

Application and Tuition Information Pack

For students who wish to study the **ifs** School of Finance/University of Manchester BSc (Hons) in Financial Services/Associateship qualification at Birmingham City University – Winter 2008 Workshop Programme

For courses of study commencing 1 November 2008

This document provides all the information you need to decide on the appropriate tuition support for your next module. It contains:

- Details of all modules available for study via Birmingham City University for the BSc in Financial Services/Associateship programme;
- Full details of the workshops, including timetables and locations (workshops will run subject to demand);
- An application form for Birmingham City University, which needs to be completed and returned to them, in addition to your registration form for the **ifs**.

Don't forget the registration closing date with both the *ifs* and Birmingham City University is 30 September 2008.

The workshop programme is a part-time course and does not meet UK student visa requirements. If you are a non-European Union national, employed in the UK, please contact the course team.

Tuition support

Tuition takes the form of workshops held in Birmingham and London during the day. However, the availability of the workshops varies depending which module you are studying.

As a guide BSc/Associateship students attend 6/7 full-day workshops spaced approximately one month apart.

For full details, please refer to the tables provided in this document, which show timetable and location information for each module.

In addition, each module is supported by tutor helplines, email and additional materials to those supplied by the **ifs**.

Applying to study with Birmingham City University

In addition to the registration form and payment to the *ifs*, you need to complete and return the Birmingham City University application form to ensure your place on your chosen course of study. The deadline for return of this form is the same as that for the **ifs** – **30 September 2008**.

Once the application process is complete and your place on your chosen course of study confirmed, Birmingham City University will send you the appropriate study schedule(s) to enable you to prepare for the first workshop, together with a Birmingham City University enrolment form. It is vitally important that this form is completed, in addition to the earlier application forms, as failure to do so affects the funding and thus the viability of running the course.

Non EU nationals please see above.

Venues

Birmingham All workshops will be held at Birmingham City University.

London: Workshops will be held at Kings College, London; Friends Meeting House, London or Birkbeck College, London.

Resits

Students who have previously taken a BSc/Associateship module but failed the examination only, may wish to register with Birmingham City University to attend the workshops for revision purposes. A fee of £125.00 per module is payable to Birmingham City University directly. Examination resit entries should also be submitted to the *ifs*. This course will lead to examination in April 2009. Students who have previously taken a module but failed the coursework must re-register for the course of study via the *ifs* as well as completing the Birmingham City University application form.

Induction

To prepare you for studying with Birmingham City University and provide an opportunity to interact with tutors and other students at an early stage, induction sessions will be held in Birmingham and London. The dates for these are:

Birmingham Wednesday 29 October 2008 1.00pm – 4.00pm
London Thursday 30 October 2008 1.00pm – 4.00pm

Students with disabilities

Birmingham City University provides a range of support for students with disabilities and a copy of their disability statement is available on request. Please contact the Disability Services Co-ordinator on 0121 331 5128 for further advice and information.

Contact details

Enrolment queries – the administration team:

Kal Dosanjh – kal.dosanjh@bcu.ac.uk - 0121 331 5206
 Helen Mabey – helen.mabey@bcu.ac.uk - 0121 331 7671
 Debbie James – debbie.james@bcu.ac.uk - 0121 331 6215

Academic/Module advice:

Neil Foard – neil.foard@bcu.ac.uk - 0121 331 6261
 Danny Ryan – danny.ryan@bcu.ac.uk - 0121 331 7941

General enquiries – the banking programmes team:

Email: bs.professional@bcu.ac.uk
 Fax: 0121 331 6366

Address:

Banking Programmes Team
 Financial Services Education Centre
 Birmingham City Business School, Birmingham City University
 Galton Building, Perry Barr
 Birmingham B42 2SU

Birmingham City University BSc (Hons) in Financial Services/Associateship/Advanced Diploma

