

**London
South Bank
University**

INFORMATION FOR EMPLOYER SPONSORED STUDENTS



WHY CHOOSE LSBU?

Our professionally relevant, accredited courses

Our relevant, practical, accredited courses are designed for the modern workplace and kept up to date with input from leading professional bodies and industry experts.

Our modules draw on real world scenarios and our assignments frequently focus on your actual organisation allowing you to apply your learning effectively and immediately.

We deliver student success and a return on investment which is why over 1000 cross sector industry partners including GlaxoSmithKline, British Gas and Network Rail sponsor their employees to study at LSBU.

“The studies have made a fundamental impact to my personal and professional life. The course has given me the skills to think about problems in a structured way. I am able to make calculations in day-to-day life and be confident that they have enough integrity to sustain scrutiny. I value the experience I have had at LSBU it has given me vital skills to progress my career in the right direction.”

Neil Thompson

Balfour Beatty PLC – BEng (Hons)



Our facilities

Our often unique, cutting edge facilities are designed to boost education, training, research and enterprise. We have invested over £60 million in our estate in the last 10 years alone. Just a few of our amazing facilities are listed here, you can find more detailed information on our website.

- The Pub Lab – the Psychology department’s pub lab is used to understand addiction and why people drink in the way that they do.
- The National Bakery School – two baking rooms equipped to a professional standard, a fermenting room, a room for confectionary making and a chocolate making/tempering room.
- The Games Studio – emulates the look and feel of a professional game design studio. In addition to standard game development (3d and 2d game design, sound sign and 3d modelling and animation) the studio is used for Kinect development, motion capture and animation rendering.
- A dedicated robotics laboratory
- Rapid prototyping technology workshop with 3d printers and laser cutters
- Our operating theatre facility is designed to reflect hospital acute care environments. At one end it resembles the operating theatre, with operating table, theatre lights, anaesthetic machine and scrub sinks. At the other end a recovery / ITU environment can be recreated.

Our location

It’s important that you are able to juggle work and study. Our city-centre location just South of the Thames has excellent transport links.

We are just a short walk from Waterloo, London Bridge, Elephant & Castle with numerous rail, tube and bus links.

Please see back cover for detailed map.

High numbers of employer sponsored students

Employer sponsored students make up 20% of our student body so there is plenty of peer support. It also gives you the opportunity to network and learn about other disciplines in your industry field.

PERSUADING YOUR EMPLOYER TO SPONSOR YOU

We want you to have the best chance of persuading your employer to sponsor your studies so we put together this guide to making a case. If you would like any additional help or advice the Business Sponsor team are always on hand.

1. Speak to the right person

You'll need to arrange a meeting. If your company has a formal performance measurement system, your appraisal would be the ideal time to raise the issue of sponsored study.

If you work for a small company then it's likely you know who you need to speak to about securing sponsorship.

If you work for a larger company then speak to your line manager first but bear in mind that the training budget may be controlled by someone else - either in Human Resources or a Training Manager and you will need to speak with them too.

Their needs/concerns might differ, your line manager will be interested to know to what impact your studies will have on your day to day work, HR might be interested in course costs.

2. Do some research

It is unlikely that your employer will sponsor you to study a course that won't positively impact the company in some way - they will probably have ideas about the subjects they want you to study. Find out what those subject areas might be and identify some courses and study options that might be suitable. You could also consider the questions listed below.

Price and time will be key concerns for your employer

What are the rough costs? Are the costs spread? Are there payment plans available? Are there discounts for groups of students – would it be beneficial for your colleagues to join you?

How much time will you be away from the office? How might you prevent this having an impact on your day to day work and your colleagues?

Are there systems that will allow your employer to monitor your performance during the course?



3. Make a case

As well as using your research to address potential management concerns you should also think about the **benefits your studies will bring to the company**, both in the short and long term.

General points:

- You will possess more skills and increase your productivity
- You will be more rounded, better qualified and more motivated – motivated staff create competitive advantage.
- Your employer is investing in their future and guaranteeing workforce stability.
- It is likely that your employer will want you to sign some kind of agreement and if not you could suggest it. The most common condition of any agreement is that you will stay with the company for a minimum period after your studies have finished or pay back the fees. Your manager should be able to confirm your company policy.

