



## **College of Accountancy and Management Studies (CAMS)**

### **Welcome to CAMS**

CAMS is a British Accreditation Council (BAC) approved college and has been awarded an A- rating by the UK Border Agency. The College can be found on the UK Border Agency's Tier 4 Sponsor's Register.

We at CAMS consider our students academic success and social well-being as a top priority. We therefore offer several highly respected, internationally recognised courses to ensure students leave us with a qualification that will elevate their professional standing worldwide. We furthermore provide access to counselling support and help students to address any personal concerns that arise during their course.

Courses offered at CAMS are designed to reflect the realities of the modern changing business environment. For those who wish to strengthen their oral or written English CAMS provides specialist English courses leading to recognised qualifications that can be fully integrated into the learning process.

CAMS is based in multi-cultural, vibrant West London and has boasts spacious fully equipped facilities that provide a wonderful learning environment for students wanting to enjoy both studying and living in London.

CAMS is proud to list the following accreditations from highly respected awarding bodies:

- recognised tuition provider for ACCA courses
- recognised tuition provider for the University of London external programme
- recognised provider of Trinity English programmes
- recognised training provider for London Centre of Marketing courses
- member of the London Chamber of Commerce
- member of Study UK

Whether you are interested in our professional or academic courses, our fully qualified UK educated lecturing staff have many years of experience teaching at the highest level and will guide you towards success.

# **CAMS Facilities**

## **Learning Environment**

CAMS boasts a very spacious, modern campus based in the heart of Hayes city centre. Our lectures are conducted in large, bright classrooms and our expert tutors utilise the latest technology to provide an interactive and lively classroom environment.

## **Library/ Independent Study Area**

We have a comfortable, well - stocked library containing the latest academic texts and materials. The library offers a quiet retreat for students where they can study independently. CAMS further provides a computer lab and internet access for educational research and writing, as well for keeping in touch with family and friends abroad.

## **Student Common Room**

After a busy day studying, CAMS students can relax and socialise in our common room. Here you can enjoy drinks and snacks while playing a game of darts or pool, or simply have a chat and take in the pleasant surroundings.

## **Student Support**

CAMS has a Student Welfare Officer whose primary role is to provide support and guidance to students experiencing any personal or social problems during their course.

Our Director of Studies is also on hand to provide students with information and advice concerning any academic issues that may arise during their course.

Both our Student Welfare Officer and Director of Studies further provide a career advisory service to students. This includes assisting with CV writing and interview technique, as well as advising as to possible career paths and the relevance of various qualifications.

# Our Courses

LCM Graduate Diplomas

(London Centre of Marketing)

ACCA

(Association of Certified Chartered Accountants)

University of London

Undergraduate degrees, MSc, MBA



## London Centre of Marketing (LCM)

### LCM Graduate Diploma Courses Offered at CAMS

- Sales and Marketing Management
- Human Resource Development
- Travel and Tourism Marketing
- Business Management & Marketing

London Centre of Marketing is an accredited, non political, non profit making institution based in London, United Kingdom which exists with the sole aim of providing internationally recognized Professional Qualifications in Marketing and Marketing Management. London Centre of Marketing is located in London, United Kingdom and has over forty years experience in the field of Sales & Marketing Management. LCM is an International Examination Body that exists to provide high quality, cost effective, internationally recognized accredited UK Professional Qualifications. We aim to solidify and enhance the career prospects of graduates in the job market. Each graduate has the option to complete education at UK universities, Institutions of Higher Learning and/or Further Education.

London Centre of Marketing Professional Qualifications are vocational in nature, and we strive to ensure that our graduates are equipped with **up to date, cutting edge knowledge** and **competence** to deliver timely results in their chosen field of endeavour. In terms of Academic rigour, graduates who have successfully completed our Professional Qualifications have **Direct Entry** onto a number of postgraduate level programs at UK and International Universities.

## **LCM Students**

LCM qualifications are primarily aimed at:

- High School leavers wishing to embark on a successful career in Marketing.
- Marketing Personnel who wish to obtain a UK recognized qualification in Marketing.
- Individuals wishing to pursue higher levels of learning in the Marketing field.
- Undergraduate Bachelors Degree holders in other disciplines wishing to start a successful career in Marketing.

London Centre of Marketing courses are designed to ensure that graduates of our Professional Qualifications have a broad and in depth understanding of the functions and applications of the concepts of Marketing and Marketing Management. The knowledge imparted and practical skills gained through our course serves to prepare graduates with the necessary expertise to handle important positions within industry, government or alternatively pursue further specialized studies in the field of Marketing.

