepts is essential for those who manage business enterprise. This course analyses the real-life problems facing actual businesses and evaluates the effectiveness and limitations of different management attempts to solve them.

### Business statistics

Statistics is the craft of extracting information from the numerical data. Examples are taken from business situations – numbers appear in all aspects of business. The emphasis is on understanding the principles and on assessing the results of the statistical calculations which in most cases are carried out using a computer package.

### Business study skills and methods

The course offers a foundation in the study skills required to excel on a university degree course. It explains the aspects of online tutorials, note taking and essay writing that you will need to master in order to complete the programme. Additionally, the course will introduce you to the various research methods used by business academics, guide you in managing your time more effectively and aid you in your revision of topics covered.

### Management and communication skills

This course is concerned with the theory and practice of effective communication within organisations. The main purpose is to improve the communication of potential managers through a variety of practical activities. Tutorial sessions are devoted to such issues as report writing, meetings, interviewing, negotiating and making a presentation, and the development of leadership, team and interpersonal skills.

## Advanced courses

### Strategic management

Strategic management is concerned with the processes by which management plans and coordinates the use of business resources with the general objective of securing or maintaining competitive advantage. This course provides the student with a general insight into the historical development of management practices and international business policy. In particular, this course reviews the developments and literature on corporate strategy and critically reviews the possibilities and limitations of management action in highly contested international markets.

### Management information systems

This course is concerned with one of the most rapidly developing fields of management. The management and development of information systems has emerged as one of the most important functional specialisms in modern business. This course introduces students to strategic issues in information systems; the techniques, tools and methodologies of the analysis and design process; and the broad field of information resource management.

### Production and operations management

Production and operations management is concerned with the design, planning and control of operating systems for the provision of goods and services. This course provides students with knowledge and understanding of the nature and characteristics of operating systems in both the manufacturing and service sectors. This will enable students to identify the key issues involved in the management of operating systems and the relationship between strategic objectives and operational objectives. The course also highlights the interaction between operations management and the finance, marketing and manpower functions.

### Management accounting

This course sees managerial accounting as part of the overall information and decision support system of the organisation. It adopts the view that managers, in their decision making, must understand when managerial accounting information is needed; what techniques are available to provide that information; and which benefits will accrue. It views managerial accounting as a context for dialogue among the functional areas of business accounting, marketing and operations.

# Course outlines

## Marketing management

This course takes account of recent developments in the area of marketing and emphasises the importance of marketing orientation in the present competitive environment. The relationships between marketing and business development and strategy will be stressed. Becoming familiar with the ways in which a marketing plan should be approached is an important objective of the course.

## Human resource management

This course is concerned with the policies and procedures which affect the recruitment, development and deployment of the human resources of firms. The course will address the significant changes which have taken place in this area of management in response to economic and political pressure and will consider policies and practices in other countries.

## Specialist courses

### Modern business in comparative perspective

Through the explicit use of comparative techniques, this course explores the origins of national economic success and failure. It looks, therefore, at the competitiveness and organisational capabilities of each comparator country's companies and asks which national factors encourage commercial success. Particular attention is paid to the G7 countries and East Asia. The meaning and impact of economic growth and the global economy are key themes, as are the influence of governments and national cultures on business performance studies.

### International human resource management

This course provides an understanding of the implications of changes in the global organisation of firms and the international workforce for human resource management policy choices. Students following this course will be able

to demonstrate a detailed understanding of the major analytical concepts and models in international human resource management (HRM). This course will also distinguish trends in international human resource management policies and practices. Students will be able to assess the problems associated with the design and implementation of international HRM policies and practices, as well as their impact on employees, and be able to distinguish between different types of HRM and employee relations systems in the global economy.

### Managing organisational change

Managing organisational change is one of the core challenges facing modern managers. This course develops conceptual and theoretical frameworks for understanding the process of organisational change. Students critically evaluate research in and theories of organisational change and change management with a view to exploring and evaluating different theories and practices of managing the change process. Students develop diagnostic and analytical skills with which to explain complex organisational situations.

### The individual at work

This course develops conceptual and theoretical frameworks for understanding the behaviour of individuals and groups within work organisations. We explore and critically evaluate research in and theories of individual and group behaviour at work, to develop diagnostic and analytical skills for dealing with various kinds of individual and group problems within the work setting, and present a reflective understanding of this body of knowledge in written and spoken forms.

### Marketing research

This course provides students with the skills to enable them to practise in the field of marketing research. Topics include problem definition, secondary and syndicated data sources, measurement concepts, questionnaire design, sampling, and experimentation.