Course related points:

- Some courses have proven ROI. For example as part of LSBU's Diploma in Management studies you undertake a project that puts you in charge and asks how you would

do things differently. This is a real project that looks at real ways of making improvements. Some of our students have covered the cost of their course several times over with this project alone.

- You will undertake research that will directly benefit the company – the nature of this will depend on your course but some examples would be product development or entry into new markets.
- You will have new skills that may:
 - save money/time or both
 - attract new business
 - allow you to develop a new capacity

Think about the course you're planning to study and give detailed examples of how the course will develop those skills.

For example:

If you work in marketing and one of the business goals is to increase profits through increased loyalty you could say:

The MSc in Marketing includes a module on social marketing strategy. On completing the course I could devise a social strategy to increase customer loyalty and repeat purchasing.



EMPLOYER SPONSORED STUDY AT LSBU – PROCESS AND REQUIREMENTS

EMPLOYEE

Pre-application

Undertake a search for a course using the course finder on our website. (LSBU's PG team can help you identify which courses at which level are suitable for you)



Meet with your employer to discuss the options



Choose a course



During the application process

Complete an application



We let you know whether your application has been successful



You complete the pre-enrolment process



You complete the tuition fee sponsorship form



You start the induction programme & enrolment process



Once the course has started

Once enrolled you are treated like any other student at LSBU and follow the standard processes



Your Employer can request your grades & attendance record in writing at the end of each semester

EMPLOYER

Pre-application

Discuss course options with your employee and identify which courses which be of most value to the organisation



Provide a written reference for your employee



Review employee's personal statement (recommended)



During the application process

LSBU receive the application and advise the applicant of the outcome.



On acceptance of the place you complete the tuition fee sponsorship form & return to LSBU



If you are sponsoring all or part of the course costs, on receipt of the form LSBU will send out an invoice.



Once the course has started

You can request grades & attendance records in writing at the end of each semester



You can contact the Account Manager at any time

Contact details can be found on the back page of this brochure

HOW TO APPLY

If you require a student visa to enter the UK you are not eligible for part-time study.

- To apply for an Undergraduate (Part Time) course (excluding all or our part-time health courses) visit www.lsbu.ac.uk/apply
- To apply for part-time postgraduate courses visit www.ukpass.ac.uk

Completing your application

If you have spoken to a course director note their name on your application. That way we can verify the information you give us and process your application quicker.

Personal statement

The most important part of your application is the personal statement as it helps us to get to know you a bit better, demonstrate your motivations for applying and your commitment to your studies, which helps assess how well suited you are to the course. Here are some things to consider including:

You and your background

- What events led to you applying for the course?
- Relevant professional experience/voluntary work
- Qualifications
- Personal circumstances

Commitment, motivation and enthusiasm

- How will your chosen course help you to achieve your career goals?
- Why this particular subject?
- Demonstrate that you understand what the course involves
- Demonstrate why you're suitable for the course

Personal Statement Do's

- Plan your personal statement
- Give yourself plenty of time to write it
- Get someone to proof read it
- Check your spelling and grammar

Personal Statement Don'ts

- Rush – you need to be thorough so make sure you cover everything and don't just write a few sentences
- Copy – the application systems run similarity checks for plagiarism!



Make sure you have the correct:

- Award/Level of Study
- Course Title
- Year of Entry (indicated entry point yr 1,2,3,4)
- Mode of Study (most likely part time)

Supporting Documents

Home/EU students will need to provide the following supporting documents:

- Photocopies of your educational certificates
- Two written/typed references on headed paper or stamped with an official stamp from your sponsor/employer

Do not send original copies with your application. We will check them at a later stage.

International (non EU) students will need to provide the documents in the above list as well as some additional documents:

- Photocopy of your current passport
- Translations of your academic certificates if necessary
- English Language qualifications (if applicable)
- copies of all UK visas (if applicable)

Before you start your application make sure you have spoken to a member of the business sponsorship team. They will help you work out what level of study is suitable for you and whether you meet the Academic Requirements. If you don't meet the requirements professional experience might count in lieu of formal qualifications - this will be considered on a course by course basis.

