



Where Education Meets Career

LONDON INSTITUTE OF TECHNOLOGY

PROSPECTUS
2012 - 2014



Dr. U.A. Kazi, Professor
PhD, MSc, MA

Consultancy Projects:

UNO
UNIDO
UNCTAD
WHO
British Overseas Administration

Academic Experience:

Birmingham University, B'ham.
Middlesex University, London
Durham University, UK
Ahmadu Bello University, Nigeria
Yarmouk University, Jordan
Berkeley Uni., California, USA
King Fahad Uni., Saudi Arabia
City University, London
Open University, UK
South Bank University, London
LSE.

Other Projects:

Dr. Kazi donated and established a Post Graduate College in memory of his mother at his birth place in India.



Prof. Terence Westgate
MBA, DMS, NCC
Visiting Professor

LIT was established with a view to bridge the gaps in higher education, especially for those from the developing world whose aspirations are unrealised due to high costs. The philosophy behind this view emerged from the lifelong experiences of its founder Dr Kazi; who initially traded his Master's Gold Medal in Econometrics (Economics) at Bombay University to buy a ticket to London and take up a scholarship at the London School of Economics.

Executive President's Message

Dear Students

With immense pleasure, we are publishing our new prospectus for the period 2012-2014. We understand the challenges facing young people today, and therefore we always strive to deliver up-to-date knowledge and skills.

We are very proud to say that our past students from around the world have successfully achieved their desired careers after returning to their home countries as well as in other parts of the world.

LIT's key objective is to deliver quality and contemporary education to those seeking the right opportunities to advance their career or simply to pursue higher education. As such, we offer a variety of teaching methods including weekend, revision, part-time and evening classes for students who run busy lives.

We understand that 'knowledge is power.' This lies at the heart of LIT's purpose, and guides us in offering recognised professional courses which enable students to stand out in the current job market. We believe each student is different and their educational needs vary. As such, we offer a supportive and friendly environment for students to learn and grow within.

We are confident that with our support and your efforts, you will thoroughly enjoy your time studying at LIT.

Dr U. A. Kazi
Executive President

Prof. T Westgate has several years' experience of teaching and research at several reputed universities. In 1996, he developed a course in Financial Management for MSc, at the University of Westminster. He worked as a Financial Systems Consultant at Coopers & Lybrand. Currently, he is developing Finance and Accounting courses for professionals to be delivered at a Global Level.

CONTENTS

	Executive President's Message	
1	About Us	1
	Vision	1
	Mission	1
	Our Values	1
2	Courses	2
	ABP	2
	ABE	2
	CTH	3
	ACCA	3
	CIMA	4
3	Our Campus and Facilities	4
4	LIT (Route to higher education)	5
	Orientation	5
	Accommodation	5
	Medical Care	5
	Student Life	5
	Student Welfare	5
	Student Responsibility	5
	Visiting Faculty	5
	Alumni	5
5	Some FAQs	6
6	Academic Calender	7
	Term Dates	7
	Exam Dates	7
	Other awarding bodies exam dates	7
	Some pictures of LIT Life	8
	How to find us	9

ABOUT US

The London Institute of Technology (LIT) offers a range of academic and professional courses at flexible modes of study. Our aim is to help you achieve your ambitions.

LIT was established in 2001 working on small scale research projects and teaching. LIT has received accreditation with ASIC and holds UKBA sponsorship licence as an “A” rated institution.

Here, at LIT we are proud of our international spirit which is drawn from across the student community, staff and faculty. LIT is a unique global educational enterprise that aims to meet the challenges of the 21st century. We have over the years, developed a fine reputation for excellent teaching combined with cutting edge application of IT in all aspects of learning.

We offer diploma and graduate diploma programmes in an array of business, management, finance and IT subject areas. Additionally, a range of professional courses are taught including ACCA, CIMA, ABP, CTH and IMIS. LIT Distance Learning Programme is highly competitive and based on many years of experience. Programmes taught at LIT encourage excellence and scholarship. We endeavour to educate students to become outstanding professionals, dynamic in their working life and prepared to assume leadership in their chosen profession.

