



Prospectus



# WELCOME

**On behalf of myself and all the staff here at Arden, welcome to our university.** Arden University is one of the new, leading universities committed to the United Nations 2030 Sustainable Development Goal of guaranteeing quality education for all, and has pioneered in the area of digital education, offering degree programmes on a global scale.

Higher education offers you the chance to transform your life; I know, because it took me from an ordinary, working class household to become one of the UK's 'Top 100' Lawyers – and now, the Vice-Chancellor of Arden.

It is an exciting time, with lots of new things to learn and skills to develop. We have a diverse range of programmes for you to choose from, and an innovative approach to learning that will help you maximise your potential.

The Arden team and I are here to support you on this amazing journey you're about to embark on.

If you have any questions, please feel free to get in touch for a chat and we can answer any questions you might have. Thank you for placing your trust in Arden University.

**Carl Lygo**  
**Vice-Chancellor &**  
**Chief Executive Officer**  
Arden University



# WHAT WE DO...

At Arden, we believe everyone, everywhere has the right to higher education. We've supported more than 50,000 students over 25 years and are the experts in flexible UK degrees, masters and MBAs.

We offer career-focused online distance learning courses worldwide.



**Flexible learning that  
fits around you**



**Career-focused  
qualifications**



**Affordable study with  
funding available**



**1-2-1 support from  
enrolment to graduation**

At Arden University, your learning fits around you with 24/7, multi-device, multi-media learning materials and all the support you need to succeed. You can complete your studies without putting your life on hold.

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## Partner & Professional Accreditations

We work in partnership with **UCAS** and many of our courses are accredited by professional bodies.



# HOW WILL I LEARN?


## Distance Learning

**We offer career-focused online distance learning courses worldwide.**



In today's busy world you cannot always adjust your schedule to pursue a full time education. Online learning enables you to study for an internationally recognised qualification without putting your life on hold. Whether you are a busy professional looking for the next career step or a school leaver wanting to start your career without sacrificing your education, online study may be the solution you need. Over 50,000 people worldwide have studied and achieved their qualifications through online distance learning with us.

The only difference between a qualification from Arden University and a traditional campus uni is the flexible way we deliver the course. With 24/7, multi-device, multi-media learning materials and a leading edge 'virtual classroom' study portal, you can study from any place in the world at any time, as long as you can access the internet.



**It's a modern,  
engaging way to  
learn that lets you  
balance learning with  
the other priorities  
in your life.**





“...Our tutors go through a rigorous selection process and have the knowledge, experience and commitment to not only help you through your course, but to support your understanding the subject and developing skills to support your future career.”

Academic Director, John Vaughan

**90%**  
of students work  
alongside their study

**79%**  
of students with Arden said  
their career had improved  
as a direct result  
of their studies

“I choose to study online as I can fit my studies around my lifestyle. I have two jobs which I need to uphold, plus my house, bills and lifestyle etc. This is the perfect way to further my education when fits me best.”

Emma Blackford  
BA (Hons) Business (HRM)

# HOW WE SUPPORT YOU

## CAREER FOCUS

When you study a higher education course you'll develop a suite of transferable skills that can be applied to a range of industries and roles. Not to mention the specialist knowledge you'll gain from your course.

All our courses have your career impact in mind, so modules offer a range of scenario based study and built-in professional development.

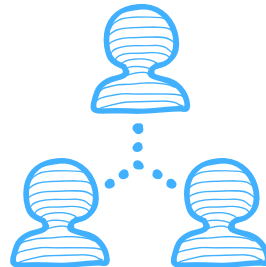
And our career focus doesn't stop at our courses! We also have a content rich careers portal to give you a wealth of general skills and knowledge that can help you get the most from your working life. With interview simulators, CV / resume builders, job search facility and a range of articles, you will hit the ground running when building on or starting your career.