## **Entry Requirements**

Minimum entry requirements are 4 GCSE O Level Passes or the equivalent (or high school graduation equivalent), with demonstrated proficiency in English. Applicants / Mature Students (aged 21 years or above) with relevant working experience will also be considered for eligibility.

## **Course Duration**

Twenty four months of study at a training institution approved by London Centre of Marketing (six months for each level). LCM has 285 approved and accredited teaching centres in 35 countries. CAMS is proud to be one such approved training institution.

## **Course Structure**

The Graduate Diploma is a two year course comprised of four levels, each taking six months to complete:

- Diploma (6 months)
- Higher Diploma (6 months)
- Professional Diploma (6 months)
- Graduate Diploma (6 months)

## **Exemptions**

Exemptions may be granted to applicants with relevant work experience or with appropriate qualifications from other recognized Examination Bodies. Students are requested to apply directly to London Centre of Marketing for exemptions on a per module basis. In the matter of exemptions, the decision of the Professional Standards Committee Examiner will be final.

## **Fees and Examinations**

### **CAMS Fees**

International Students: £3,500 per year.

Local Students: £3,000 per year.

### **LCM Fees**

Please note that LCM charge examination fees only. These fees are stated below. A student should anticipate adding approximately £160 per year in examination fees should they sit all 8 modules per year.

Examinations are set and moderated by London Centre of Marketing. Examination procedures are rigorously enforced and are invigilated by personnel approved by London Centre of Marketing.

Students having successfully completed a module will be issued with a **Single Subject Diploma** recognizing their achievement.

On completion of all four modules of any Level, a **Group Diploma** will also be issued.

### **LCM Fees**

Registration Fee	NIL
Examination Fee	£20 per module (£25 in UK)
Exemption Fee	£20 per module (£25 in UK)

Examinations are held four times in a year: March, June, September and December. Registration deadline is four weeks prior to the commencement of the examinations. Examination results are released to the accredited centres within four weeks of completion of the examination. Students having successfully completed all modules within a level will be issued with a Certificate or Diploma recognising their achievement.

## **Progression to a Graduate University Degree**

Graduates who have successfully completed LCM Professional Qualifications have **Direct Entry** onto a number of postgraduate level programs at UK and International Universities.

Students who have successfully completed London Centre of Marketing's Graduate Diploma in Marketing Management have guaranteed direct entry on to the MA/MSc. Work Based Studies (Marketing) from Middlesex University (UK) whilst working full time in your own country.

The programme can be delivered in any country and takes approximately three semesters (eighteen months) to complete. Students must have a minimum of five years work experience with significant decision making responsibility. [Work based qualifications](#) at Middlesex University are fully quality assured by University validation, monitoring and external examiner procedures. Middlesex University was awarded a Queens Prize in 1996 for excellence of its work based programmes. The UK's Quality Assurance Agency (QAA) has audited them in 2003 as innovative and rigorous.'

Students who have successfully completed the London Centre of Marketing's Graduate Diploma in Marketing Management have the opportunity to apply to enter the BA (Honours) Marketing Management conversion programme at Nottingham Trent University.

Please contact CAMS Director of Studies for the latest advice on various LCM progression routes.

# London Centre of Marketing (LCM)

## SYLLABUS

### YEAR 1

#### PART 1 (Diploma)

<b>Sales &amp; Marketing Management</b> Principles of Marketing Sales Management Buyer Behaviour Option- Business Management	<b>Travel &amp; Tourism Marketing</b> Principles of Marketing Principles of Tourism Tourism Planning Option- Business Management
<b>Business Management &amp; Marketing</b> Principles of Marketing Sales Management Business Management Option- Market Intelligence & Planning	<b>Human Resource Development &amp; Marketing</b> Principles of Marketing Business Management Human Resource Development Concept Option- Market Intelligence & Planning
<b>Public Relations &amp; Marketing</b> Principles of Marketing Buyer Behaviour Market Intelligence & Planning Option- Business Management	<b>Entrepreneurship &amp; Marketing</b> Principles of Marketing Sales Management Market Intelligence & Planning Option- Business Management

