



**UNIVERSITY  
OF LONDON**

**INTERNATIONAL  
PROGRAMMES**

# Programme Regulations 2016–17

## Business Administration

### Access programme

**Important document – please read**  
This document contains important  
information that governs your  
registration, assessment and  
programme of study



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## Important information regarding the Programme Regulations

### About this document

Last revised 18 April 2016

As a student registered with the University of London you are governed by the General Regulations and Programme Regulations associated with your programme of study.

The Programme Regulations are designed and developed by the College of the University of London responsible for the programme and they normally take account of the associated arrangements within the College. Programme Regulations, together with the [Programme Handbook](#), will provide the detailed rules and guidance for your programme of study. Further information about how to use the Programme Regulations and Programme Handbook can be found in the [Student Guide](#).

In addition to programme regulations you will have to abide by the [General Regulations](#). These regulations apply to all students registered for a programme of study with the International Academy and provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary.

Programme Regulations should be read in conjunction with the General Regulations.

A Glossary provides an explanation of the terms used in this document.

If you have a query about any of the programme information provided please contact us. You should use the *ask a question* tab in the student portal <https://my.londoninternational.ac.uk>.

### To note

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.

### Notice of closure of the Access Programme

The Access Programme will accept initial registrations for the final time in 2016-17 and will offer examinations both in May 2017 and for the final time in May 2018.

After May 2018 the Access Programme will close and it will no longer be possible to take an examination under its rules.

Teaching institutions which work with the University to offer this programme will offer tuition for the Access Programme for a final time during the 2016-17 academic year.

The 2016-17 cohort of initial registrants will therefore have two opportunities to attempt examinations (in May 2017 and May 2018) which is equal to the two year standard period of registration for the Access Programme.

Students who pass 60 credits on the Access Programme will continue to be able to transfer their registration to the associated BSc degree and be awarded appropriate credit for the courses that they have passed.

The closure of the Access Programme does not affect the BSc in Business Administration which will continue to recruit and to work with teaching institutions to offer the degree.

**Changes to Business Administration Access programme regulations 2016–17** Other than the notice of closure of the Access Programme, there are no significant changes to the programme.

## 1 Registration

### Notice of closure of the Access Programme

#### 1.1

The Access Programme will accept initial registrations for the final time in 2016-17 and offer examinations for Access Programme both in May 2017 and for the final time in May 2018.

### Effective date of registration

#### 1.2

Your effective date of registration will be 30 November in the year that you initially registered. This allows you to sit your first examinations in the following May.

### Period of registration

See the [Programme Specification](#) for the minimum and maximum periods of registration applicable to this programme.

#### 1.3

If you progress from the Access programme to the BSc in Business Administration, we will grant you the maximum period of registration to complete the BSc, counted from the effective date of registration for the Access programme.

See [Glossary](#) for the definition of 'effective date of registration'.

## 2 Recognition of prior learning and credit transfer

To be read in conjunction with the [General Regulations](#), Section 3.

### Recognition of prior learning

#### 2.1

We will not award Accreditation of Prior Learning (APL) for any course of the Business Administration Access Programme.

## 3 Assessment for the programme

### Attendance requirement

#### 3.1

You must attend a full-time course of instruction at a selected institution and must attend a minimum of 80% of classes before you are eligible to enter for an examination, except in the following circumstances:

- where we decide to waive the requirement in special cases, on grounds of illness or any other cause we judge adequate;
- if you are resitting an examination.

## Assessment methods for the Access programme

### 3.1

You must submit two formative assignments for the full course and one formative assignment for each half course before registering for the examination for the course concerned.

### 3.2

Each full course is examined by one three-hour unseen written examination and each half course by one two-hour unseen written examination.

### 3.3

Following notice of closure of the Access Programme, the final examinations under the Access Programme will take place in May 2018.

## Calculators

Where calculators are permitted, only calculators limited to performing just basic arithmetic operations may be used. This is to encourage candidates to show the examiners the steps taken in arriving at the answer.

