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| **Programme Specification C:\Users\Ziain\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\UFPTT539\HE Logo.jpg** | | | | | | | | |
| 1. Awarding body | | | University of Surrey | | | | | |
| 1. Teaching institution (if different) | | | University Centre Farnborough (Farnborough College of Technology) | | | | | |
| 1. Final award | | | **BA (Hons)** | | | | | |
| 1. Programme title/route/pathway | | | **Business Management** | | | | | |
| 1. Subsidiary award(s) and title(s) | | | BA (Ordinary) Business Management  Diploma of Higher Education in Business Management  Certificate of Higher Education in Business Management | | | | | |
| 1. FHEQ Level | | | 6 | | | | | |
| 1. Credits and ECTS credits | | | 360 UK credits, 180 ECTS credits | | | | | |
| 1. Name of Professional, Statutory or Regulatory Body (PSRB) | | | N/A | | | | | |
| 1. Date of last accreditation (if applicable) | | | N/A | | | | | |
| 1. Mode of study | | | Full-time | | | | | |
| 1. Language of study | | | English | | | | | |
| 1. UCAS Code | | | TBC | | | | | |
| 1. QAA Subject benchmark statement (if applicable) | | | General Business and Management (2007) | | | | | |
| 1. Other internal and / or external reference points | | | N/A | | | | | |
| 1. Faculty | | | Faculty of Enterprise and Creative Arts | | | | | |
| 1. Programme Leader | | | Yvonne Gitendorfa | | | | | |
| 1. Date of production/revision of the specification | | | July 2018 | | | | | |
| 1. Educational aims of the programme | | | | | | | | |
| The aims for the programme are to enable students to:   * Gain knowledge of the well-established principles regarding how businesses can be successfully managed; * Identify and analyse business problems and evaluate alternative solutions. * Develop interpersonal skills, time management, self-awareness and self-reflection which will enable employability in a variety of business related work environments; and * Prepare for further study through acquisition of research skills, self-motivation and self-reliance.   The course strives to enable students to be able to demonstrate:   * Knowledge and understanding of organisations and markets; * Knowledge and understanding of people as consumers, suppliers, employees and entrepreneurs; * The ability to understand the sources, use and management of finance; * The ability to apply skills of evaluating a business situation, identifying problems, planning a project and recommending solutions; * Effective interpersonal skills of listening, persuasion and presentation; * Effective cooperative work within a team; * Effective independent work; * Effective communication of information, arguments and analysis in a variety of forms; and * Effective self-management in terms of time, planning, behaviour and motivation.   Therefore, this Honours Degree responds to market needs by equipping students with the combination of vocational and applied skills, academic knowledge and transferable skills, required in both the workplace and for further study. | | | | | | | | |
| 1. Programme learning outcomes – the programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas: | | | | | | | | |
| Knowledge and understanding  Students will have a knowledge and understanding of:   1. The Business Environment – the external environment in which organisations operate and how they are managed (GBM 3.4). 2. Marketing – the development and operation of markets for goods and services (GBM 3.7). 3. Consumers – customer expectations, service and orientation (GBM 3.7). 4. Accounting and Finance – the sources, uses and management of money (GBM 3.7). 5. People – the management and development of people within organisations (GBM 3.7). 6. The legal and ethical framework within which businesses operate (GBM 3.4). | | | | Teaching and learning strategies   * Lecture based presentations * Workshops * Individual and group project work * Individual presentations * Case studies * Extended project   Assessment   * Assignments and Essays * Exams * Presentations * Case Study * Skills Audit * Reflective Statement * Seminar Delivery * Report * Business (communication) Plan * Dissertation | | | | |
| Skills and other attributes - *Intellectual / cognitive skills*   1. Have a view of business and management which is influenced by a variety of learning sources including guided learning, team work and independent study (GBM 5.5). 2. Demonstrate knowledge of the main methods of inquiry in subject areas (FD 42). 3. Use a range of techniques to initiate and undertake critical analysis of information (FD 42). 4. Undertake research to produce fully referenced reports (GBM 3.9). 5. Apply skills of evaluating a business situation, identifying problems and recommending solutions (GBM 3.9). | | | | Teaching and learning strategies   * Lectures * Support for report writing and directed reading * Case studies of business examples   Assessment   * Assignments and Essays * Exams * Presentations * Case Study * Skills Audit * Reflective Statement * Seminar Delivery * Report * Business (communication) Plan * Dissertation | | | | |
