

**Programme Title : Bachelor Degree ( Top Up BA Honours)**

**Major : BUSINESS Administration**

**AWARDING BODY: University Of Wales**

**Mode of Study : 3-year Degree Programme**

1<sup>st</sup> year : High National Certificate (HNC) from NCC Education - UK  
2<sup>nd</sup> year High National Diploma (HND) from NCC Education -UK  
3<sup>rd</sup> year BA (Honours) Business from the University of Wales.

### **PROGRAMME DESCRIPTION, DURATION**

The programme is designed for those who wish to develop their professional expertise and skills across a range of essential business and finance areas.

This **on-line/ distance learning** programme is conducted in affiliation with UK Academic bodies .This state-of-the-art learning platform is developed specifically for our students, providing you with the **flexibility** to fit your studies around your life-style and career aspirations

You would be required to complete **8 compulsory sequential modules for the International Diploma (IDB)** (1<sup>st</sup> year of the Degree programme)

You would be required to complete **9 compulsory sequential modules for the International Advanced Diploma IADB** (2<sup>nd</sup> year of the Degree programme)

The duration of the programme for the first two years is **24 months**)

**We recommend that you study the first 2 modules upon commencement of the programme.**

The IDB/IADB programme is conducted by **ProGate** and awarded by NCC Education

**ProGate** will provide you with local support through workshops and study sessions and will deliver invaluable course materials. Each module in your programme consists of a set of learning material that provides you with the necessary skills to achieve the required learning outcomes. The material is **interactive** and contains practical activities.

Through **ProGate**, you will have constant access to Local Module Tutors and Programme Managers and various **learning resources** including: case studies, assessments, revision material, peer discussions with fellow students from around the world, tutor feedback and valuable support from discussion groups.

### **ASSESSMENTS**

Assessments are submitted on-line via the e- Platform. The Assessment methods are as follows:

- 14 written assignments in total (of 2500-3000 words each)
- 2 examinations

### **ENTRY REQUIREMENTS**

- No formal entry Qualifications are required
- Candidates should have a certain academic level such as A level or at least 2 years full-time work experience
- Proof of English equivalent to IELTS score of 6.0

### **FEES**

There are **NO Application/Registration Fees**.

Payment is due only once you have been accepted and provided with an Acceptance/Offer Letter.

Fees are payable to **ProGate** by Cash or Electronic Bank Transfer

You may choose the payment plan the best suit you:

- 1) Upfront single payment fee for the **IDB programme (1<sup>st</sup> year of the Degree programme)**  
**18000 Riyal**

**OR**

- 2) Instalment Plan - payment on a modular basis  
**2500** per module (x8 modules)  
Instalment Total: **20000 Riyal**

You may choose the payment plan the best suit you:

- 1) Upfront single payment fee for the **IADB programme (2<sup>nd</sup> year of the Degree programme)**  
**20000**

**OR**

- 2) Instalment Plan - payment on a modular basis  
**2250** per module (x9 modules)  
Instalment Total: 20250 Riyal

## **BA HONOURS BUSINESS FINAL YEAR TOP-UP)**

### **AWARDING BODY**

This scheme is validated and awarded by the University of Wales

### **COURSE DESCRIPTION, DURATION & MODE OF STUDY**

The course is designed as a Top-Up for those who hold an IADB in Business or equivalent Qualification to progress to full Undergraduate Honours. You will be required to undertake a rigorous study of theories, business techniques and issues and acquire the practical skills which are essential for the business environment.

This **on-line distance learning** programme is offered by **ProGate**. This state-of-the-art learning platform is developed specifically for our students, providing you with the **flexibility** to fit your studies around your life-style and career aspirations

You would be required to complete **8 compulsory sequential modules and we recommend that you study the first 2 modules upon commencement of the programme**

The duration of the programme is **12 months**, but may be extended to a maximum of up to 3 years

## **ASSESSMENTS**

Assessments are submitted on-line via the e- Platform. The Assessment methods are as follows:

- A Learning Diary
- Two case-study based assessments
- Two organisation based assessments
- A 24 hour Assessment (designed to emulate a 3 hour open-book examination, with the difference that you have 24 hours within to complete it)

*Please note that should there be a long period of inactivity with your studies and you have not attempted any Assessments within a particular time-frame, the University may formally withdraw you from the programme. In order to be re-instated on the programme, you will be required to re-pay for the module you were currently studying.*

## **ENTRY REQUIREMENTS**

- IADB in Business or an equivalent Qualification from an approved Institution which is on a UK Level 5 equivalency
- Proof of English equivalent to IELTS score of 6.5

## **FEES**

There are **NO Application/Registration Fees**.

Payment is due only once you have been accepted and provided with an Acceptance/Offer Letter.

Fees are payable to Stafford Associates via Credit Card, Cash or Electronic Bank Transfer

You may choose the payment plan the best suit you:

- 1) Upfront single payment fee for the entire programme  
**27000 Riyal**

**OR**

- 2) Instalment Plan - payment on a modular basis  
**3750** per module (x8 modules)  
Instalment Total: **30000**

### **WHAT YOU COULD STUDY NEXT**

Successful completion of BA (Honours) Business Finance OR BA (Honours) Business Banking Programmes may allow you entry into the University of Wales MBA

### **HOW TO APPLY FOR THE HNC/HND BUSINESS or BA HONOURS BUSINESS FINAL YEAR TOP-UP**

- Completed Application Form
- 2 Completed Reference Forms (**must be completed by 2 of your work colleagues or managers and be stamped with your Company Logo**)
- Certified copies of all your Academic Certificates and results
- Please note: Should your Academic Certificates and results be written in any other language, please ensure that it is translated into English and certified
- Curriculum Vitae covering the relevant work history in detail
- **Proof of English** - IELTS score of 6.0 (for IDB/IADB) and 6.5 (for BA Honours Final Year Top-Up) OR a TOEFL Internet Based score of minimum 90 (If your Undergraduate Degree/Diploma/Schooling was not studied in the English language) .

As soon as all relevant Application documents are submitted, we will forward said Application to the UK for review and approval. Please note that review and approval is **free of charge** and may take anything between **15-30 UK working days**

### **ADMISSION INTAKES & COMMENCEMENTS FOR ALL PROGRAMMES**

There are 4 intakes throughout the year, namely:  
January/April/July/October

**For January 2012 intake = deadline 30 December 2011**

**Programmes will commence 30 January 2012**

For April 2012 intake = deadline 30 March 2012

Programmes will commence 30 April 2012

For July 2012 intake = deadline 30 June 2012

Programmes will commence 31 July 2012

For October 2012 intake = deadline 30 September 2012

Programmes will commence 31 October 2012