

Diploma / BA(Hons) Interior Design by Distance Learning

**Courses validated by London Metropolitan University
and delivered by Rhodex International**

STUDENT INFORMATION AND ADMISSIONS HANDBOOK

November 2006

CONTENTS

1. Introduction: the Rhodex / London Metropolitan University Awards
 - 1.1 C Level (Certificate Level): comprising Rhodex Diploma Units/Modules RD1 - RD5
 - 1.2 I Level (Intermediate Level): Rhodex Diploma in Interior Design by Distance Learning comprising Rhodex Diploma Units/Modules RD6 – RD10
 - 1.3 H Level (Honours Level): London Met BA(Hons) Interior Design by Distance Learning
 - 1.4 The London Met BA(Hons) Interior Design and Technology
2. Am I eligible to apply for entry?
3. Admission requirements
 - 3.1 to the BA(Hons) by Distance Learning
 - 3.2 to the London Metropolitan University BA(Hons) Interior Design and Technology by full-time attendance
4. Award of the London Met DipHE Interior Design by Distance Learning
5. Maximum permitted periods of study
6. Assessment procedures governing the awards
7. Student representation
8. Access to libraries
9. Where to go for further advice and information

1. Introduction: the Rhodex / London Metropolitan University Awards

Agreement was reached in September 1999 between Rhodex International and London Metropolitan University (a major regional and national provider of undergraduate education in Interior Design) for Rhodex Distance Learning (correspondence) students to have the opportunity to study for an external award of the University: the BA(Honours) Degree, which is an internationally recognised qualification.

We hope to answer most of your questions in this booklet, but we also advise you how to obtain further information should you need it.

Please note that the London Met does not directly teach, administer, or provide resources for the Diploma and BA by Distance Learning courses. All course inquiries should be made to Rhodex, *not* to the University, in the first instance.

1.1 C Level : Rhodex Diploma Units RD1 - RD5

The existing Rhodex course is structured in two levels. All new distance learning students enter at C Level, and take Units RD1 - RD5 (the Materials to Colour subjects inclusive).

1.2 I Level : Rhodex Diploma Units RD6 – RD10

The continuation of the Diploma Course comprises Units RD6 - RD10 (Furniture & Fittings, Part One to the Final Test inclusive).

1.3 H Level : London Met BA(Hons) Interior Design by Distance Learning

This award offers an additional level of more advanced study to enable students to achieve degree status through distance learning. It is open to students who satisfactorily complete the Diploma Course at Upper Merit or Distinction level (minimum 75% grade for all ten Units) and to others who qualify via London Met's AP(E)L regulations. Please see below, sections 2 and 3, for further details on who may or may not qualify for the BA(Hons) award.

1.4 The London Met BA(Hons) Interior Design and Technology

This long established course offers, for a minority of Rhodex Diplomates and other suitably qualified individuals, an alternative route to a degree in Interior Design **and Technology**. Based in the University's Department of Art, Media and Design at Commercial Road, London E1, this degree course is open to full and part-time internal students of the University, but is NOT available by distance learning (correspondence).

Students who satisfactorily complete the Diploma Course by distance learning may be eligible to apply for direct entry to H Level of this degree programme as internal students of London Met, attending classes rather than studying by distance learning. Admission will entail an interview with portfolio.

2. Am I eligible to apply for entry?

You will be eligible to apply for entry if you are in one of the following categories:

- (a) **BA registration:** A Rhodex distance learning student who has registered for the Rhodex Diploma Course will also be registered as a BA student on completion and acceptance of the appropriate form. No fee will be payable for BA

registration at this stage, but the appropriate fee will be payable on acceptance to the top-up BA Element – see (b);

- (b) **Top-Up BA Element registration:** A Rhodex distance learning student who has completed all Rhodex Diploma Units with an Upper Merit or Distinction profile (minimum 75% grade throughout) and whose Final Test Units are passed by London Met's internal and external examiners as having achieved a minimum 75% grade for each Final Test Unit (BA Element registration fee then payable);
- (c) **Direct entry Top-Up BA Element registration:** A student of a Rhodex-affiliated college who has completed the Rhodex Diploma Course with an Upper Merit or Distinction profile and enters the BA programme under AP(E)L regulations (BA Element registration fee then payable);
- (d) **Direct Entry Top-Up BA Element registration:** a student of a non Rhodex-affiliated college who is deemed to have completed a Rhodex Diploma-level course of study to the equivalent of an Upper Merit or Distinction profile and enters the BA programme under AP(E)L regulations (BA Element registration fee payable);
- (e) **Direct Entry Top-Up BA Element registration:** a Rhodex Diploma holder who completed the course with an Upper Merit or Distinction profile prior to London Met's validation of Rhodex and enters the BA programme under AP(E)L regulations (BA Element registration fee payable).

NOTES: Direct entry BA applicants under 2. (c) qualify for the award of the Rhodex Diploma but *do not qualify for the award of the DipHE*; those under 2. (d) *do not qualify for the Rhodex Diploma or the DipHE*; and those under 2. (e) *do not qualify for the DipHE*.

3. Admission Requirements

The Rhodex Diploma Course has an open entry policy.