Most applications are assessed by our Admissions Team

PAYMENT INFORMATION FOR SPONSORED STUDENTS

Depending on whether your employer is covering your full fees or giving you time off to study there a variety of payment options.

Full Sponsorship

This means that the entire cost of the course is covered by a sponsor.

What does the Employer need to do?

The sponsor will need to complete a hard copy of the Tuition Fee form which is available on our website. You can post this to us at the following address:

Fees Office
London South Bank University
103 Borough Road
London, SE1 0AA

On receipt of the form LSBU will invoice the sponsor directly. For detailed information about the process see page 6.

Part Sponsorship

The sponsor pays a portion of the fees and the student pays the rest.

If your sponsor is only paying part of the fees the sponsored student contributions are payable in the same way as those of self-funding students.

The Tuition Fee Sponsorship Form will need to be completed by the sponsored student who will bring it to their face-to-face enrolment session.

The tuition fee form is available on the LSBU website under employer sponsored study fees and funding.

Self-Funded Study

Your employer is giving you time off to study but not contributing to course fees.

Self-funding students studying for a whole year (2 semesters) can choose to either pay in full or pay by initial down payment and four instalments.

If you pay in full you may be entitled to an early settlement discount providing you are not receiving or eligible for any student support tuition fee funding, scholarship, discount or bursary.

When you enrol or re-enrol it is essential that you either:

- pay the full fee plus any registration fee, or
- pay 1/3rd of the annual fee, and the full amount of any registration fee (the four instalments of 1/6th each of the fee are due on the dates given below).

Payment arrangements for self-funding students

This information is based on example tuition fees of £7560.

Instalments	Intake		Mode of Study		
	Sept	Jan	FT	PT (Yr 1)	PT (Yr 2)
Downpayment	Face to face enrolment date	Face to face enrolment date	£2520	£840	£1680
1st instalment = 1/6	December 12 th	April 17 th	£1260	£420	£840
2nd instalment = 1/6	February 13 th	June 12 th	£1260	£420	£840
3rd instalment = 1/6	April 17 th	August 14 th	£1260	£420	£840
4th instalment = 1/6	June 12 th	Oct 16 th	£1260	£420	£840
Total			£7560	£2520	£5040

If you fail to make a payment by the instalment due dates you will incur an additional £25 enrolment charge for each instalment missed, up to a maximum of £100.

Sponsored students should note that they will remain personally responsible for payment of fees and charges, even if there is an arrangement for the University to receive payment on the sponsored student's behalf from a sponsor or another third party.