LIT strives to offer a supportive yet rigorous learning environment to help students reach their potential and successfully achieve their career aspirations. Students are guided through their course of study by a faculty drawn from reputable institutions with both academic and industry experience. Staff at LIT pride themselves on creating a professional and friendly environment for all who come to learn with us.

VISION

LIT is committed to making higher education accessible to all those with aspirations to improve their lives.

MISSION

LIT mission is to establish quality higher education for all, especially those from developing nations, at a level that is both affordable and beneficial. Emphasis is placed on preparing students both in academic and professional fields to achieve their potential and career aspirations. We aim to deliver an innovative and supportive learning environment to all our students. Stress is laid on professionalism in all fields, the development of entrepreneurial skills, effective communication skills, and creative and cognitive development. We aspire to excellence in all that we do and place the needs of learners at the heart of all our activity.

OUR VALUES

LIT strives to impart the following core values in all of its activities:

- ▶ Professionalism and transparency
- ▶ Integrity and sincerity
- ▶ Diversity and equality
- ▶ Support, openness and encouragement

UKBA
Tier 2 & 4
License No:
KQHJC1MC6



COURSES

ASSOCIATION OF BUSINESS PRACTITIONERS



Syllabus:
8 Modules

Method:
Assignment Based

Duration:
12 Months each

Course Fees:
£ 4250 per year

Course Convener:
Dr. U.A.Kazi

The Association of Business Practitioners (ABP) is a not-for profit awarding body affiliated to the Association of Business Executives (ABE), a professional membership body, recognised by the UK regulatory authorities for qualifications.

ABP is guided by five key principles that underpin our commitment to provide qualifications that both clients and learners rely upon.

- **Responsive** – in an increasingly volatile business environment, ABP understands the necessity of reacting quickly to new opportunities
- **Flexible** – ABP develops qualifications of any size or level relevant to all industry sectors
- **Affordable** – as a not-for-profit organisation, ABP fees are kept to an absolute minimum without compromising quality
- **High quality** – ABP qualifications reflect the latest occupational standards, and are developed by experienced academics and professionals
- **Reliable** – ABP takes great pride in delivering high levels of service to internal and external customers

Qualifications

Post Graduate Diploma and Extended Diploma in;

Information System

Business Computing

Marketing Management

ASSOCIATION OF BUSINESS EXECUTIVES



Syllabus:
Each qualification has different number of modules, hence for a particular course you will have to check ABE website for more details

Method:
Examination Based

Duration:
12 Months each

Course Fees:
Cert - £ 2500 per year
Dip - £ 3750 per year
AD - £ 4250 per year

Course Convener:
Dr. U.A.Kazi

The Association of Business Executives (ABE) is a professional membership body and an examination board. ABE develop business and management qualifications at Certificate, Diploma, Advanced Diploma and Postgraduate Diploma level. ABE qualifications provide progression routes to degree and Masters programmes worldwide.

At ABE we are committed to offering qualifications that are relevant, recognised and respected. Our staff support this commitment at all times.

We have a set of values that run through everything we do. They explain how we work. They reflect the needs of our customers – from prospective students to employers.

Professional

All of our qualifications are developed in consultation with sector skills councils and employers and reflect the very latest industrial standards. We take a practical approach to learning and aim to create the professionals of tomorrow.

Accessible

We are global and open to all who have the talent and drive to succeed. Our range of business qualifications and network of 'accredited colleges' worldwide adds to our accessibility.

Progressive

We keep pace with the fast-moving business world, reflecting the latest and most relevant educational thinking.

Reassuring

ABE is recognised around the world - from the Qualifications and Curriculum Authority (QCA) in the UK to Ministries of Education and Employers in other countries.

Qualifications

ABE offers a range of progressive, flexible and affordable business and management qualifications which are all accredited by Ofqual, the UK qualifications regulatory authority.

