



School of Business and Management

Royal Holloway, University of London

Pre-University Preparation

BSc Business and Management

BSc Management with specialist pathway

BSc Accounting and Finance

Whether you're an offer holder with us, looking to apply, or just exploring your university options, it's never too early to start planning and preparing for your next steps into university life.

Though no formal preparation is required in advance of studying here at the School of Business and Management, this guide aims to provide assistance, reassurance, and a range of helpful sources to best prepare and explore key areas of interest prior to arrival with us. It is arranged in six sections:

- Business and Management
- Academic Reading and Writing
- Numeracy Skills
- Technology and Learning
- Your Wellbeing
- Participation and Employability

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

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

Business and Management

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. You may want to familiarize yourself with the *FT*: there is limited free access available at

<https://www.ft.com>; you may also want to purchase the FT Weekend (as the weekend edition, which includes various supplements so broader coverage than the Monday-Friday editions). Depending on where you reside, the *Wall Street Journal* <https://www.wsj.com/> may be more available for purchase.

Academic Reading and Writing

As a School, we will provide access and guidance on how to use new learning resources at Royal Holloway to support academic reading and writing.

Two online resources recommended by Royal Holloway colleagues at the Centre for the Development of Academic Studies (CeDAS): Royal Literary Fund and the Online Writing Lab (OWL) at Purdue University.

If writing an essay is a new academic practice to you, you may want to review resources from The Royal Literary Fund <https://www.rlf.org.uk/resources-home/>: 'Writing Essays: A Guide' (which is 'a comprehensive guide to essay writing covering all the stages of the essay development process'); and an essay writing tool (as 'a step-by-step guide to the process of writing an essay, with videos, tasks and tips; also available as an app').

A more comprehensive online resource of writing resources and instructional material is the Online Writing Lab (OWL) at Purdue University https://owl.purdue.edu/owl/purdue_owl.html; see 'general writing' and 'avoiding plagiarism' sections.

Linked to writing essays at Royal Holloway is the convention of referencing. The Harvard system – one of several widely-used referencing styles – is used by the School of Business and Management. The Harvard style, which has no association with the university, consists of two (related) components:

- In-text citations: These appear within the body of essay. When using the Harvard style, an in-text citation needs to be made at the point at which a source is referred to in the essay. This consists of a short, basic reference (Author Surname, Year of Publication) inserted every time you use or refer to someone else's work in-text; and
- References: When using the Harvard style, a reference list needs appears at the end of your essay. This is a list of articles and books you have used to complete the essay. The list appears in alphabetical (A, B, C ... Z) order by the Author's Surname.

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 may wish to refresh your numeracy skills if you have not studied any numbers-based subject since GCSE Maths.

Colleagues recommend the following reading: Oakley, Barbara. (2014), *A Mind For Numbers: How to Excel at Math and Science (Even If You Flunked Algebra)*. New York: Tarcher/Penguin. Preview available <https://www.goodreads.com/book/show/18693655-a-mind-for-numbers>.

For an example of practical questions, see the 'Numeracy Professional Skills Practice Test 1' produced by Dr Kinga Zaczek, from Royal Holloway's Centre for the Development of Academic Skills: <https://www.mathcentre.ac.uk/resources/uploaded/numeracy-professional-skills-test-1-questions.pdf>. Similar numeracy level is offered by YouTube-based QTS Maths Tutor <https://www.youtube.com/channel/UCPwRDdLstkZOeggKFJk7AHA/featured> (with solutions).

You may also want to review free examples of 'numerical reasoning' tests used by prospective employers at Assessment Day: <https://www.assessmentday.co.uk/>.

Numeracy is also linked to financial literacy, which is knowing how to manage your money. UK-based Money Saving Expert <https://www.moneysavingexpert.com/> has a section devoted to students (on 'guides and tools to help you save money while studying'). FT Money is the FT's weekly personal finance supplement published within FT Weekend, which may be a gateway to wealth management of investment and financial planning expertise to help you grow and protect your wealth responsibly.