The course is designed to help managers recognise the role of systematic information gathering and analysis in making marketing decisions.

### Advertising and promotion in brand marketing

This course gives students a critical understanding of the marketing media industry and its structure. It articulates the changing nature of the relationship the media industry has with its clients in profit and non-profit sector(s). Students will analyse the strategic motivations of profit and non-profit organisations and how marketing media support these strategic objectives. The course aids students in analysing, explaining and communicating effectively how the connections between the various actors in the industry can be used to understand the variable and changing relationship between marketing media, client relations and the products and services provided to consumers and households.

### Consumer behaviour

This course introduces students to the increasingly important area of consumer behaviour. It deals with the decision-making process that results in the choice and the purchase of goods and services and therefore has a large influence on the strategy of firms and on the economy and the culture of countries. The course builds naturally on the second year elective in 'Marketing management' and will complement the study of core courses.

### European business

This course examines the management and organisation of business enterprise in Europe. It is concerned with competitiveness; and with the contextual elements which enhance European competitiveness; and those which might impede it. Its primary focus is the European Union (EU), but consideration is also given to the EU's relationships with other nations, and in particular the emergent market economies of Eastern Europe.

### Multinational enterprise

According to United Nations figures, international investments by multinational enterprises (MNEs) have now displaced trade as the most important mechanism for global economic integration. This course provides an overview of the development and modern day transformations of these key players on the international economic stage: their geographical dispersal, organisation, management and relations with governments and inter-governmental agencies.

### Accounting for strategy

This course provides students with a critical understanding of the variable relation between product markets, internal organisation cost structures, and capital market expectations and their impact on strategy formulation. Students will be able to deconstruct the return on capital employed and gain an appreciation of how accounting numbers reflect complex market, organisational and institutional relations. The course also seeks to demonstrate that the outcomes of strategy, while shaped by accounting calculation, are often subject to vagaries that limit management control. After following this course students will be able to apply interpretive and analytical skills to explain the performance of companies and will be able to employ analysis and numbers to construct well-argued presentations and reports.

### International finance and accounting

This course develops the student's understanding of the key issues that arise in international accounting. It develops an ability to understand and evaluate the basis on which a set of financial statements for a multinational enterprise is prepared. Students following this course will also develop analytical skills for situations of complex financial reporting. The course will improve cognitive skills, effective problem solving, effective communication, numerical and quantitative skills. Students will be able to detail and evaluate the moves

to harmonise financial reporting across the world, with particular reference to the International Accounting Standards Board (IASB) and the EU. They will also be able to evaluate the issues that arise with the application of particular international accounting standards (e.g. group accounting and segmental reporting, within an international context).

### Innovation management

This course utilises a multidisciplinary approach and draws on insights from three main subject areas: economics, production operations and strategic management. Students will consider the environmental context of technological change. They will analyse the development, introduction and exploitation of new products and processes at the firm level and consider mechanisms for the management of change. Students will improve cognitive skills and consider the need for effective problem solving, effective communication, numerical and quantitative skills. They learn effective use of communication and information technology, effective self-management, learning to learn, self awareness and research skills.

### Japanese business in Europe

Students will be able to evaluate the factors that led to the internationalisation of Japanese businesses and their objectives in the European economy. The course will also enhance understanding of a number of industries, their product markets, and competitive characteristics in Europe. Students will compare the operations of numerous Japanese multinationals and their competitors in Europe, and describe the development of a number of key Japanese businesses in Europe. They will also critically evaluate the relevant literature and case study evidence and gain the skills to discover information on multinational business in Europe.



## Maria Teresa Chavez Cortez

BSc Business Administration, Peru

**'Being a part of the University of London has given me a whole new perspective by helping me develop critical thinking skills.'**

**Studying within the same environment as other students from all over the world has improved my understanding of different working cultures, as well as allowing me to share personal experiences and opinions. This unique style of learning really makes this programme a great learning experience.**

**I would recommend this programme to anyone who wants a degree that will not only meet international standards, but also help them gain the skills to run their own corporation.'**

Maria is studying for the BSc in Business Administration alongside a local degree in Industrial Engineering at the Universidad de Lima in Peru.

# Additional educational support

In order to benefit from face-to-face interaction with academics and other students, many students choose to pay for teaching support at a local independent institution. 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 institution is best for you, ultimately, you must choose an institution that meets your own needs.