Certificate, Diploma and Advance Diploma in following

Business Management

Business Information System

Financial Management

Human Resource Management

Marketing

Travel, Tourism and Hospitality Management





CONFEDERATION OF TOURISM & HOSPITALITY

Syllabus:

Diploma level has 10 modules where as Advance diploma has 6 modules plus an assignment

Method:

Examination Based

Duration:

12 Months each

Course Fees:

Dip - £ 3750 per year

AD - £ 4250 per year

Course Requirements:

Level 3 and above or equivalent

Course Convener:

Dr. U.A.Kazi

The Confederation of Tourism and Hospitality (CTH) is one of the UK's leading professional membership and awarding body for qualifications in the fastest growing commercial sector worldwide.

Over the last 28 years CTH has focused on developing and adding value to careers in the industry, globally. CTH was established in 1983 as a specialist professional body in the UK to focus on the training needs of new entrants to the hospitality and tourism industries, and now has accredited colleges worldwide delivering sought after CTH qualification. CTH provide a ladder of progression in Tourism, Travel and Hospitality qualifications at Certificate, Diploma, Advanced Diploma, Graduate Diploma and Postgraduate Diploma level, and our qualifications provide appropriate academic preparation for students to apply for entry onto their final year degree programmes and Masters top up programs. This route delivers well trained and qualified employees and leaders for the sector.

CTH ensures its quality through its approved status with Ofqual and the QCA's UK accredited qualification framework. All qualifications are developed in conjunction with the UK Sector Skills Council, People1st, to ensure relevance, value and quality. This approach guarantees that CTH qualifications are valued by employers throughout the world.

Qualifications

Diploma in Hotel Management

Advanced Diploma in Hotel Management

Diploma in Tourism Management

Advanced Diploma in Tourism Management

The Postgraduate Diploma



ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS



Syllabus:

F1 to F9 (Skills & Fundamentals)

P1 to P7 (Professional)

Method:

Examination Based

Duration:

Knowledge - 06 Months

Skills - 12 Months

Professional - 12 Months

Course Fees:

£ 4500 per year

Course Requirements:

Age over 21

Course Convener:

Dr. U.A.Kazi

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. ACCA aim to offer business relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management.

ACCA's reputation is grounded in over 100 years of providing worldclass accounting and finance qualifications. They champion opportunity, innovation, diversity, integrity and accountability. By promoting our global standards, and supporting our members wherever they work, we aim to meet the current and future needs of international business.

The Professional level is divided into two modules:

Essentials and Options

Both these modules have been set at an intellectual level equivalent to that expected of a student taking a Masters degree. The focus of the syllabuses at this level is to build upon the technical skills already acquired and explore more advanced professional skills, techniques and values that are required and used by the expert accountant acting in an advisory or consultancy role at a senior level. All students have to complete three papers in the Essentials module. The Options module contains four papers, but you only need to complete two.

LIT CBE Exam Centre

LIT is an ACCA exam centre since 2005. It has an average pass rate of more than 70% and has conducted more than 1000 exams in past years. LIT has developed a modern computer lab which attracts student from all over Europe.

Qualifications

CAT Certificate Level

ACCA Fundamentals and Professional Level

Leading to Bachelors and Masters from Oxford

Brooks University





CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTING

Syllabus:

5 Modules at Certificate Level

3 Modules at Operational, management and Strategic Level

Method:

Examination Based

Duration:

Certificate - 12 Months

Complete CIMA - 24 Months

Course Fees:

Certificate - £ 2500 per year

Full CIMA - £ 3000 per year

Course Convener:

Dr. U.A.Kazi

CIMA is the world's largest and leading professional body of management accountants. CIMA has 183,000 members and students in 168 countries. They work at the heart of business.

CIMA members and students work in industry, commerce and not for profit organisations. They have strong relationships with employers, and sponsor leading research groups.