Technology and Learning

The use of technology can assist your learning and our students are provided with access to Office 365. You will be familiar with Word and PowerPoint from Office 365. Excel may be less familiar, so it is included as part of the first-year programme. Moodle is Royal Holloway's virtual learning environment (VLE). Moodle along with MS (Microsoft) Teams support Royal Holloway's delivery of blended learning.

You can do anything with an Excel spreadsheet? Excel has grown to become arguably the most important application in workplaces around the world. Notwithstanding its criticisms, businesses are continuing to use Excel as a primary tool for diverse functions and applications. There are various free online tutorials including by Microsoft <https://support.microsoft.com/en-us/office/excel-video-training-gbc05390-e94c-46af-a5b3-d7c22f6990bb>.

We are delivery the education programme using blended learning: Moodle, Royal Holloway's virtual learning environment (VLE), and MS Teams. See Microsoft for an introduction to MS Teams <https://support.microsoft.com/en-gb/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089fod21d7>.

The use of technology will support how you manage the routine tasks associated with life at Royal Holloway: maintain a calendar (using Outlook) to help meet deadlines for assessments; read emails to your Royal Holloway account (or arrange to have them forwarded to another account) as it may include form you are required to complete; access Campus Connect; and make regular use of Moodle for your modules.

Your Wellbeing

We offer support as you make the transition from school/college to reading business and management or accounting and finance at Royal Holloway. This support 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.

Foreseeing some of these changes – and how you will respond – is useful planning. The academic curriculum at Royal Holloway requires 'independent learning' (such as being able to make informed choices and taking responsibility for your own learning activities along with self-motivation and feeling confident enough to take decisions and act on them). Your personal development and social networks extend beyond the academic curriculum.

In order to perform at your desired academic level, you need to look after your physical and mental health. From our experience there are common reasons when fails occur: inability to manage sleep-wake cycles; procrastination (too much free time such that idleness becomes a habit); substance abuse (such as alcohol, drugs, and/or pornography); and unmet medical needs.

Consider the following to support wellbeing:

- Connect with other people: Good relationships are important for your wellbeing.
- Be physically active: Being active is not only great for your physical health and fitness; it can also improve your wellbeing. For example, Royal Holloway is situated next to Windsor Great Park <https://www.windsorgreatpark.co.uk/en> which 'provides 4800 acres to explore, with an endless combination of routes that offer level running, uphill gradients and woodland tracks' <https://www.windsorgreatpark.co.uk/en/activities/running> along with recommended walks <https://www.windsorgreatpark.co.uk/en/activities/walking>
- Learn new skills: Learning new skills can also improve your wellbeing.

Participation 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 complements an academic timetable beyond scheduled lectures and workshops. Many employability skills are also developed – and demonstrated to prospective employers – with reference to these activities pursued over several years.

An example of 'What we look for' from a competitive employer includes the following qualities (demonstrated from your concrete examples):

- **Personal Impact:** Working with clients on their toughest issues requires the involvement and support of many individuals. Interacting effectively with people, sometimes in challenging situations, is key to creating positive, enduring change.
- **Entrepreneurial Drive:** Overcoming obstacles and achieving goals requires an innovative mindset, an openness to new approaches, and a continuous quest for learning and growth.
- **Inclusive Leadership:** Harnessing the power of diverse thinking to drive results requires the ability to lead teams of people with different backgrounds and create a sense of belonging where everyone can be at their best.
- **Problem Solving Skills:** Helping clients solve tough problems and implement solutions requires strong intellectual abilities and rigor, as well as a practical sense of what works and what does not.

You have the support of Royal Holloway's Careers and Employability Service, who have contributed to the first-year curriculum; and those following the Year in Business pathway are provided with a range of first-year activities to enhance placement applications at the outset of second-year studies. UK-based resources for students include Target Jobs <https://targetjobs.co.uk/> and Michael Page <https://www.michaelpage.co.uk/job-search>. In addition, FT's Work and Careers section includes the FT Series 'Graduates: the class of 2021' <https://www.ft.com/graduates-class-of-2021>.

Academic Director for Student Recruitment and Communications

We are looking forward to welcoming all our future students into 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 d.chong@rhul.ac.uk.