## YEAR 1

### PART 2 (Higher Diploma)

<b>Sales &amp; Marketing Management</b> Social Marketing Integrated Marketing Communications Brands & Branding Option- Tourism Management	<b>Travel &amp; Tourism Marketing</b> Social Marketing Tourism Management Personnel Management Option- Brands and Branding
<b>Business Management &amp; Marketing</b> Social Marketing Integrated Marketing Communications Brands & Branding Option- Financial Management	<b>Human Resource Development &amp; Marketing</b> Social Marketing Internal Marketing Personnel Marketing Option- Brands & Branding
<b>Public Relations &amp; Marketing</b> Social Marketing Integrated Marketing Communications Internal Marketing Option- Brands & Branding	<b>Entrepreneurship &amp; Marketing</b> Social Marketing Brands & Branding Personnel Management Option- Integrated Marketing Communications

## **YEAR 2**

### **PART 1 (Professional Diploma)**

<b>Sales &amp; Marketing Management</b> Business Law Services Marketing Marketing Research Option- Public Relations	<b>Travel &amp; Tourism</b> Public Relations Events Management Business Law Option- Corporate Communications
<b>Business Management &amp; Marketing</b> Public Relations Business Law Services Marketing Option- Corporate Communication	<b>Human Resource Development &amp; Marketing</b> Public Relations Business Law Services Marketing Option- Events Management
<b>Public Relations &amp; Marketing</b> Public Relations Corporate Communication Events Management Option- Business Law	<b>Entrepreneurship &amp; Marketing</b> Business Law Marketing Internet Marketing Option- Public Relations

## YEAR 2

### PART 2 (Graduate Diploma)

<b>Sales &amp; Marketing Management</b> Strategic Marketing Management Entrepreneurship Business to Business Marketing Option- International Marketing	<b>Travel &amp; Tourism Marketing</b> International Marketing Strategic Marketing Management Entrepreneurship Option- Business to Business Marketing
<b>Business Management &amp; Marketing</b> International Marketing Strategic Marketing Management Business to Business Marketing Option- Entrepreneurship	<b>Human Resource Development &amp; Marketing</b> International Marketing Entrepreneurship Corporate Communication Option- Business to Business Marketing
<b>Public Relations &amp; Marketing</b> Entrepreneurship Business to Business Marketing Internet Marketing Option- International Marketing	<b>Entrepreneurship &amp; Marketing</b> International Marketing Strategic Marketing Management Entrepreneurship Option- Business to Business Marketing

# **ACCA**

## **Association of Chartered Certified Accountants**

ACCA qualification recognised and respected worldwide

Ideal for those pursuing a career in commerce and industry

CAMS gives you expert tuition and the opportunity of invaluable practical work experience in a Accountancy firm

Once you complete the ACCA qualification you will become a Chartered Certified Accountant and entitled to use the designatory letters ACCA after your name.

### **ACCA Course Structure**

14 papers completed over two years- Fundamental and Professional Levels.

Exemptions available for certain papers.

Students may study a minimum of two papers each year and a maximum of four papers each year.

## **The ACCA Qualification**

### **ACCA**

The ACCA qualification is internationally recognised and valuable to students wishing to pursue careers in commerce and industry in both private and public sectors. The Association of Chartered Certified Accountants was founded in 1904 and is one of the world's leading professional accountancy organisations with over 320000 students and members in 160 countries.

Once you complete the ACCA qualification you will become a Chartered Certified Accountant and entitled to use the designatory letters ACCA after your name. ACCA membership opens doors to a successful career in practice or business and increases your earning potential.

You will also need to register with ACCA as a student before applying for one of our courses. Please note that registering as a student with CAMS does not register you with ACCA. You can register with ACCA at [www.uk.accaglobal.com](http://www.uk.accaglobal.com)

At CAMS our fully qualified staff are here to help you. Whether you have a query about how to register with ACCA what type of course is best for you or if you have a specific question on a technical matter we will be happy to help. CAMS may also be able to assist students with the Practical Experience Requirement (PER).

Give us a call email us your query or come in and see us- we'll be happy to help

## The ACCA Syllabus

The ACCA syllabus consists of 14 papers divided into four levels:

Knowledge - 3 papers

Skills – 6 papers

Essentials – 3 papers

Options – 2 papers from 4

### Knowledge

F1 AB Accountant in Business

F2 MA Management Accounting

F3 FA Financial Accounting

### Skills

F4 CL Corporate and Business Law

F5 PM Performance Management

F6 TX Taxation

F7 FR Financial Reporting (UK or International)

F8 AA Audit & Assurance (UK or International)

F9 FM Financial Management

### Essentials

P1 PA Professional Accountant

P2 CR Corporate Reporting (UK or International)

P3 BA Business Analysis

### Options Choose any 2 from 4

P4 AFM Advanced Financial Management

P5 APM Advanced Performance Management

P6 ATX Advanced Taxation

P7 AAA Advanced Audit & Assurance (UK or International)