| Skills and other attributes - *Professional practical skills*   1. Develop inter-personal skills of effective listening, persuasion and presentation (GBM 3.9). 2. Show effective performance within a team environment (GBM 3.9; 5.5). 3. Work effectively independently (GBM 3.9). 4. Take responsibility for own learning and progress (GBM 3.9). 5. Demonstrate familiarity with IT and the use of the internet (GBM 3.9). | | | | Teaching and learning strategies  Lectures and group work direct students to the appropriate methods and materials and they are guided and supported via tutorials.  Assessment   * Project reports | | | | |
| Skills and other attributes - *Key / transferable skills*   1. Effectively communicate information, arguments and analysis in a variety of forms (including with ICT) (GBM 3.9). 2. Use effective problem solving and decision making skills using appropriate quantitative and qualitative methods (GBM 3.9). 3. Effective self-management in terms of time, planning and behaviour, motivation and self-starting (GBM 3.9). 4. Evaluate information presented both qualitatively and quantitatively (GBM 3.9). 5. Reflect on own performance and that of others and give, and respond positively to, constructive feedback (GBM 3.9). | | | | Teaching and Learning strategies  Promoted through lectures, report writing, group work, directed reading and independent study, Developed through case studies to relate to business examples.  Assessment   * Assignments * Reports of research and professional investigations | | | | |
| 1. Programme structure – including the route / pathway / field requirements, levels modules, credits, awards and further information on the mode of study. | | | | | | | | |
| * The programme is studied over 3 academic years and is full time. * The programme is divided into modules. All taught modules are worth 15 credits, which is indicative of 150 hours of learning, comprised of student contact, private study and assessment. In order to achieve the BA (Hons) Business Management students must complete 360 credits (120 at FHEQ Level 4, 120 at FHEQ Level 5 and 120 at FHEQ Level 6). * The Dissertation module is 45 credits. * Students that do not complete the full programme may be awarded the Certificate of Higher Education for 120 credits achieved at L4, or the Diploma of Higher Education for 120 credits achieved at L4 and 120 credits at L5. * On successful completion of the BA (Hons) Business Management, students may progress to a Masters qualification or on to professional business programmes such as CIPD, CIM, CIMA. | | | | | | | | |
| Programme adjustments (if applicable) | | | | | | | | |
| NA | | | | | | | | |
| Programme pathways and variants | | | | | | | | |
| NA | | | | | | | | |
| **FHEQ Level 4: Potential award – Certificate of Higher Education** | | | | | | | | |
| Module code | Module title | Core /compulsory /optional | | | Credit volume | Semester (1 / 2) | Award requirements | |
| COM4001 | Academic Skills | Compulsory | | | 15 | 1 | 120 credits required, with a minimum pass rate of 40% which must be achieved | |
| BMG4002 | Business Environment | Compulsory | | | 15 | 2 |
| BMG4003 | Teamwork and Leadership | Compulsory | | | 15 | 2 |
| BMG4004 | Organisational Behaviour | Compulsory | | | 15 | 1 |
| BMG4005 | Introduction to Accounting | Compulsory | | | 15 | 2 |
| BMG4006 | Introduction to Marketing | Compulsory | | | 15 | 1 |
| BMG4007 | Consumer Behaviour | Compulsory | | | 15 | 2 |
| BMG4008 | Law and Ethics | Compulsory | | | 15 | 1 |
| **FHEQ Level 5: Potential awards – Diploma of Higher Education** | | | | | | | | |
| Module code | Module title | Core /compulsory /optional | | | Credit volume | Semester (1 / 2) | Award requirements | |
| BMG5009 | Contemporary Issues in Business | Compulsory | | | 15 | 2 | 120 credits required, with a minimum pass rate of 40% which must be achieved | |
| BMG5010 | Enterprise Project | Compulsory | | | 15 | 1 |
| BMG5011 | Human Resource Management | Compulsory | | | 15 | 1 |
| BMG5012 | Management Accounting and Finance | Compulsory | | | 15 | 1 |
| BMG5013 | Service Sector Marketing | Compulsory | | | 15 | 2 |
| BMG5014 | Research Methods | Compulsory | | | 15 | 2 |
| BMG5015 | Business Law | Compulsory | | | 15 | 1 & 2 |
| BMG5016 | Professional Development Portfolio | Compulsory | | | 15 | 1 |
| **FHEQ Level 6: Potential awards – BA (Hons), BA (Ordinary)** | | | | | | | | |
| Module code | Module title | Core /compulsory /optional | | | Credit volume | Semester (1 / 2) | Award requirements | |
| BMG6018 | Dissertation (Final Year Project) | Compulsory | | | 45 | 1 & 2 | 60 credits required to achieve BA (Ordinary), with a minimum pass rate of 40%.  120 credits required for BA (Hons), with a minimum pass rate of 40%. | |
| BMG6019 | Project Management and MIS | Compulsory | | | 15 | 1 & 2 |
| BMG6020 | HRM in a Business Context | Compulsory | | | 15 | 1 & 2 |
| BMG6021 | International and Ethical Business | Compulsory | | | 15 | 1 & 2 |
| BMG6022 | Global Marketing | Compulsory | | | 15 | 1 & 2 |
| BMG6023 | Entrepreneurship and Business | Compulsory | | | 15 | 1 & 2 |
| 1. Opportunities for placements / work-related learning / collaborative activity – please indicate if any of the following apply to your programme | | | | | | | | |
| Data supplied by an external source for student analysis which contributes to an assessment | | | | | | | | No |
| Guest / external / associate lecturer (please detail the extent of their contribution, i.e. do they mark?) | | | | | | | | No |
| Professional Training Year (PTY) | | | | | | | | No |