COURSE LISTING

	Course Code	Length of Study	Mode of Study	Start Date
Accounting and Finance				
Accounting with Finance (Top-up to MSc)	2301	14 months	Part-time	Sep/Jan
Corporate Governance (Fast Track) (MSc)	3375	14 months	Part-time	Sep/Jan
Corporate Governance with Graduate ICSA (MSc)	1319	32 months	Part-time	Sep/Jan
International Accounting and Finance (MSc)	3840	32 months	Part-time	Sep/Jan
International Banking and Finance (MSc)	4029	32 months	Part-time	Sep/Jan
International Finance (MSc)	4027	32 months	Part-time	Sep/Jan
International Investment and Finance (MSc)	4031	32 months	Part-time	Sep/Jan
Applied Sciences				
Food and Safety Control (MSc)	717	25 months	Part-time	Sep/Jan
Forensic Science (MSc)	2427	25 months	Part-time	Sep
Petroleum Engineering (MSc)	3614	25 months	Part-time	Sep
Chemical Engineering (MPhil PhD)	932	5 years	Part-time	Sep/Jan
Food and Nutrition (MPhil PhD)	928	5 years	Part-time	Sep/Jan
Sport and Exercise Science (MPhil PhD)	984	5 years	Part-time	Sep/Jan
Arts and Media				
Convergent Digital Media Production (MA)	4271	24 months	Part-time	Jan
Digital Film (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Digital Photography (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Independent Film: Editing and Montage (MA)	4257	24 months	Part-time	Jan
New Media (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Photographic Cultures (MA)	4255	24 months	Part-time	Jan
Built Environment				
Architecture (PgDip)	123	3 years	Part-time	Sep
Building Surveying(MSc)	1314	25 months	Part-time	Sep
Construction Project Management (MSc)	1226	25 months	Part-time	Sep
International Real Estate (MSc)	4146	25 months	Part-time	Sep
Planning Buildings for Health (MSc)	2329	25 months	Part-time	Sep
Property Development and Planning (MSc)	1349	25 months	Part-time	Sep
Quantity Surveying (MSc)	1316	25 months	Part-time	Sep
RIBA Professional Practice Part 3	1089	9-11 months	Part-time	Sep
Real Estate (MSc)	3745	25 months	Part-time	Sep
Real Estate (PgDip)	3745	21 months	Part-time	Sep
Construction Economics (MPhil PhD)	952	5 years	Part-time	Sep/Jan
Business Studies				
Business Project Management (MSc) (Block Delivery)	4038	15 months	Part-time	Sep/Jan
International Business (MSc)	3495	25 months	Part-time	Sep/Jan
International Business (MSc) (Distance Learning)	604	3-6 years	Part-time	Sep/Jan
Business Studies (MPhil PhD)	916	5 years	Part-time	Sep/Jan
Culture, Writing and Performance				
Creative Writing (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Critical Arts Management (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Cultural and Media Studies (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan

	Course Code	Length of Study	Mode of Study	Start Date
Media Writing (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Theatre Practice (part of the MA Creative Media Arts Scheme)	2430	28 months	Part-time	Jan
Education and Career Development				
Career Development (PgCert)	4296	1-3 years	Part-time	Sep/Jan
Careers Education (PgCert)	3893	1-3 years	Part-time	Sep/Jan
Career Guidance with QCG (PgDip)	3888	2 years	Part-time	Sep/Jan
Career Management (PgCert)	4353	1-2 years	Part-time	Sep/Jan
Career Management (PgDip)	4354	2-4 years	Part-time	Sep/Jan
Career Management (MSc)	4297	Up to 6 years	Part-time	Sep/Jan
Education Doctorate	3254	5 years	Part-time	Sep
Education (MA)	2038	5 years	Part-time	Sep
Engineering and Design				
Advanced Telecommunication and Wireless Engineering NEW (MSc)		2 years	Part-time	Sep
Biomedical Engineering and Instrumentation (MSc)	4124	2 years	Part-time	Sep
Electrical and Electronic Engineering NEW (MSc)	4322	2 years	Part-time	Sep
Electrical and Electronic Engineering (MRes)	3641	2 years	Part-time	Sep
Electrical Engineering (MPhil PhD)	920	5 years	Part-time	Sep/Jan
Engineering Systems and Design (MPhil PhD)	948	5 years	Part-time	Sep/Jan
Engineering Management NEW (MEM)	4318	2 years	Part-time	Sep
Enterprise (by Learning Contract) (MSc)	3602	3 years	Part-time	Sep
Mathematics and Computer Science (MPhil PhD)	924	5 years	Part-time	Sep/Jan
Mechanical Engineering NEW (MSc)	4324	2 years	Part-time	Sep
Mechatronics, Robotics and Embedded Systems NEW (MSc)	4326	2 years	Part-time	Sep
Health and Social Care				
Cognitive Behaviour Therapy (MSc)	4165	3 years	Part-time	Sep
Cognitive Behaviour Therapy (PgDip)	4164	18 months	Part-time	Sep
Continuing Personal and Professional Development (CPPD) Health	Various*	1 day - 5 yrs	Part-time	Various ⁺
Health and Social Care (MPhil PhD)	982	5 years	Part-time	Sep
Health and Social Care (Professional Doctorate)	4343	5 years	Part-time	Sep
Law				
Crime and Litigation (LLM)	3313	26 months	Part-time	Sep
International Criminal Law and Procedure (LLM)	3906	26 months	Part-time	Sep
International Human Rights and Development (LLM)	3670	26 months	Part-time	Sep
Legal Studies – Common Professional Exam CPE (PgDip)	3680	20 months	Part-time	Sep
Management				
Certificate in Management (CM)	36	12 months	Part-time	Sep/Jan
CIPD Certificate Human Resource Practice	3941	9 months	Part-time	Sep/Jan
Diploma in Management Studies (DMS)	7	12 months	Part-time	Sep/Jan
Doctorate of Business Administration (DBA)	3873	5 years	Part-time	Sep
Executive Master of Business Administration (EMBA)	4007	30 months	Part-time	Sep/Jan
Executive Master of Public Administration (EMPA)	4010	28 months	Part-time	Sep
Human Resource Development (MSc)	3917	32 months	Part-time	Sep/Jan
Human Resource Development (PgDip)	4176	30 months	Part-time	Sep/Jan