### ***Exam Regulations***

- *All modules must be sat in order*
- *Maximum of four papers to be taken in one sitting*
- *Papers within a module may be sat in any order but ACCA recommends that they should be sat in numerical order.*
- *Papers from a variety of levels may be sat at any one time. i.e. Knowledge and Skills or Skills and Essentials.*
- *The three Essentials papers do not have to be sat together*
- *Students have 10 years to pass all the examinations.*
- *The pass mark for all examinations is 50%*
- *In addition to the above 14 papers, students are required to study and sit an on-line module in Professional ethics. It is recommended that this is studied at the same time as P1*
- *Practical experience required*

# ACCA Entry Requirements

There are several ACCA entry routes:

## **Professional Examination Route**

Minimum Entry requirements to register for the ACCA qualification, starting at the Knowledge level, are two A Levels plus 3 GCSEs in five separate subjects (including English and Mathematics), or the equivalent. Those students in possession of higher qualifications may be eligible for exemptions from some of the **ACCA examinations**.

## **Mature Student Entry Route**

The **mature student** entry route is for students aged over 21 years, who do not hold the minimum entry qualifications. This route allows students to enter the programme under the condition that they pass papers F2 & F3 at the Knowledge level within two years (a maximum of 4 consecutive attempts) first prior to proceeding to the next papers.

## **Exemptions for Degree Holders**

Holders of recognised business and/or accounting degrees will be considered for exemption from some or all of the papers in Knowledge & Skills levels, if they have previously studied and been assessed in comparable subject areas. Students with non-relevant degrees will not receive exemption from the examinations. We advise you to check your starting point with ACCA before you enrol on the course.

### **Exemption Application Deadlines:**

- By 31 July – for December exams
- By 31 December – for June exams

## Oxford Brookes University

Gaining a BSc (Hons) in Applied Accounting from Oxford Brookes University.

Oxford Brookes University has been voted the best modern university in the *Sunday Times Good University Guide* for seven years in succession.

Oxford Brookes University has degree awarding power, granted by Royal Charter. The School's reputation has also been recognised through the award of a national, multi-million-pound Centre of Excellence in Teaching and Learning, which has developed a new learning centre on campus with the latest technology to support learning in a café-style environment.

## Eligibility

To be awarded the BSc (Hons) in Applied Accounting from Oxford Brookes University you must:

- be registered with Oxford Brookes University ie opted-in to the BSc degree scheme **before** passing any of the three ACCA Fundamentals papers, F7, F8 and F9
- pass the three ACCA Fundamentals papers F7, F8 and F9 and pass other papers as required to successfully complete all nine Fundamentals level papers
- complete the ACCA Professional Ethics module
  - to submit your Research and Analysis Project in the May submission period this must be completed by 15 April of the same year
  - to submit your Research and Analysis Project in the November submission period this must be completed by 15 October of the same year
- complete and pass the Oxford Brookes University Research and Analysis Project

The degree must be completed within 10 years of your initial registration onto ACCA's professional qualification otherwise your eligibility will be withdrawn.

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If you are unsure on your eligibility for the BSc (Hons) in Applied Accounting degree, then you should firstly refer to [myACCA](#) which will tell you whether or not you have opted in to the degree scheme and whether or not you are eligible.

If you wish to enquire about your eligibility to complete the BSc degree, please contact [ACCA Connect](#). Please include your ACCA student registration number in any correspondence.

### ***ACCA exam conversion arrangements***

Oxford Brookes University will recognise any passes or exemptions from Part 1 and Part 2 exams in the ACCA Professional scheme that are converted to the Fundamentals level of the ACCA Qualification, as contributions towards the award of the BSc degree.

### **CAMS Fees**

Year 1- Total fee £3,300.

ACCA tuition fee- £2,500

Compulsory Business English Classes- £800

Year 2- Total Fee £2,500

ACCA Tuition Fee £2,500

(Students have the option to continue attending Business English classes at the reduced cost of £200 for the year.)

### **ACCA Fees**

Annual subscription fee is due and payable on 1 January each year you wish to remain an active student. Remember you can pay your fees online at [myACCA](#) .

Students who fail to pay fees when due, will have their names removed from the ACCA register. Students wishing to re-register are now required to submit any amounts unpaid at the time of their removal in addition to the re-registration fee.