| Placement, study or work placement outside of the PTY(please indicate if this is one day, one month, six months, a year etc) | | | | | | | | Yes (formative) |
| Clinical Placements (that are not part of the PTY Scheme) | | | | | | | | No |
| ERASMUS Study (that is not taken during Level P) | | | | | | | | No |
| Study exchanges (that are not part of the ERASMUS Scheme) | | | | | | | | No |
| Dual Degree | | | | | | | | No |
| Joint Degree | | | | | | | | No |
| Further information | | | | | | | | |
| N/A | | | | | | | | |
| 1. Criteria for admission | | | | | | | | |
| Applicants will be expected to provide satisfactory evidence of ability to successfully pursue the course of study.  (a) In the case of applicants who will not have attained 21 years of age on entry, this will normally be expected to be UCAS Tariff of 72 (under the new system).   1. Mature applicants without formal qualifications as in (a), who will be 21 years of age, or over on admission, may provide satisfactory evidence of their ability to pursue successfully an honours degree. (E.g. Access course; pass with merit in 20 credits at Level 3.) 2. Exceptional entry applications will be welcomed and will be judged on individual merits. This will usually involve an interview and may involve written tests.   **Recognition of Prior Learning**  RPL will be considered for suitable applicants, in line with University of Surrey Regulations. Consequently, the maximum number of credits that can be considered for APL is 240, with a maximum of 30 at Level 6.  Candidates should complete the necessary forms to make application (preferably prior to the start of the course, or the module, and provide documentary evidence to support their applications). Decisions to allow recognition of prior learning will be based on individual cases and academic judgement. | | | | | | | | |
| 1. Assessment regulations | | | | | | | | |
| Please click on the following link for the full Regulations (<http://www.surrey.ac.uk/quality_enhancement/regulations/index.htm>)  All programmes within the University of Surrey adhere to the Regulations. All taught programmes also reference and follow the *Code of practice for assessment and feedback*. | | | | | | | | |
| 1. Support for students and their learning | | | | | | | | |
| * Induction programme for course orientation and module introduction * Programme handbook, Reading lists * College intranet: HE section in particular * Study skills tutorials * Access to student support and learning services * Library Induction and research orientation * Extensive Library facilities, multiple copies and a range of loan services available for key texts. * Close collaboration with local employers and other professional organisations * Dedicated management team for the programme * All students are allocated personal tutors whose role it is to assist them with academic guidance and advise on pastoral problems. When necessary students are introduced to the College counselling service. * Open access to all lecturing, and administrative support staff members via e-mail. * Virtual Learning Environment * Personal Development Plan (PDP) | | | | | | | | |
| 1. Quality management – indications of quality and the methods for evaluating and improving quality | | | | | | | | |
| *Mechanisms for review of teaching and learning standards, curriculum content and assessment*   * Student programme review * Programme Board of Studies; a staff /student board to review, evaluate and recommend action for course of study * Classroom observation by School management team and external consultants * Revalidation Panels (quinquennial review) involving University and external members * External Examiners report * Annual Self Assessment Report (SAR) and Quality Improvement Plan (QIP)   *Committees with responsibility for monitoring and evaluating quality and standards*   * Programme Board of Studies * Programme Board of Examiners * College Examination Board * College Quality & Standards Committee * College Internal Validation Panel * College Curriculum Development Group * College Curriculum & Student Experience Committee * Validation Panels * HE Working Group   *Mechanisms for gaining student feedback on the quality of teaching and learning experience*   * Student representatives, elected for each year of the course. * Student programme review. * Programme Board of Studies. * Student questionnaires; induction and entry, programme review, destination survey; module evaluation. * College HE forum * National Student Survey * Destination of leavers in Higher Education   *Staff Development priorities*   * All staff must attain teaching qualification. * College staff development courses. * Courses, seminars to update specific knowledge; continual professional development, as supported by college policies and the IfL * Staff will also benefit from the staff development opportunities provided for the University of Surrey teaching staff | | | | | | | | |
| 1. Further information | | | | | | | | |
| Further information can be found within the programme handbook, which is provided on entry to the programme.  The *Regulations* and *Codes of practice* for taught programmes can be found at <http://www.surrey.ac.uk/quality_enhancement/regulations/index.htm> <http://www.surrey.ac.uk/quality_enhancement/standards/index.htm> | | | | | | | | |