



## **School of Business and Management, Royal Holloway, University of London**

### **Pre-arrival preparation for 2024/25**

#### **BSc Business and Management BSc Management with specialism BSc Accounting and Finance**

### **Welcome to the School of Business and Management**

The School of Business and Management has five departments:

- Department of Accounting and Financial Management
- Department of Human Resource Management and Organisation Studies
- Department of Marketing
- Department of Information and Operations Management
- Department of Strategy, International Business and Entrepreneurship

Academics from each of these departments teach on modules across all our undergraduate courses, so you will have the opportunity to learn from all these departments while studying with us.

This guide is split into five sections and aims to assist and reassure you with a range of resources relevant to studying at the School of Business and Management.

- Academic reading and writing
- Numeracy skills
- Technology and learning
- Support and your wellbeing
- Participation, personal development, and employability

The links included are accessible – and free- and the sections also highlight material you will also come across in the first year of your degree.

## Academic reading and writing

You will be provided with access and guidance on how to use new learning resources from our library at Royal Holloway to support your academic reading and writing. If you would like a head start, these resources have been recommended by colleagues:

- The [Royal Literary Fund](#) (if writing an essay is a new academic practice)
- The [Online Writing Lab](#) (OWL) at Purdue University (comprehensive writing resources and instructional material such as 'general writing' and 'avoiding plagiarism' sections).

In your first year you will also be introduced to [Cite Them Right](#) using the [Harvard](#) referencing style.

## Numeracy skills

Confidence with numbers is important, as a life skill that will assist both your studies and future professional life. In particular it will:

- help with individual first-year modules,
- help your future career through the successful completion of numerical reasoning assessments used by many business organisations in the early stages of vetting internship and placement applicants.

You may find it useful to refresh your numeracy skills if you have not studied any numbers-based subject since GCSE: [BBC Bitesize GCSE Maths](#) offers teaching and revision materials alongside quizzes to test your knowledge. Free examples of numerical reasoning tests used by prospective employers can be found via [Assessment Day](#).

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

## Technology and learning

The use of technology can assist your learning and will benefit your future employability, as familiarity with technology is a vital requirement for virtually all jobs.

As a Royal Holloway student, you will receive access to Microsoft Office 365. Word, Excel, and PowerPoint will be used to complete assessed coursework.

- Excel may be less familiar to you, so training on it is included as part of the first-year programme. Microsoft also offers free video training on [Excel](#).
- Outlook helps with organisation and time management. [Outlook Training](#).

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. The first year of your degree is aimed at helping you make this transition. The academic curriculum has been designed with seven or eight modules as mandatory to provide a common platform across all students, before the introduction of options in more specialist areas in the second and final years of the degree. Joining our School, you will be given a Personal Tutor who can assist you, as well as the individual module leaders.

A marked difference between school/college and university is the level of 'independent learning' expected when studying for a degree. You will be expected to complete and manage approximately 12-24 hours per week of guided self-study to complement approximately 12 hours of scheduled lectures and workshops. It is very important that you attend lectures and workshops since these are fundamental in securing your success on the degree course. If, for some reason, you miss a lecture or workshop it is very important to catch up as quickly as possible.

Your personal development and social networks extend beyond the academic curriculum. To help perform at your desired academic level, look after your physical and mental health. These are some top tips as you begin life at Royal Holloway:

1. Connect with fellow students, as good relationships are important for your wellbeing.
2. Keep fit - 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.
3. Explore an interest or discover something new - 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 participating 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. The Students' Union at Royal Holloway offers a large range of [societies](#) and [sports](#) for you to get involved with during your time at university. Many of these activities take place on a Wednesday afternoon, so we try to avoid timetabling any lectures and workshops during this time.

Skills associated with personal development and employability are also enhanced by taking part in non-academic activities. These skills can be demonstrated to prospective employers when applying for internships, placements and jobs – with reference to the activities pursued over several years at university.

Our degrees are designed with employability in mind, with all the key skills embedded within the teaching and learning which you will require in the workplace. On top of this, there will be many networking and careers events you will be able to join to meet prospective employers, and opportunities to apply for to gain experience.

## **Vice Dean for Education & Student Experience**

We are looking forward to welcoming all of you, our future students, to our tight-knit academic community. If you have questions in advance of your arrival on campus, please contact the Vice Dean for Education & Student Experience Dr Lucy Gill-Simmen ([lucy.gill-simmen@royalholloway.ac.uk](mailto:lucy.gill-simmen@royalholloway.ac.uk)).