### **ACCA Qualification student & MSER fees**

Initial Registration	£69
Subscription	£69
Duplicate card	£11
Re-registration fee	£69, in addition to any amounts unpaid at the time of resignation/removal.
Exam/Exemption June 2010	
Knowledge	£55
Skills	£69
Professional	£81

Your first annual affiliate or member payment needs to be made by 1 January following the date on which you received your final exam results. Affiliates are entitled to pay a reduced affiliate subscription for up to three years.

### **Affiliate fees**

Subscription	£99
Permanent subscription	£189
Re-instatement	£44

Affiliates, on being admitted to membership, are required to make a one-off payment for admission to membership. This fee covers the administration involved in assessing membership applications and is totally separate from the subscription fee.

### **Annual subscription fee**

Member	£189
Member (reduced rate)	£44

### **Admission to membership fee**

Payable on successful admittance to membership	£189
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Payment can be made online by credit or debit card by logging on to *myACCA* .  
Payment can also be made by:

- Visa, MasterCard, AMEX, Switch and Solo
- Sterling cheque valid in the UK
- Sterling bank drafts drawn on a UK bank crossed British Postal Orders.

## **Practical Experience Requirement (PER)**

In order to become an ACCA-qualified accountant you will need to complete the practical experience requirement (PER) as well as passing your exams and the professional ethics module.

The PER provides a framework for ACCA trainees to gain this knowledge and ability. It does this by setting you a range of performance objectives to achieve and ensuring you gain enough experience in one or more relevant roles, demonstrating that you have the abilities and maturity required to become a member - making you a more valuable employee.

To begin achieving your PER, you need to be working in an accounting or finance-related role.

There are four components to your PER:

- completing three-years' employment in an accounting or finance-related role(s)
- achieving the nine Essentials and any four Options performance objectives to the satisfaction of your workplace mentor
- recording and reporting your PER progress through the trainee development matrix (TDM)
- making a PER return each year.

You can gain your practical experience before, during or after completion of the exams. There is no time limit to gaining practical experience and applying for ACCA membership.

# The University of London External Tuition Provider

## Undergraduate Access Route

### *The University of London External System*

#### *Access Route*

##### *What is the Access route?*

The Access route provides an entry route to degrees in the fields of Economics Management Finance and the Social Sciences. It has been designed specifically for those who wish to undertake a degree programme who do not currently meet the entrance requirements for the degree.

##### *What do I have to study?*

To complete the Access route you must pass the below two full units:

02 Introduction to economics (one unit)

04a Statistics 1 (half unit) and 05a Mathematics 1 (half unit)

You will be given credit for these units when you register for your degree.

##### *Prestige*

- Developed by academics at the London School of Economics and Political Science (LSE), regarded as an international centre of academic excellence and innovation in the social sciences.
- Provides a route to attaining a world class, internationally recognised qualification from the University of London.

##### *Transfer to the degree programme*

On completion, you can transfer your registration to the degree programme of your choice with credit for the units you have passed. You will then be able to complete the degree within a further three years.

## *Summary of key dates*

	<b>17</b>	<b>September</b>	<b>(non-EU)</b>
Application deadline	<b>17</b>	<b>October</b>	<b>(EU)</b>
			in the year before you intend to sit your first exams
Registration deadline	<b>30 November</b>		
Despatch of study materials	<b>Shortly after your registration form is received</b>		
Examinations take place	<b>May/June</b>		

## *Entrance requirements*

To be eligible for the Access route, you must:

- *normally\** be at least 17 years old before 1 September in the year you first register with us **and**
- have passed a minimum of four separate subjects at GCSE/GCE 'O' level (at not less than grade C), or the equivalent **and**
- have reached a level of competence in Mathematics at least equivalent to a pass (at not less than Grade C) at GCSE/GCE 'O' level in a mathematical subject **and**
- provide proof of competence in English which is acceptable to the University of London. (It may be necessary for you to have passed a recognised test of proficiency, at the appropriate level, within the last three years.)
  
- 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.

**Note:** There are many [other acceptable qualifications](#) both from the UK and overseas, which the University accepts instead of British 'O' and 'A' levels. Applicants with other qualifications not listed above and/or suitable work experience will be considered by the University on an individual basis.

## *Fees*

	<b>2008-2009</b>
Application handling fee (non-refundable)	£56
Initial registration fee	£270
Continuing registration fee	£261
Examination fee (per full unit)	£158
Examination fee (per half unit)	£79
Access transfer fee	£531

**Note:** the University reserves the right to amend previously announced fees, if necessary. The fees shown above for 2008-2009 are valid until 31 August 2009 and are subject to annual review.