Module Timetable November 2008 – March 2009

Location	Workshop number	Financial Reporting & Analysis	The Monetary & Financial System	Business Lending	Housing	International Trade Finance	Marketing	Risk Financing & Management
London 10.00am – 5.00pm	1	Sat 1 Nov	Tue 4 Nov	Tue 11 Nov	Sat 15 Nov	Thur 20 Nov	Sat 8 Nov	Thur 13 Nov
	2	Tue 18 Nov	Sat 22 Nov	Tue 2 Dec	Wed 3 Dec	Thur 11 Dec	Tue 2 Dec	Thur 4 Dec
	3	Tue 9 Dec	Tue 16 Dec	Sat 10 Jan	Wed 7 Jan	Sat 24 Jan	Thur 22 Jan	Sat 17 Jan
	4	Tue 13 Jan	Tue 6 Jan	Tue 27 Jan	Wed 18 Feb	Thur 5 Feb	Sat 14 Feb	Thur 12 Feb
	5	Sat 31 Jan	Wed 4 Feb	Sat 7 Feb	Wed 11 Mar	Tue 24 Feb	Sat 7 Mar	Sat 28 Feb
	6	Sat 21 Feb	Wed 25 Feb	Sat 14 Mar	Sat 28 Mar	Wed 25 Mar	Tue 24 Mar	Sat 21 Mar
	7	Tue 17 Mar	Sat 28 Mar					
	Tutor	Richard Isom	David Winstone	Jack Hadlington	Mike Egan	David Winstone	Wendy Chowne	Derek Darby
Birmingham 10.00am – 5.00pm	1	Thur 13 Nov	Thur 6 Nov					
	2	Sat 29 Nov	Thur 4 Dec					
	3	Sat 13 Dec	Wed 17 Dec					
	4	Thur 8 Jan	Thur 8 Jan					
	5	Sat 7 Feb	Sat 31 Jan					
	6	Thur 5 Mar	Thur 26 Feb					
	7	Thur 19 Mar	Thur 26 Mar					
	Tutor	Danny Ryan	David Winstone					

Application form for Birmingham City University Programme Winter 2008 Workshops

BSc (Hons) in Financial Services/Associateship/Advanced Diploma

Application form to be completed by 30 September 2008

Please complete this form in **BLOCK** capitals and post to:

Banking Programmes Team, Financial Services Education Centre, Birmingham City Business School,
Birmingham City University, Galton Building, Perry Barr, Birmingham, B42 2SU

YOUR DETAILS	
ifs number	_____
BCU number	_____
Title (eg Mr)	_____
First name(s)	_____
Last name	_____
Date of birth	_____
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality	_____

CONTACT DETAILS	
Email address	_____
Telephone numbers	
Daytime	_____
Evening	_____
Mobile	_____
Fax	_____

PERSONAL INFORMATION	
Do you consider yourself to have any special educational needs that may affect your studies and/or examination performance/attendance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify _____ _____ _____	
Is your employer sponsoring your studies? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, for what percentage of the fees? 100% <input type="checkbox"/> Other <input type="checkbox"/> Please state _____	
In order that we may comply with requests for information from employers who sponsor their staff, please complete the following authorisation. I give my consent for information on my progress and attendance to be provided to my employer (please tick) <input type="checkbox"/>	

ADDRESS DETAILS	
Organisation	_____
Job title	_____
Business address	_____ _____ _____
	Postcode _____ Country _____
Private address	_____ _____ _____
	Postcode _____ Country _____

REGISTRATION	
<input type="checkbox"/> I have registered with the <i>ifs</i> School of Finance for the following module(s) (including coursework resits)	
Module one	_____
Workshop venue	London <input type="checkbox"/> Birmingham <input type="checkbox"/>
Module two	_____
Workshop venue	London <input type="checkbox"/> Birmingham <input type="checkbox"/>
<input type="checkbox"/> I wish to register with BCU for revision purposes for a resit examination in the following module(s)	
Module one	_____
Module two	_____
Workshop venue	London <input type="checkbox"/> Birmingham <input type="checkbox"/>
Signed	_____
Date	_____