



**School of Business and Management
Royal Holloway, University of London**
Pre-Arrival Preparation for 2023/24
BSc Business and Management
BSc Management with specialism
BSc Accounting and Finance

This guide – arranged in six sections – aims to assist and reassure you with a range of resources relevant to studying at the School of Business and Management:

- Reading in the Financial Times
- Academic Reading and Writing
- Numeracy Skills
- Technology and Learning
- Support and Your Wellbeing
- Participation, Personal Development, and Employability

Accessible – and free – links are cited. Material used for your first-year studies are included.

The School of Business and Management has five departments: Accounting and Financial Management; Digital Innovation and Management; Marketing; Human Resources and Organizational Studies; Strategy, International Business, and Entrepreneurship.

Reading the Financial Times

The [Financial Times](#) is a learning resource you will use as one of the 300+ online databases available to you as a student at Royal Holloway. It is an introduction to commercial awareness alongside drawing links to the first-year modules you will follow. [FT Schools](#) is a start – see [Business](#) and [Economics](#).

Academic Reading and Writing

You are provided with access and guidance on how to use new learning resources at Royal Holloway to support academic reading and writing. Colleagues recommend: [Royal Literary Fund](#) (if writing an essay is a new academic practice) and the [Online Writing Lab](#) (OWL) at Purdue University (comprehensive writing resources and instructional material such as 'general writing' and 'avoiding plagiarism' sections). You will be introduced to [Cite Them Right](#) using the [Harvard](#) referencing style.

Numeracy Skills

Confidence with numbers is important: it helps with individual first-year modules; and it supports the successful completion of numerical reasoning assessments used by many business organizations in the early stages of vetting internship and placement applicants.

You can refresh your numeracy skills if you have not studied any numbers-based subject since [GCSE Maths](#) alongside free examples of '[numerical reasoning](#)' tests used by prospective employers.

Numeracy is also linked to financial literacy, knowing how to manage your money. UK-based [Money Saving Expert](#) has a section devoted to students (on 'guides and tools to help you save money while studying').

Technology and Learning

The use of technology can assist your learning. You receive access to Microsoft Office 365. Word, [Excel](#), and PowerPoint will be used to complete assessed coursework. Excel may be less familiar, so it is included as part of the first-year programme. Outlook helps with time management. Our education programme includes face-to-face lectures, workshops, and feedback sessions. This is complemented by Moodle, Royal Holloway's virtual learning environment (VLE), and MS Teams. Each taught module has a designated area in Moodle where you can access content, submit coursework, participate in online activities, and communicate with faculty and peer students.

Support and Your Wellbeing

We offer support as you make the transition from school/college to the School of Business and Management at Royal Holloway. This includes the design of the academic curriculum in the first year with seven of eight modules – delivered by the School's five Departments – as mandatory to provide a common platform. You also have a Personal Tutor to assist you, in addition to the individual module leaders. A material change is the level of 'independent learning' – approximately 12-24 hours per week of guided self-study to complement approximately 12 hours of scheduled lectures and workshops – you need to manage.

Your personal development and social networks extend beyond the academic curriculum. To perform at your desired academic level, look after your physical and mental health. First, connect with fellow students as good relationships are important for your wellbeing. Second, being active is great for your physical health and fitness along with improving your wellbeing. Royal Holloway benefits from being next to [Windsor Great Park](#). [Royal Holloway's Sports Centre and Fitness Suite](#) can be part of a structured fitness programme. Third, think of learning new skills in blocks of 8-12 weeks alongside the academic curriculum.

Participation, Personal Development, and Employability

Linked to wellbeing we recommend participation in activities – such as sports, clubs, societies, part-time work, and volunteering (as acts of giving and kindness to others) – to complement an academic timetable beyond scheduled lectures and workshops. Students' Union at Royal Holloway for [societies](#) and [sports](#). Skills associated with personal development and employability are also enhanced. This can be demonstrated to prospective employers – with reference to these activities pursued over several years. At Royal Holloway, [CVstac](#) is your unique employability profile of 12 meta-skills and your entire university experience will be built around developing yours. CVStac has affinities to the 'what we look for' corporate example of [McKinsey & Co](#) with interview candidates asked to prepare two personal examples to demonstrate skills in the behavioural areas of personal impact, entrepreneurial drive, inclusive leadership, problem solving, and courageous change.

Academic Director for Student Recruitment and Communications

We are looking forward to welcoming all our future students to our tight-knit academic community. If you have questions in advance of your arrival on campus, please contact the [Academic Director for Student Recruitment and Communications](#), Dr Derrick Chong.