All fees must be paid in pounds sterling, which may be paid either by a credit card recognised by Mastercard International or by the Visa group **OR** by banker's draft, cheque or UK postal order, made payable to 'The University of London' and crossed 'a/c payee'.

**Tuition Fees for the Access Route :                      £2,000**

### **Other costs**

Besides the fees payable to the University, you should also budget for:

- textbooks (this may well be in the region of £300 per year)
- tuition costs (if studying at a teaching institution)
- if you are taking exams outside London you will have to pay an additional fee to your local examination centre (this fee will vary).

# **BSc Accounting and Finance**

University of London External Programmes- Lead College London School of Economics

## **BSc Accounting and Finance**

This programme is ideally suited to those wishing to pursue a career in accountancy or finance. This degree is particularly suited to those who wish to go on to take professional accountancy qualifications. Indeed students may be able to gain exemptions from several of the examinations of professional accountancy bodies and should contact the relevant bodies for advice on this matter.

A qualification from the University of London will allow the individual excellent grounding to compete in today's highly competitive market.

## **Course Structure**

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The degree consists of 12 units when taken through the Standard Route and 9 units through the Graduate Entry Route.

## **Standard Entry Route**

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### **Year 1**

02 Introduction to economics

04a Statistics 1 (half unit) and 05a Mathematics 1 (half unit)

24 Principles of banking and finance

25 Principles of accounting

### **Year 2**

107 Introduction to business and management

28 Managerial economics \*(02 + 05a)

92 Corporate finance \*(02 +05a **or** 02 + 05b)

91 Financial reporting \*(25)

### **Year 3**

93 Auditing \*(25)

97 Management accounting \*(25)

27 The law of business organisations

402 Company law

## Graduate Entry Route

### **Year 1**

02 Introduction to economics

04a Statistics 1 (half unit) and 05a Mathematics 1 (half unit)

25 Principles of accounting

### **Year 2**

28 Managerial economics \*(02 + 05a)

92 Corporate finance \*(02 +05a **or** 02 + 05b)

91 Financial reporting \*(25)

### **Year 3**

93 Auditing \*(25)

97 Management accounting \*(25)

27 The law of business organisations

\*Pre-requisite/s

## Entry Requirements

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In order to satisfy the entrance requirements for the BSc Accounting and Finance, you must:

- *normally*\* be at least 17 years old **and** either have passes in:

- two subjects at GCE 'A' level, plus at least three further subjects at GCSE/GCE 'O' level at Grade C or above **or**

- three subjects at GCE 'A' level (with one 'A' level at not less than Grade D) **or**

- three subjects at GCE 'A' level and one further subject at GCSE/GCE 'O' level at Grade C or above **or**

- two subjects at GCE 'A' level, plus two further subjects at GCE 'AS' level **and**

- demonstrate competence in Mathematics at least equivalent to GCSE/GCE 'O' level at Grade C or above **and**
- provide proof of competence in English which is acceptable to the University. A test of proficiency may be required **and**
- if you wish to register for any of the law units (with the exception of unit 27) online access is also a requirement for registration.

\*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.

**Note:** Applicants with other qualifications not listed above and/or suitable work experience will be considered by the University of London on an individual basis. There are many [other acceptable qualifications](#) both from the UK and overseas, which the University accepts instead of British 'O' and 'A' levels.

If you do not satisfy the criteria for automatic acceptance your application will be considered on an individual basis under the [Special Admissions procedures](#). If the University of London cannot accept you with your current qualifications and experience, the university will advise you what qualifications you could take in order to become eligible in the future.

## **Application for the Graduate Entry Route**

**In addition to the qualifications above** you must hold a full first degree completed in a minimum of three years duration on a full-time basis (or equivalent) from a university or other institution acceptable to the University of London.

**Note:** Applicants holding professional and/or postgraduate qualifications without a full first degree cannot be considered for the admission to the Graduate Entry Route.

## **Exemptions**

Although the word 'exemption' is used, other institutions often use the term 'credit transfer'. An exemption means that you are not required to take a particular unit as part of your degree.

To be eligible you must satisfy the University that you have already passed examinations that compare in level, content and standard to the syllabuses from which you want to be exempted. Some exemptions we award are **automatically** granted; all others are considered on a **non-automatic** basis.

To be considered for exemption you must satisfy our criteria and **make an application**. Any exemption awarded is only valid for a limited period which will be specified in your decision letter. If you do not attempt an examination during this period, the exemption will expire. If you still want the exemption to count towards your degree you will need to apply again.

You may apply for exemption from up to four Foundation units.