### 3.4

If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the course description or the information provided with your admission notice tells you otherwise. Calculators must:

- be hand-held, compact and portable;
- be quiet when in use;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data. You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages)

### 3.5

Where a calculator is permitted in the examination, it must be a non-scientific calculator.

## Dates for examinations

### 3.6

Written examinations take place in May each year.

See the website for [Glossary](#) definitions of 'examination' and 'written examination'.

See the website for the [list of examination centres](#).

See [General Regulations](#) for rules for taking written examinations.

## 4 Number of attempts permitted at an examination

### 4.1

The maximum number of attempts permitted at any examination of the Access programme is two.

### 4.2

If, on the second attempt at the examination for any course, you receive the result 'Fail', your registration for the Access programme will cease unless, exceptionally, the Examiners recommend otherwise.

### 4.3

Previous attempts at the examinations for the Access programme will count towards the number of attempts permitted for the same or equivalent courses of the BSc in Business Administration.

### 4.4

You are not permitted to re-enter the examination for a course that you have already passed.

## 5 Progression within the programme

### Taking assessments

#### 5.1

Within the limits given in these regulations, and the minimum and maximum registration periods, you may decide when you are examined, the number of courses you attempt each year and the order in which courses are examined. You do not have to be examined every year.

#### 5.2

If you enter examinations in any year you may attempt a minimum of one half course and a maximum of the equivalent of two full courses.

### Transfer from the Access programme to the BSc

#### 5.3

If you successfully complete the Access programme you will be considered to have satisfied the entrance requirements for the BSc in Business Administration and may transfer your registration to the degree and receive appropriate credit equivalent to two full courses (60 credits at FHEQ Level 4). We will not allow you to transfer your registration to any other degree programme.

FHEQ stands for Framework for Higher Education Qualifications.

### Transfer from the BSc to the Access programme

#### 5.4

You are not permitted to transfer your registration from the BSc to the Access programme.

### Transfer from another programme of study to the Access programme

#### 5.5

If you are registered for a programme in another field of study you may apply to transfer your registration to the Access programme provided you satisfy the entrance requirements.

## Appendix A – Structure of the programme

### Structure of the Access programme

One full course (30 credits) and two half courses (each worth 15 credits):

**One full course:**

Management and the modern corporation [BA1010] (30 credits)

+

**Two half courses:**

Business study skills and methods [BA1050] (15 credits)

Business analysis and decision making [BA1030] (15 credits)

## Appendix B – Course descriptions

### **Management and the modern corporation [BA1010] (full course, 30 credits)**

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.

**Assessment:** one three-hour unseen written examination.

### **Business study skills and methods [BA1050] (half course, 15 credits)**

The course offers a foundation in the study skills required to excel on a university degree course. It explains the aspects of on-line tutorials, note taking and essay writing 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.

**Assessment:** one two-hour unseen written examination.

### **Business analysis and decision making [BA1030] (half course, 15 credits)**

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.

**Assessment:** one two-hour unseen written examination.

## Appendix C – Assessment criteria

The following information relates to marks achieved in the assessment for individual courses of the Business Administration programme and applies both to Access programme and degree students.

### **70% + First**

#### **Exceptionally good work**

Distinguished variously by strong argument, independent thought, original insights, sound judgment, awareness of complexity, identification of key issues, understanding of debates, good use of information and successful application of theory.

### **60–69% Upper Second**

#### **Good work**

Distinguished variously by understanding of issues and debates, ability to mediate, application of theory, useful information, reasoned argument, critical thought, good judgment.

### **50–59% Lower Second**

#### **Competent work**

Distinguished variously by balanced argument, fair use of information, understanding of concepts but lacking in analytical precision, full awareness of complexity, key issues and debates.

### **40–49% Third**

#### **Modest work**

Distinguished variously by making an argument, addressing the topic, applying relevant information but lacking in logical consistency, theoretical and conceptual awareness, completeness and awareness of complexity, key issues and debates.

### **Below 40% Fail**

#### **Unacceptably poor work**

Distinguished variously by inadequate argument, failure to address the topic, missing vital information, lack of direction, sensitivity and understanding.