

Course Information Document: Undergraduate

For students starting in Academic Year 2017/2018

1. Course Summary

Names of programme(s) and award title(s)	Business Management Business Management with Placement Year Business Management with International Year (see Annex A for details)
Award type	Dual Honours/Minor <i>NB:</i> Students who study their two Principal subjects in humanities and/or social science subjects will be awarded the degree of Bachelor of Arts (with Honours) (BA Hons). All students who study a science Principal subject are candidates for the degree of Bachelor of Science (with Honours) (BSc Hons) irrespective of their second Principal subject.
Mode of study	Full time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Duration	3 years 4 years with either the Placement Year or International Year between years 2 and 3
Location of study	Keele University – main campus
Accreditation (if applicable)	Not applicable
Regulator	Higher Education Funding Council for England (HEFCE)
Tuition Fees	UK/EU students: Fee for 2017/18 is £9,250* International students: Fee for 2017/18 is £13,000** or £14,150** (if combined with a laboratory-based Principal Subject)

* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

** We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

	<p>The fee for the placement year is calculated at 20% of the standard year fee</p> <p>The fee for the international year abroad is calculated at 15% of the standard year fee</p>
Additional Costs	Refer to section 16

How this information might change: Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

2. What is a Dual Honours programme?

Dual Honours degrees are degrees that are taken in two different subjects, resulting in an *X and Y* degree title, for example *Business Management and Marketing*. If you are taking a Dual Honours programme, these will be the two subjects you applied for. These are referred to as your Principal Subjects.

In a Dual Honours degree you must take at least 120 credits in each Principal Subject, accrued over all three levels of study, with at least 30 credits in Year 1 (Level 4) and at least 45 credits in each of Years 2 and 3 (Levels 5 and 6) in each of two Principal Subjects. The remaining available credits can be filled with modules from these subjects or other subjects entirely.

3. Overview of the Programme

Business Management is an established subject in the Social Sciences and aims to provide both coherent overviews and intellectual challenges to the analysis of business and management. The subject engages with many other principal subjects at Keele via the dual honours system. Successfully paired honours-level subjects include Business Management with law, human geography, finance, politics and psychology. A feature of the programme is the encouragement to students to think critically about what they learn; challenge received wisdom, and to think for themselves about the validity of the theories to which they are exposed and to seek evidence to support or refute them. This critical approach to thinking differentiates this degree from traditional 'Business Studies' programmes by placing emphasis upon social scientific and philosophical disciplines as they pertain to applied business issues and debates. The aim is to provide a rich and well-rounded subject matter for reflection and application. In this regard, a further aim of the programme is to prepare students for a creative, thoughtful and reflective career in management; whether in commercial business or a range of alternative and charitable organizations.

The Dual Honours Business Management programme is delivered by Keele Management School and draws upon the expertise of staff from across the School. The programme encompasses the study of organisations and their operations and strategies, and employees and their interrelationship with organisations. Students are accordingly exposed to concepts and debates in organizational behaviour, accounting, marketing, and human resource management and embrace the full range of managerial decision-making behaviour across the private and public sectors. The programme is academically rigorous, and delivered in a supportive and challenging learning environment that provides sound foundations that enable students to acquire a range of skills that are highly relevant for either subsequent careers or further study. By enabling individuals to work with both real-life business problems as well as those of an academic nature, the Business Management degree programme provides a variety of experiences and challenges to help individuals to develop the knowledge, skills, self-confidence and self-awareness to pursue their future goals.

4. Aims of the Programme

The broad aims of the programme are to enable you to:

- Become familiar with the main structures and functions of organisations and the markets in which they operate and evaluate how they respond to external developments

- Reflect critically on management practice
- Develop an understanding of the ways in which organisations operate, the role of the changing external and internal environment and the role of management in organisational activity
- Develop the capability to undertake and report on your own research using relevant concepts and methods in management in a well-balanced and concise manner, exercising appropriate levels of scholarship
- Acquire knowledge and skills that enable you to develop independence and self-confidence in your work and the ability to cooperate with colleagues

The four-year Placement option provides you with the opportunity to undertake a professionally focused placement (minimum 30 weeks full time [1,050 hours], or equivalent, between the 2nd and 3rd year of your degree programme.