**Note:** for further details about Exemptions - highlighted above - please see the [Exemptions](#) section at [www.londonexternal.ac.uk](http://www.londonexternal.ac.uk)

## Fees

*Univeristy of London fees:*

The total fee payable to the Univeristy is £3,013 for the Standard Route, the fee for the Graduate Entry Route is £2,278. Please note that this fee may be increased if studying law units-see below.

	<b>2008-2009</b>
Application handling fee (non-refundable)	£56
Exemption application fee (per unit)	£58
Exemption application fee (per half unit)	£29
Initial registration fee	£539
Continuing registration fee	£261
Examination fee (per unit)	£158
Examination fee (per half unit)	£79
Examination fee (per law unit) (Group L)	£168
An additional one-off fee is payable for each law unit that you choose (except for unit 27). This fee covers the necessary additional materials and other resources for these units.	
First law unit	£69
Next three law units (per unit)	£33
Any further law units (per unit)	£17

**Note:** the University reserves the right to amend previously announced fees, if necessary. The fees shown above for 2008-2009 are valid until 31 August 2009 and are subject to annual review.

**Other** **costs**

Besides the fees payable to the University, you should also budget for:

- textbooks (this may well be in the region of £300 per year)
- tuition costs
- if you are taking exams outside London you will have to pay an additional fee to your local examination centre (this fee will vary).

### CAMS tuition fees for the BSc :

#### Standard Entry Route

Year 1- £2,700

Year 2- £2, 800

Year 3- £3,000

### **Graduate Entry Route**

Year 1- £2,400

Year 2- £2,500

Year 3- £2,700

### **Student Support**

CAMS College offers excellent support and tuition for the BSc Accounting and Finance awarded by the University of London. Each unit is delivered by an expert tutor in the respective field and students are guided through all the elements of the course. Furthermore, CAMS student support remains consistent throughout the academic year, with particular attention being given to study techniques and exam strategies upon approach to the assessment period.

In addition to having many useful online resources, the LSE also runs a study weekend and a summer school to which all students are welcome.

### **Career Path**

A BSc from the University of London is an internationally acknowledged qualification and will allow the holder to be a strong candidate in today's highly competitive finance environment. Whether seeking to enter the world of finance and accounting or to aiming to further ones career, the theoretical and practical knowledge gained on this degree will give the holder confidence in key skills and specialist areas of expertise.

### **Key Dates**

Students are encouraged to apply for courses throughout the year, particularly as demand is often high and places often limited. The following key dates apply however with regard to the time at which a student will be permitted to sit examinations.

Application deadline	17 September (non EU) 17 October (EU)
Registration deadline	30 November
Examinations take place	May/June

# **MBA/MSC International Management**

University of London External Programmes- Lead College Royal Holloway

## **International Management programme:**

### **MBA-MSc-Postgraduate Diploma and Postgraduate Certificate**

These programmes in International Management are ideally suited to those wishing to develop specialist knowledge of international business and management.

The MBA is accredited by the Association of MBAs in the UK (AMBA). The course is designed to educate the student on topical aspects of management, including the evolution of a global business environment.

## **Course Structure**

### **MBA**

#### **Year 1**

International accounting and finance

International business economics

Information systems

International human resource management

Leadership and organisations

Philosophy of management

International operations management

International marketing

International strategy

#### **Year 2**

International business analysis

Corporate social responsibility

Corporate finance

International business law

Research course (Business research methods)

Plenary session – (Group project plenary)

Research project (Dissertation)

## **Postgraduate Certificate (via MBA route)**

### **Year 1**

International accounting and finance  
International human resource management and organisational behaviour  
Information systems and operations management  
International marketing  
International strategy

**Exit here and receive the Postgraduate Certificate- or, if you have gained 3+ years relevant work experience prior to registering for the Postgraduate Certificate, proceed directly on to the MBA and study the further courses below to gain your MBA.**

International business economics  
Advanced international human resource management and organisational behaviour  
Advanced information systems and operations management  
Philosophy of management

### **Year 2**

International business analysis  
Corporate social responsibility  
Corporate finance  
International business law  
Research course (Business research methods)  
Plenary session (Group project plenary)  
Research project (Dissertation)

## **MSc and Postgraduate Diploma (MSc route)**

### **Year 1**

International accounting and finance  
International human resource management and organisational behaviour  
Information systems and operations management  
International marketing  
International strategy

**Exit here and receive the Postgraduate Certificate.**

International business economics

Philosophy of management

## **Year 2**

International business analysis

Corporate social responsibility

Corporate finance

International business law

**Exit here and receive the Postgraduate Diploma or continue and complete the below course to gain your MSc.**

Research course (Business research methods)

Plenary session (Group project plenary)

Research project (Dissertation)

## **Fees**

Fees given below refer to calendar year specified only and are subject to annual review. When you register you can either pay the total amount upfront or pay as you go (a one-off registration fee plus a fee for each module).