Rhodex distance learning students may apply for admission to the London Met awards if they satisfy the following entry requirements.

3.1 The London Met BA(Hons) Interior Design by Distance Learning

Applicants may be admitted to register for the BA(Hons) programme of study if they have achieved the Rhodex Diploma award through completing I Level (Units RD6 - RD10) with an Upper Merit or Distinction grade in all Units, or if they qualify through AP(E)L regulations.

3.2 The London Met BA(Hons) Interior Design and Technology

Applicants who have achieved the Rhodex Diploma award through completing C Level and I Level with an Upper Merit or Distinction grade in all Units may be accepted into the H Level (final year) study programme for the BA(Hons) Interior Design & Technology as internal students of the University subject to the following conditions:

- As a registered student on a London Met-recognised course, they must apply on a UCAS Application Form for full-time study (obtainable from UCAS), and then apply through Route B. For part-time study they must apply on a University Application Form which is obtainable from the University's Admissions Office.

- They must attend an interview (with portfolio) with the Subject Leader in Interior Design, or his/her delegate, at the University. The purpose of the interview is to determine the candidate's suitability for the proposed study programme and their acceptance on to it. A postal portfolio with written statement of intention may be substituted, at discretion, for overseas applications. Acceptance to the programme must be confirmed by the Subject Leader before a student can commence.
- If accepted, a student must participate in an Induction Programme, as follows:

A summer Design Project, to be completed by the start of the Induction Week at London Met. This will be a suitable project drawn from the preceding second year study at London Met.

The preliminary study for the first project of H Level must also be carried out by the start of Induction Week at London Met. The project brief will be sent to an incoming student in the July of the year that they intend to start. All students progressing from whatever source have to do this work.

The incoming former distance learning student must also participate in the normal Induction Week programme for all new entry students, which is scheduled the week before the taught programme commences.

- Because of the "technology" status of the BA(Hons) at London Met, an incoming student from the London Rhodoc Diploma will have to carry out two option modules with a technological bias during their study at H Level. In addition, because a London Met/Rhodoc diplomate will have already completed the equivalent of H Level Professional Studies, they will be required to carry out an additional option module at H Level, in an area of Technology. The total taught programme for a direct entry student will thus be as shown below:

H Level Direct Entry From London Met/Rhodoc Diploma

Autumn Semester	DF3P17 Design Project III (Double)	DF3D12 Dissertation	DF312 Space Planning or Complementary Technological Module	Technological Module Autumn Semester or
Spring Semester	DF3P19 Major Project (Double)	DF3D12 Dissertation	DF306 Lighting or Complementary Technological Module	Spring Semester

Note: this programme is correct at the time of going to print but subject to variation by the University's undergraduate scheme.

4. Award of the London Met DipHE Interior Design by Distance Learning

A Rhodoc distance learning student who completes the Diploma Course with an Upper Merit or Distinction profile but who elects not to pay for and study the top-up BA Element will be deemed to have left the BA course and will be awarded the Rhodoc Diploma and the London Met Diploma of Higher Education (DipHE).

He or she may later elect to continue to the BA Element (which must be completed within eight years of the initial BA registration that was made when a Diploma student)

at which time the Rhodex Diploma will be retained but the DipHE must be surrendered.

5. Maximum permitted periods of study

For a distance learning student, the maximum period of study from initial registration to completion should not normally exceed eight years, other than in exceptional personal circumstances.

6. Assessment procedures governing the awards

Units of study contributing to the Diploma and BA(Hons) awards will in the first place be internally assessed by Rhodex course tutors. All coursework will then be sampled by examiners from London Met's academic staff and also by external examiners from the University.

This means that a rigorous evaluation of the standard of work for the awards will be undertaken and that no student will be awarded the DipHE or BA without the agreement of the University's External Examiners.

Examination Boards for the conferment of awards will normally be held three times a year.

7. Student representation

A Course Board of Studies is set up, Course Handbooks issued, and an Annual Course Monitoring Report is submitted to the University. An important part of the monitoring procedure is the response by the Course Board to feedback received from students. Ways of ensuring a student voice on the Course Board, which are appropriate to the Distance Learning mode, include the return of end-of-unit and end-of-course questionnaires, and emailed comments to the Course Board Chair (Mr. M. Dwyer) at Rhodex.

8. Access to Libraries

Distance learning students do not, under the terms of the agreement with the University, have access to the London Met library either for borrowing or for reference purposes.

Rhodex students who, rightly, wish to extend their knowledge and to access books and journals recommended by tutors, are advised to contact local or internet book suppliers, or local public libraries. In addition Rhodex maintains a substantial stock of recommended titles for sale by mail order.

9. Where to go for further advice and information

For further information on any of the matters outlined in this document and for advice on admission to the distance learning courses, please contact:

UK:

Caroline Green
Tel: +44 (0)1273 327476
Fax: +44 (0)1273 821668
Email: caroline@rhodex.edu
Web: www.rhodex.edu

US:

Susi Santorelli
Tel: +1 617 472 4942
Fax: +1 617 472 3400
Email: susi@rhodex.edu
Web: www.rhodex.edu/us