Most accounting qualifications train people for private practice, working on external audit and tax issues.

CIMA prepares people for a career in business. It teaches skills for strategic advice, managing risk and making key decisions.

The research found that compared to the other bodies, CIMA's syllabus consistently provides:

- More management accounting
- More business strategy
- More financial strategy.

LIT is also a CIMA exam centre. It holds all the computer based CIMA exams from C01 to C05. It is open around the year and is very flexible with exam timings.

* All the contents are taken from the respective awarding bodies websites.

Qualifications

Certificate Level

Operational Level

Management Level

Strategic Level

Professional Competence Level



OUR CAMPUS & FACILITIES

Campus Facilities

LIT campus provides a number of facilities to the students with its advance technology used at the premises. It has the latest computers with strong wireless internet facility available throughout the day. Latest high speed photocopiers, huge plasma televisions in each classroom with computer and projectors attached. Kitchen and common room are available for the students where they can relax and take rest in their breaks. LIT has links with external clubs for the extra curriculum activities such as Cricket, Football, Swimming, Table tennis etc.

LIT Campus is situated within 5 minutes walking distance from Harrow and Wealdstone station and is situated in the heart of Wealdstone high street where all the facilities of food and refreshments are available for the students.



Computer Facilities

LIT is equipped with modern computer laboratory which maintain the latest computer software packages. Students are encouraged to make use of this technology. Gaining knowledge and practical skills in this area is deemed priceless and is the backbone of success for today's students. Unlimited use of Internet facilities are also available

Library facilities

Students have access to two libraries on campus. One with reference material at Harrow & Wealdstone public library and the other is LIT in-house library. The former has a section on newspapers and a variety of magazines both national and local.

This is an important resource for students to search for part-time jobs.

LIT students have access to a range of library facilities. The London Borough of Harrow has 13 libraries in the vicinity of LIT, each with its own distinctive specialisation which they can go to.

The Business and Information Systems school at LIT provides full listing of all the libraries in London. LIT encourages students to make use of these libraries.

The British Library houses every book, journal and other reading materials ever published. It is a well recorded fact that Karl Marx used British Museum library to write his magnum opus.

LIT In-house Library

The LIT Library is modest but holds the most up to date collection of books, especially in the areas of Management, Computer Information Systems, and Accounting, including software, CDs, tapes and videos.

LIT in-house library also houses essential course reading material, textbooks, references, journals, and multimedia resources.

Oyster Cards Discount

Transport for London (TFL) operates a Student Discount Scheme offering you the opportunity to obtain discounts on travel across London. You can obtain a valid 18+ Student Oyster Photocard so that you can buy Bus Passes and Travel cards valid for seven days, one month or longer periods of upto one year at 30% off the equivalent adult rate, but does not offer a discount on Pay As You Go fares. Being a LIT student you will be able to get the discount as LIT is one of the colleges listed with TFL.



LIT: THE ROUTE TO HIGHER EDUCATION



At the beginning of every semester an orientation programme is conducted. It is designed to assist new students to become familiar with life in London, practical issues related to travel, accommodation, health information etc are given to students. Students are also inducted into their responsibilities as overseas students including immigration rules. They are introduced to LIT rules and regulations regarding attendance, homework, examinations, students' facilities and support services.

Orientation

Accommodation

LIT does not have its own residence, but overseas students accommodation is arranged on request which students are responsible to pay for. Types of accommodation include students hostels, privately rented accommodation and paying guest with families.



Overseas students have access to National Health Service facilities, which is generally free of charge. Staff will advise on how to register at your local General Practitioner.

Medical Care

Student Life

LIT's modest common room is a relaxed and friendly environment for students to socialise and exchange information and ideas. Snack food is also available to purchase close by. This is all an important part of student life. Information on travel, job opportunities and entertainment is provided to help make living in London a more enjoyable experience.