	2008	2009
Registration fee (MSc, Postgraduate Diploma, Postgraduate Certificate)	£530	£560
Registration fee (MBA)	£1,590	£1,670
Course fee	£425	£450
Plenary session*	£850	£895
Research course and dissertation	£1,650	£1,735
Short course	£560	£590
<b>TOTAL Postgraduate Certificate</b>	<b>£2,655</b>	<b>£2,810</b>
<b>TOTAL Postgraduate Diploma</b>	<b>£5,205</b>	<b>£5,510</b>
<b>TOTAL MSc</b>	<b>£7,705</b>	<b>£8,140</b>
<b>TOTAL MBA</b>	<b>£9,615</b>	<b>£10,150</b>

\*This fee does not include the cost of travelling, accommodation and subsistence when attending the plenary sessions.

**Notes:**

- If you wish to transfer from the Postgraduate Certificate to the MBA, you must pay the remaining balance (£1,060) of the registration fee.
- The University reserves the right to amend previously announced fees, if necessary.

All fees must be paid in pounds sterling, which may be paid either by a credit card recognised by Mastercard International or by the Visa group OR by banker's draft, cheque or UK postal order, made payable to 'The University of London' and crossed 'a/c payee'.

Besides the fees payable to the University, you should also budget for the fee levied by your local examination centre to cover their costs (if you do not sit your exams in London).

**CAMS Fees**

PGC- Total CAMS fees:	International students	£2,400	Local students	£2,000
PGD- Total CAMS fees:	International students	£ 3,900	Local students	£3,400
MSc- CAMS fees Per Year:	International students	£3,100	Local students	£2,700
MBA- CAMS fees Per Year :	International students	£3,500	Local students	£3,000

**Entry Requirements***Academic requirements:*

A second class honours degree or the equivalent from a university or other institution acceptable to the University of London (If you have a degree from an institution that does not award honours you may still apply. In this case, a certified transcript of your results must be sent by the awarding institution directly to the Postgraduate Admissions Office).

OR a first degree from a university or other institution acceptable to the University of London and a G-MAT score of 550 or over

OR an equivalent professional qualification and a G-MAT score of 550 or over.

An advanced level of English is required for this course. You may be required to pass a proficiency test in English.

A minimum of three years relevant work experience is required for admission to the MBA course.

Please note that all applications are considered at the discretion of the University of London, therefore applicants not meeting the above criteria are still welcome to apply.

### **Career Path**

A qualification from the University of London is an internationally acknowledged achievement and will allow the holder to be a strong candidate in today's highly competitive business environment. Whether seeking to enter the business world or to further ones career, the theoretical and practical knowledge gained on the course will give the holder confidence in both key skills and specialist areas of expertise.

### **Key Dates**

Students are encouraged to apply for courses throughout the year, particularly as demand is often high and places often limited. The following key dates apply however with regard to the time at which a student will be permitted to sit examinations.

Application deadline	31 January	31 July
Registration deadline	15 March	15 October
Examinations take place	October	May

## TERMS AND CONDITIONS

### **Application Process**

All applicants must complete a College application form along with submitting the below documentation:

1. Four photographs.
2. Copies of Degree / Diploma Certificates including graduating year transcripts or any appropriate and relevant eligibility criteria according to the relevant courses (coloured copy).
3. A coloured copy of a valid passport with DoB.
4. Coloured copies of the IELTS score of 6.0 or above.
5. A compulsory short essay from the student stating why they wish to come and study in the UK. The reason why they have chosen this course and what they wish to achieve in their career. This is in order to assess their command of written English to A2 or B2 standard.
6. All students on professional courses must pre-register with the appropriate accredited governing body themselves.
7. A non-refundable application fee of £150 will be charged.
  - This will be deducted from the course fee if the Visa is issued and student joins CAMS.
  - Otherwise £150 is not refundable.

All the photo copies should be attested and authenticated by a government official or a gazetted officer / solicitor.

The above requirements must be fulfilled prior to any student being accepted for enrolment for any high education course conducted by College of Accountancy and Management Studies.

College of Accountancy and Management Studies will be using NARIC from March 2010 to ensure that degrees / diplomas are legitimate and from a recognised higher education provider.