For details about recognised teaching centres please visit:  
[bit.ly/teaching-institutions](https://bit.ly/teaching-institutions)

# Entrance requirements and application process

## BSc degree

To be eligible to register you must:

- normally\* be aged 17 or above by the 30 November in the year of registration **and**
- meet our General Entrance Requirements **and**
- meet our English language requirements. We may require a test of proficiency in English

\*Applications will be considered from applicants who do not meet the normal minimum age requirement for admission. Each application will be considered on an individual basis, and the decision taken at the discretion of the University of London.

## Useful information for applicants

For full details on how to meet our entrance requirements, including further information on our General Entrance Requirements, UK GCSE/ GCE O level equivalents and English language requirements you should visit: [london.ac.uk/busadmin](https://london.ac.uk/busadmin)

- Submit your application even if you are waiting to sit an examination or to receive examination results. We can begin to process your application without all the evidence, although we will not be able to give you a final decision until all the necessary documentation has been received.
- If you are unsure on whether or not you meet our entrance requirements then we might be able to advise you on this before you submit your online application. However, due to our increase in workload we are unable to provide this advice between 1 September and 30 October of each year. Applications are valid for three years.

## Getting started

You must apply online at: [london.ac.uk/courses/search](https://london.ac.uk/courses/search)

If you intend to study at an institution then you are advised to contact them before submitting your application.

Please read the 'Guidance Notes for Applications' before you complete your application.

## Stage 1

Submit your online application form and application fee. Please note the application fee is non-refundable.

## Stage 2

Submit your documentary evidence. This can be done online when submitting your application or at a later stage. Please see: [london.ac.uk/applications/how-apply/supplying-evidence](https://london.ac.uk/applications/how-apply/supplying-evidence)

**Please do not send original documents.**

## Stage 3

We will contact you by **email** with one of the following:

**Offer Letter:** if you meet our entrance requirements and we have seen all required documentation then we will send you an Offer Letter.

**Request for further information:** we might require further documentation/ information before we can confirm if you meet our entrance requirements.

**We have referred your application to the Admissions Panel:** if you do not automatically meet our entrance requirements then we will refer your application to the Admissions Panel for individual consideration. The Admissions Panel will consider qualifications which 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.

## Stage 4

Complete the online registration. We explain how to do this in the Offer Letter.

## Stage 5

Start your studies. Once you register you will be given access to the VLE. We will also send you additional study materials to your correspondence address.

### Hong Kong

Applicants living in Hong Kong can apply directly through:

The University of Hong Kong  
School of Professional and Continuing Education (HKU SPACE)  
University of London (Admissions Office)  
3/F, Admiralty Centre  
18 Harcourt Road  
Hong Kong

# 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 course 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 course concerned. This is known as 'accreditation of prior learning' (APL).

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 courses 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 course, you will have to take only 11 more courses to complete the degree (as opposed to the normal 12 courses); if your prior learning shows that you have met the learning outcomes of two courses, you will have to take only 10 courses, and so on.

- We will consider awarding credit for up to a total of four full courses (or a mixture of full and half courses) at foundation level provided you satisfy the criteria given opposite. Only courses at this level will be considered.

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, content and standard to the examinations for one or more (to a maximum of four) Foundation courses. The learning outcomes from the prior learning should be similar to those for the Foundation course/s concerned.

For example, you should only apply for recognition and accreditation of prior learning for the course 'Accounting for management' if, in your opinion, you have previously studied a similar subject in the same depth, at degree level (or the equivalent), and you have achieved good marks in the corresponding examination.

- 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 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.

### Deadline date

We must receive your initial application for RPL no later than: **1 October**.

For further information please visit: [bit.ly/busadmin-APL](https://bit.ly/busadmin-APL)



## Pascal Eckelmann

BSc Business Administration, Germany

**'I chose the University of London because of its very long tradition of making world-class distance education accessible. What I valued most about the programme is its truly international outlook. I was able to get to know fellow students from all around the globe. This is a unique experience and unmatched by any other programme.'**

**The curriculum gives a detailed view of the modern corporation and the challenges it faces in an increasingly interconnected and technology-driven world. I was able to develop a wide range of skills which have proved invaluable.'**

Since graduating from the University of London, Pascal has worked for a popular social media website and he is currently studying for a degree in law.

# Fees

## Fees payable to the University

Academic year 2018–2019	
BSc fees	
Application handling fee (non-refundable)	£92
APL application fee	£92
BSc registration fee	£1,342
Continuing registration fee	£474
Examination fee (per course)	£273
Examination fee (per half course)	£136
<b>Total*</b>	<b>£5,657</b>

All fees must be paid in pounds sterling and can be paid online via the Student Portal using a credit/debit card (Visa, MasterCard), by Western Union Quick Pay, banker's draft/cheque or international money/postal order, made payable to 'The University of London'.