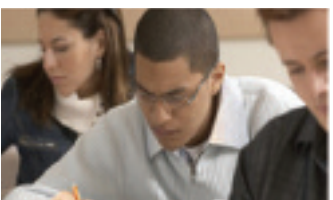


A Student Support Officer is made available to all students, to help advise you on any issue, be it personal or academic. However, we at LIT find most students have no trouble speaking to any member of our experienced staff, as it is a very open and friendly environment. All staff members are experienced in matters relating to students' needs and especially those of overseas students. In short, we speak your language. This is often true quite literally, as staff reflects the international background of the student community and thus there is always someone to speak to.

Student Welfare

Visiting Faculty

Each academic year visiting faculties are invited by LIT from around the World. Many of the faculty members have extensive professional experience in consultancies and companies, which provide valuable assistance to students in gaining placements after they have completed course of study



Students are expected to take responsibility for the completion of the academic requirements of their chosen course of study and to adhere to the rules set out in the student handbook.

Student Responsibility

Alumni

“ This course has been challenging however the academic support provided by LIT and the staff has enabled me to enjoy and excel at the course having achieved first class in my mathematics modules on the degree course” - AM

Amit Maru (Uganda)

BSc Economics & Management

(LSE External Programme, University of London)



SOME FREQUENTLY ASKED QUESTIONS

Q. How do I apply?

A. You can apply in two ways.

First, you can download application form from our website www.litr.ac.uk, complete the form and attach the required documents. Send it to us with an application fee of £250.00.

Second, you can walk in with all your documents and apply in person by completing the application form and paying the application fee of £250.00

Q. Can I make a direct application?

A. Yes, you can. You must send all required documents and pay the application fee of £250.00.

Q. Is there an application fee? If yes, can it be refunded if I do not wish to enrol at LIT?

A. The application fee is £250.00. It is non-refundable, under any circumstances.

Q. What are the payment methods?

A. The following are methods of payment;

- Bank/BAC Transfers
- Cheque or DD
- Cash
- Debit or Credit Card

Bank Details:

Bank: Barclays Bank
Branch: Harrow, Station Road Branch
Account Name: LIT LON LTD
Sorting Code: 20-37-16
Account No: 10701394
IBAN: GB65BARC20371610701394
SWIFTBIC: BARCGB22

Q. Can I defer payment until my admission is complete?

A. Yes. You can defer the tuition fee until we accept you for the issuance of CAS (Confirmation of Acceptance for Studies). CAS is not sent to you unless your fees are received by LIT. However, the £250 administration fee needs to be paid with the submission of the application form.

Q. I have been asked to take an English language proficiency test. Do I need to take the test?

A. Yes, you must pass the English proficiency test before your application is sent to the visa office.

Q. Can I develop my English language skills after I join LIT?

A. Yes, we offer academic and business English courses for students to improve their English language skills.

Q. Once I submit my application, when can I expect to get admission?

A. Your application will be processed within 10 working days and if successful you will be issued with a CAS with which you can make an application for visa to join your course of study.

Q. How long is the visa process?

A. According to the UKBA guidelines the visa process takes 4 to 6 weeks. However in some cases it may take longer, depending upon individual circumstances.



LONDON INSTITUTE OF TECHNOLOGY



ACADEMIC CALENDAR

2012

Winter Semester 2012	Registration	Mon - Fri	02-06 January
	Classes start	Monday	09 January
	Classes finish	Friday	30 March
	Examination*	Mon-Fri	02-07 April

Spring Semester 2012	Registration	Mon - Fri	30 April -04 May
	Classes start	Monday	07 May
	Classes finish	Friday	27 July
	Examination*	Mon-Fri	30 July- 03 Aug

Fall Semester 2012	Registration	Mon - Fri	03-07 September
	Classes start	Monday	10 September
	Classes finish	Friday	30 November
	Examination*	Mon-Fri	03-07 December

2013

Winter Semester 2013	Registration	Mon - Fri	02-05 January
	Classes start	Monday	07 January
	Classes finish	Friday	30 March
	Examination*	Mon-Fri	01-06 April