## STUDENT SUPPORT

Understanding, approachable and ready to help, our Student Support team at Arden are committed to helping you manage your course, with some having first-hand experience of studying with us.

Because you have a personal student co-ordinator to support you with your course progress you'll have a key contact for things like:

- Managing your time
- How to access study materials
- Submitting your assignment
- What happens when you need help.



## MODERN LEARNING

There has been a lot of research into what learners need to succeed in their studies, and this is the foundation on which we have built our curriculum and courses.

Alongside traditional texts, we use podcasts, webinars (online seminars) and interactive knowledge-checks to keep you engaged, focused and motivated.

To make sure our learners can access all these up-to-date learning tools, whenever they need to, we've put them all in one, online place – ilearn.

ilearn is like an online classroom with your library, diary and lecture theatre all rolled up into one.

Many of our modules can be easily downloaded so you can add comments, highlight key points and write notes even in places where internet connection is sparse.

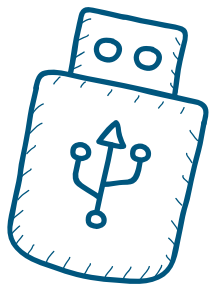
Our online seminars are recorded, so don't worry if you happen to miss one – because we've recorded them you can access them when it's convenient for you.

**“Our work begins at the point of enrolment and induction and continues to graduation, when we join in celebrating our students’ academic success.”**

**Caroline Stonell,  
Head of Student Support**



**IT functions and organisational strategy need to be more closely aligned than ever before. If you wish to move into a strategic IT role where you will drive and advocate for the function within your organisation, this course will equip you with the skills to function effectively at a strategic level within the IT leadership structure.**



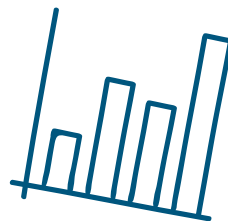
## Modules are:

### Information Systems and Business Strategy Alignment

This module provides an opportunity for you to develop a critical understanding of the design, application and enhancement of IT systems and how they support the attainment of other strategic goals. Effective IT systems are a critical component of business strategy and a thorough understanding of their strategic implications is essential. The process of aligning overall business and information systems strategy is complex and this module will provide opportunities to explore how this is achieved and then propose and present methods of enhancing it.

### Business Plan Development

The purpose of this module is to empower you with an understanding of how to approach strategic IT business planning. The implementation of any new IT product or service brings various complexities that affect a business. This module covers the building blocks of planning including specifying, evaluating and prioritising the development of IT solutions. The outcome is for you to generate and evaluate a business plan relevant to your own working context.





## Project and Portfolio Management

This module provides you with an appreciation of the various techniques available to managers to effectively manage projects and portfolios in the IT environment. The proper management of projects is essential in the successful implementation of any strategic plan and is therefore central to this qualification. The emphasis within the module is on the application of real experience to develop confident and competent project managers. The outcome of this is a practical evaluation of the implementation of project management approaches and monitoring tools.

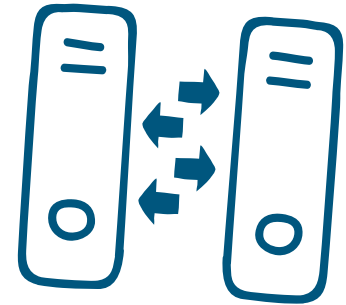
## Relationship Management

In this module you will evaluate the role of positive stakeholder relationships in the successful deployment of IT projects. You will explore the importance of communication and environmental engagement in the development and maintenance of supply chain relationships. Effective management of feedback and complaints will also be explored. The outcome is for you to demonstrate your communication skills within a group scenario and to appreciate the importance of effective communication.



## IS Governance

As the use of IT and information systems in the workplace becomes more complex, the importance of effective governance has never been more important. In this module we will evaluate the role governance plays in mitigating risk and maximising the benefits of an increasing reliance on systems and software. Governance strategy plays a key role within an organisation and incorporates legal, economic, political and technological considerations. The outcome of this module challenges you to audit current governance approaches, present a revised version and to critique the approaches recommended by peers.