### Dates for 2018–2019 academic session

The application handling fee is valid until the application closing date, 1 October 2018.

The registration fee is valid until the registration closing date, 30 November 2018.

The continuing registration fee is valid and payable between 1 March 2018 and 1 November 2018.

The examination fees apply to students entering the 2019 examinations and are payable between 30 November 2018 and the examination entry deadline date, 1 February 2019.

\*As a guide, if you were to complete the BSc degree in the minimum amount of time (three years), and without resits, you should expect to pay £5,657. This is an indicative cost based on 2018–2019 fees, and does not reflect any annual fee increase or the cost of any additional tuition support you may choose to take.

## 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 5 per cent per annum. The full list of annual fees for the programmes will be published on the Student Fees web page once confirmed; please visit: [london.ac.uk/fees](http://london.ac.uk/fees)

## Other costs

In addition to the fees payable to the University, you should also budget for the cost of:

- purchasing additional textbooks (core textbooks are included in the course fees)
- any course or tuition you choose to take
- the fee levied by your local examination centre.

## Financial assistance

Undergraduate UK students may be able to apply for a part-time tuition fee loan to cover the cost of their registration and examination entry fees. For full details on eligibility criteria please visit: [gov.uk/student-finance](http://gov.uk/student-finance)

Alternatively, some employers in both the public and private sector may be willing to consider offering financial assistance to their employees.

## Students with disabilities and /or access requirements

The University of London welcomes applications from disabled students and/or those who have access requirements.

If you are disabled and/or have access requirements, we will make every reasonable effort to meet your needs. This may include making access arrangements for examinations such as a separate room or special aids. If you would like to tell us about your disability and/or request access arrangements please complete the relevant section of the application form, or contact the Inclusive Practice Manager at: [special.arrangements@london.ac.uk](mailto:special.arrangements@london.ac.uk)

## Armed Forces

Students who are members or ex-members of the UK Armed Forces should note that the University of London has been approved by the Ministry of Defence in support of the Enhanced Learning Credits (ELC) Scheme (ELC Provider Reference Number 1284). The Scheme provides financial support to eligible Service personnel who wish to enhance their educational or vocational achievements. The ELC Administration Service website can be found at: [www.enhancedlearningcredits.com](http://www.enhancedlearningcredits.com)

# Further information



## Contact

If you have any questions that are not answered by this prospectus please contact:

The Student Advice Centre, University of London  
Senate House, Malet Street  
London WC1E 7HU, United Kingdom

Tel: +44 (0)20 7862 8360

[enquiries.londoninternational.ac.uk](https://enquiries.londoninternational.ac.uk)

## Study programmes 2018–2019

We offer a wide range of study programmes, from full degree programmes to certificates and individual courses/modules. For further information visit:

[london.ac.uk/courses](https://london.ac.uk/courses)



### **Inclusive Practice Policy**

We are committed to a policy of inclusive practice and we seek to ensure that reasonable steps are taken to consider the needs of students with specific access requirements. This includes the areas of learning, assessment and examinations. If you need to make a request for special arrangements (such as additional time or special aids in exams) please contact the Inclusive Practice Manager at: [special.arrangements@london.ac.uk](mailto:special.arrangements@london.ac.uk)

### **Complaints procedure**

We aim to provide the highest quality service to our students. We endeavour to solve any problems you experience quickly and fairly. If, however, you wish to make a complaint our complaints procedure is published on our website and in our Student Guide and Programme handbooks.

While every effort has been made to ensure that the information contained in this prospectus is accurate at the date of publication (March 2018), all matters that it covers may be subject to change from time to time, both before and after a student has registered. In particular, information about the structure and content of programmes is subject to confirmation in the Programme Regulations and registered students should refer to these. All fees are subject to annual review. The University does not intend by publication or distribution of this prospectus to create any contractual or other legal relation with applicants, registered students, their advisers or any other persons. You are strongly advised to check our website ([london.ac.uk](http://london.ac.uk)) for any revisions to this prospectus. We advise you to check local recognition criteria in your own country before applying for any qualification listed in this prospectus. This prospectus is issued free by the University of London.

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For further information on the range of programmes we offer, please visit our website or contact us at:

The Student Advice Centre  
University of London  
Senate House  
Malet Street  
London WC1E 7HU  
United Kingdom

Telephone +44 (0)20 7862 8360  
[enquiries.londoninternational.ac.uk](mailto:enquiries.londoninternational.ac.uk)

This material is available in alternative formats upon request.  
Please contact: [special.arrangements@london.ac.uk](mailto:special.arrangements@london.ac.uk)

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