5. What you will learn

The intended learning outcomes of the programme (what students should know, understand and be able to do at the end of the programme), can be described under the following headings:

- Subject knowledge and understanding
- Subject specific skills
- Key or transferable skills (including employability skills)

Subject knowledge and understanding

Successful students will be able to:

- Demonstrate knowledge and understanding of organisations, the external environment in which they operate and how they are managed
- Demonstrate knowledge and understanding of markets and the agents that operate in markets, including the organisations and the people they employ, their operations, business policy and strategies
- Demonstrate knowledge and understanding of issues affecting the business environment such as globalisation, innovation, corporate social responsibility and diversity

Subject specific skills

Successful students will be able to:

- Utilise a variety of theories to analyse developments in the management of organisations
- Utilise a variety of methods of communicating ideas in management including graphical, poster-based, and essay exposition
- Apply logical reasoning based on knowledge of management to a variety of theoretical and applied topics Organise, present and analyse data using an appropriate methodology to draw inference
- Frame a research problem, deciding upon the factors that may be considered fixed for the purpose of the problem at hand

Key or transferable skills (including employability skills)

Successful students will be able to:

- Communicate using a variety of medium to a range of audiences
- Work effectively both as an individual and as part of a group or a team, recognising and respecting the viewpoints of others

- Work effectively with information technology
- Demonstrate effective skills in problem-solving
- Demonstrate and sustain effective approaches to learning and study, including time management, flexibility, creativity and intellectual integrity

The four-year Placement option provides students with the opportunity to undertake a year-long professionally focused placement (minimum 30 weeks full-time (1,050 hours) or equivalent) between the 2nd and 3rd year of their degree programme in a sector relevant to their degree. Students will gain substantial experience of a professional working environment relevant to their future career aspirations allowing for familiarisation of professional practice, enhanced skill development, and reflection upon programme content.

6. How is the Programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. They include the following:

- **Traditional lectures** where the lecturer provides students with a framework for reading and independent study
- **Tutorials and seminars** in groups of up to 20 students where key issues can be explored and discussed in more depth. Students are expected to play a full part, and often, to lead these discussions. Some tutorials and seminars consist largely of student presentations and many are based on the application of ideas to case studies drawn from the media and research
- **Independent study** based on directed reading from text books, research monographs, and academic journals
- **Web-based learning** using the University's virtual learning environment (KLE). The KLE is used to give students easy access to a wide-range of resources and research tools, and as a platform for online discussions, quizzes and blogs
- **Independent research** supervised and supported by a member of staff
- **Work placement**

In addition, students who complete the placement programme will conduct a skills audit in relation to their 'fit' to sector skill demands, whilst critically evaluating their learning from the placement context.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Personal Tutors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

- **Lectures and independent study** allow students to gain a systematic understanding of business management and how its methods of analysis may be used to investigate a variety of contemporary social problems
- **Seminars, tutorials and online discussions** provide opportunities for students to ask questions about, and suggest answers to issues and problems in a responsible way, and to present their own ideas to members of staff and other students using an appropriate medium of communication
- **Seminars, tutorials and web-based activities** encourage students to reflect on their own learning and take responsibility for its development by addressing areas of difficulty, perhaps by discussing them with their fellow students or by getting additional help from a member of staff
- Undertaking **a research dissertation** with the support of an experienced and active researcher allows students to formulate relevant research questions and devise a feasible and

methodologically sound strategy for answering them

7. Teaching Staff

The Business Management Dual Honours degree is taught by Keele Management School. Currently our core teaching staff comprises professors, lecturers and teaching fellows. Most staff members have teaching qualifications and those that do not are actively working to attain them. A number of staff have PhD qualifications and a number have professional accounting qualifications. All members of staff seek to ensure that module content represents up to date accounting standards and legislation and reflects current relevant research, including the results of their own research.

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

8. What is the Structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from course to course, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to the end of April.

Our degree courses are organised into modules. Each module is usually a self-contained unit of study and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. An outline of the structure of the programme is provided in the tables below.

There are four types of module delivered as part of this programme. They are:

- Compulsory core module – a module that you are required to study on this course;
- Optional core module – these allow you some limited choice of what to study from a list of modules;
- Programme approved elective module – subject-related modules that count towards the number of subject credits required by your degree;
- Free-standing elective module – a free choice of modules that count towards the overall credit requirement but not the number of subject-related credits.

Year 1 (Level 4)

Compulsory Core modules	Credits	Elective modules	Credits
Management in Context	15	Introductory Microeconomics	15
		Financial Accounting	15
Optional Core / Programme approved elective modules		Multinational Enterprise Business Perspectives	15
Accounting Principles	15	Quantitative Methods II	15
The British and Global Economy	15		
Quantitative Methods I	15		
Business Law	15		
Introduction to International Business	15		
Foundations of Human Resource Management	15		

Marketing Principles	15		
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Year 2 (Level 5)

Compulsory Core modules	Credits	Elective modules	Credits
Organisational Behaviour	15	Critical Perspectives on Management Research	15
Social Theory at Work	15	Corporate Governance and Social Responsibility	15
Operations and Quality Management	15	The Practice of Professional Management	15
		International Supply Chain Management	15

NB: For students undertaking a four-year version of the programme, the placement or international year options are taken between the second and third years of the programme. The placement year encourages reflection on programme content from the first two years and represents a chance to put programme material into practice. A summary of the International Year is provided at Annex A.