## Cloud Systems and Applications

The purpose of this module is to evaluate the development of cloud computing systems and their potentially disruptive effect on the usage and management of computing systems within organisations. The benefits will also be considered, to provide you with a balanced understanding of the consequences of a move towards distributed technologies. The outcome of this module is to evaluate the changing nature of cloud computing systems and to critically analyse their implementation into the workplace.

## Research Project

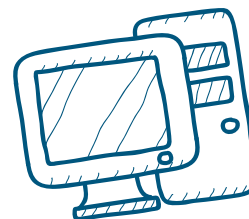
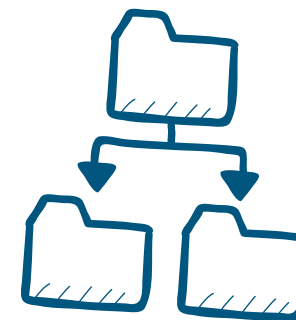
The research project is a vital part of achieving Master's level degree- and it is your chance to undertake research into an area of your choosing, related to the programme theme. We'll support you through the first stage with six weeks of sessions to help you create your research proposal - you can choose from a conventional dissertation or an academic article and presentation. You will develop your critical analysis skills and produce a piece of work that's relevant in practice and, just as importantly, adds value to your organisation and career.

## Course duration and hours of study

This varies depending on your rate of progress - you can access modules at a pace that is convenient for you. Once you have accessed a module, there is a minimum and maximum time needed to finish it.

You can find out more information on the course page:

visit [www.arden.ac.uk](http://www.arden.ac.uk).  
Alternatively, please call our admissions team on:  
+44 (0) 20-3005-6070 for more details.





## Entry requirements

To be eligible for this course you must normally have:

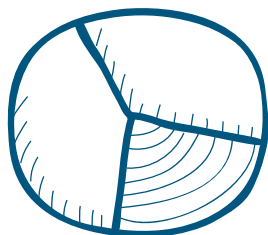
A UK honours degree at a minimum of second class (2.2) or equivalent.

For students whose prior learning was not taught in English:

IELTS 6.5 or equivalent.

## If you don't have academic qualifications

We're more than happy to consider, and positively encourage, an application from you if you have substantial management experience (typically 5 years) and can show us that you have the motivation to study the programme. We will also ask for references and your CV in support of your application.



# SAVINGS ACCOUNT CHECKLIST



THE PENNY BANK AND SO MUCH MORE

Customer Name: \_\_\_\_\_

Account Number: \_\_\_\_\_ CIF Number: \_\_\_\_\_

	Y	N	N/A
<b>1. (a) Verification Of Identity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- National ID Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>(b) Independent Source Document</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Work ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Farmer's ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Green Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Health Card (Canadian Non-Nationals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Passport Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- VISA (with picture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Customs/Port ID (for employees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Work Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Boarding Pass (for present trip in SVG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Certificate of Naturalization (US Non-Nationals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>2. Proof of Address</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Utility Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Hire Purchase Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Property Tax Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Lease Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Letter from Landlord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Bank Statement from another Financial Institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Electoral Office Print Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Correspondence from a Central Government Dept. or Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>3. (a) Proof of Income</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Job Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Salary Slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- NIS Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Income Tax Return filed for the last tax period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Western Union/MoneyGram receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Valid Barrister's Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Valid Doctor's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Valid Traders License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Valid Liquor License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>BUSINESS ACCOUNTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- CIPO Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Valid Traders License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Valid Liquor License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- By-Laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Resolution of the Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Other			
	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>SUPPORTING DOCUMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- FATCA Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- CRS Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Source of Funds Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Sanction Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Recommendation Summary

Have you received all required documentation? ☐Y ☐N ☐N/A

If NO, state reason \_\_\_\_\_

Approval granted by: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_