Spring Semester 2013	Registration	Mon - Fri	29 April -03 May
	Classes start	Monday	06 May
	Classes finish	Friday	26 July
	Examination*	Mon-Fri	29 July - 02 Aug

Fall Semester 2013	Registration	Mon - Fri	02-06 September
	Classes start	Monday	09 September
	Classes finish	Friday	29 November
	Examination*	Mon-Fri	02-06 December

* ABE exam dates



OTHER AWARDING BODIES EXAM DATES

ACCA
11 June 2012 - 20 June 2012
03 Dec 2012 - 12 Dec 2012

Please refer to www.accaglobal.com for the years which are not mentioned

CTH
23 Jan 2012 - 28 Jan 2012
24 Sep 2012 - 30 Sep 2012

Please refer to www.cthwards.com for the years which are not mentioned

CIMA
30 May 2012 - 03 June 2012
22 Nov 2012 - 24 Nov 2012

Please refer to www.cimaglobal.com for the years which are not mentioned



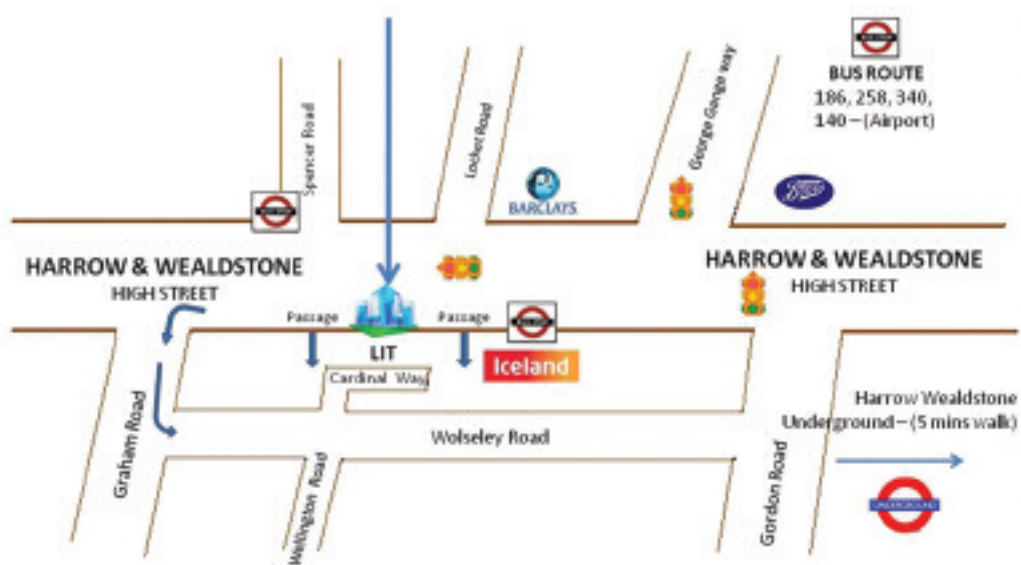
“Hi, I am Samirean Elena from Maldiva. I joined LIT to study for Certificate in Business Administration. I am proud to say that the classes, lecturers and syllabus of the course were of high standard. The discipline in attendance, time keeping, class work and lecturers make the Institute unique. The lecturers especially Dr. Hamida deserves special reference because she provides knowledge & high standards. If I have another chance to come to London, I will join LIT for more studies.”

Samirean Elena with Dr. Kazi



If you require this document in an alternative format (eg large print or electronic form) please contact Applicant Services, by calling +44 (0) 208 863 1555 or email admin@litr.ac.uk

HOW TO FIND US



Address:

03 Admiral House , Cardinal Way, Harrow and Wealdstone, London, HA3 5TE, United Kingdom

Tel: +44(0) 208 863 1555, +44(0) 208 624 0900

Fax: +44(0) 208 427 4448

Email: admin@litr.ac.uk, Admission: litrkazi@aol.com

Web: www.litr.ac.uk