	Course Code	Length of Study	Mode of Study	Start Date
Human Resource Management (PgDip)	3918	32 months	Part-time	Sep/Jan
Human Resource Management (MSc)	4178	30 months	Part-time	Sep/Jan
International Health Services and Hospital Management (MSc)	3908	30 months	Part-time	Sep
Marketing				
Digital Marketing (Top-up to MSc)	3920	16 months	Part-time	Sep/Jan
International Marketing (PgCert)	3688	10 months	Part-time	Sep/Jan
International Marketing (MSc)	808	30 months	Part-time	Sep/Jan
Marketing (MSc)	4155	30 months	Part-time	Sep/Jan
Marketing Communications (MSc)	3891	30 months	Part-time	Sep/Jan
Marketing Management (Top-up to MSc)	3916	15 months	Part-time	Sep/Jan
Psychology				
Addiction Psychology and Counselling (MSc)	3127	36 months	Part-time	Sep
Investigative Forensic Psychology (MSc)	3390	28 months	Part-time	Sep
Psychology (Graduate Diploma)	3041	32 months	Part-time	Sep
Social Science				
Criminology and Social Research Methods (MSc)	3964	24 months	Part-time	Sep
Development Studies (MSc)	484	24 months	Part-time	Sep
Development and Urbanisation (MSc)	4090	24 months	Part-time	Sep
Refugee Studies (MSc)	3046	28 months	Part-time	Sep/Jan
Social Policy and Social Research Methods (MSc)	4086	2 or 3 years	Part-time	Sep
Social Science (MPhil PhD)	906	5 years	Part-time	Sep/Jan
Urban Engineering				
Building Services Engineering (MSc)	2036	28 months	Part-time	Sep
Civil Engineering (MSc)	194	24 months	Part-time	Sep/Jan
Environmental and Architectural Acoustics (MSc)	2130	24 months	Part-time	Sep
IOA Diploma Acoustics and Noise Control (PgDip)	4341	12 months	Part-time	Sep
Structural Engineering (MSc)	3995	27 / 34 months	Part-time	Sep/Jan
Sustainable Energy Systems (MSc)	2442	28 months	Part-time	Sep/Jan
Transport Engineering and Planning (MSc)	3990	27 / 34 months	Part-time	Sep/Jan
Urban, Environment and Leisure Studies				
Built Environment Studies (MSc)	1322	28 months	Part-time	Sep
Housing Studies (MA)	1394	28 months	Part-time	Sep
Housing Studies (PgDip)	1394	24 months	Part-time	Sep
International Planning (MA)	4241	28 months	Part-time	Sep
International Tourism and Hospitality Management (MSc)	3960	3 years	Part-time	Sep
Planning, Policy and Practice (MA)	3064	28 months	Part-time	Sep
Town Planning (MA)	1238	28 months	Part-time	Sep
Town Planning (PgDip)	1238	15 months	Part-time	Sep
Urban Planning Design (MA)	3743	28 months	Part-time	Sep
Urban Regeneration (MA)	3069	28 months	Part-time	Sep

the brighter choice



Employer Sponsored Study
 London South Bank University
 Admissions and Recruitment Centre
 103 Borough Road
 London SE1 0AA

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 Email: business.sponsors@lsbu.ac.uk

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