Year 3 (Level 6)

Core modules	Credits	Elective modules	Credits
Business Strategy	15	Advanced Business English Communication	15
Contemporary Issues in Management	15	International Business Strategies	15
		Managing Diversity	15
Optional Core / Programme approved elective modules		Managing International Projects	15
Leading Change and Entrepreneurship	15	Management, Organisation and the Media	15
Identity Culture and Organisation	15	New Business Plan (ISP)*	15
Comparative Business Cultures	15		

*ISP = Independent Study Project. You are required to take one ISP in your final year

For further information on the content of modules currently offered please visit:

www.keele.ac.uk/recordsandexams/az

The Programme is designed to deliver a progressive structure and the number of compulsory modules varies by level. All students must take two compulsory or optional core modules in Years 1 and 2: in Year 3 students must take at least one core module in Business Management each semester.

The programme offers a range of elective modules that support the core and allow students to develop their own interests in the subject pathway they have chosen to follow. Elective modules listed throughout the programme are subject to change depending on staff availability and may not be offered every year. These electives also include, for the International Business pathway, modules in a modern foreign language.

In addition to the elective modules listed in the table, students may choose to study modules which are offered as part of other programmes in the Management School, the Faculty of Humanities and Social Sciences or from across the University. These include:

- Modules in related subjects in which they may have a particular interest such as Economics, Finance, History, International Relations, and Law.
- Modules designed to help students for whom English is not their first language to improve their use of English for academic purposes.

- Modern foreign languages modules at different levels in French, German, Japanese, Russian, and Spanish. Freestanding modules in subjects of general interest.
- Freestanding elective modules related to student volunteering or studying abroad as part of the University's exchange programme employability skills and personal development.

More information about electives is available online: <http://www.keele.ac.uk/electives/>

9. Final and intermediate awards

Credits required for each level of academic award are as follows:

Honours Degree	360 credits	<p>You will require at least 120 credits at levels 4, 5 and 6.</p> <p>The number of Business Management credits you require depends on whether Business Management is taken as a Dual or Minor subject.</p> <p>Dual Honours: You will require at least 120 credits in both Business Management and your other principal subject (out of 360 credits overall), with at least 30 credits in Year 1 (Level 4) and at least 45 credits in each of Years 2 and 3 (Levels 5 and 6) in each of your two Principal Subjects. You will also be required to take at least one Independent Study Project in your final year.</p> <p>Minor Route: You will require at least 90 credits in Business Management Studies and at least 225 credits in your other Major subject over the course of the degree. Students taking Business Management as a Minor subject must obtain at least 30 credits in Business Management in Year 1 (level 4) and 45 credits in Business Management in Year 2 (level 5).</p>
Diploma in Higher Education	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
Certificate in Higher Education	120 credits	You will require at least 120 credits at level 4 or higher

Business Management with Placement Year: in addition to the above students must pass a non-credit bearing module covering the placement year in order to graduate with a named degree in Business Management with placement year. Students who do not complete, or fail the placement year, will be transferred to the three-year Business Management programme.

Business Management with International Year: in addition to the above students must pass a module covering the international year in order to graduate with a named degree in Business Management with International Year. Students who do not complete, or fail the international year, will be transferred to the three-year Business Management programme.

10. How is the Programme assessed?

The wide variety of assessment methods used within Business Management at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used within Business Management:

- **Unseen closed and open book examinations** in different formats test students' knowledge of economic

principles and the findings of economic research and their ability to apply that knowledge responsibly in understanding social problems. Examinations may consist of essay, short answer and/or multiple choice questions

- **Essays** including those based on case study material, test the quality and application of subject knowledge. In addition they allow you to demonstrate your ability to carry out basic bibliographic research and to communicate your ideas effectively in writing in an appropriate scholarly style using the Harvard, or recognised alternative, system of referencing
- **Exercises**, test students' ability to frame and solve analytical and numerical questions. They demonstrate student competence and familiarity with a range of mathematical techniques that form the everyday tool-kit of the modern economist
- **Short research papers** test students' knowledge of different research methodologies and the limits and provisional nature of economic knowledge. They also enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy
- **Oral and poster presentations and reports** assess students' subject knowledge and understanding. They also test their ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development
- **Portfolios** may consist of a range of different pieces of work but routinely include a requirement that students provide some evidence of critical reflection on the development of their own learning

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on module choices and learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Undergraduate courses at Keele contain an element of module choice; therefore, individual students will experience a different mix of contact time and assessment types dependent upon their own individual choice of modules. The figures below are an example of activities that a student may expect on your chosen course by year/stage of study. Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, demonstration, practical classes and labs, supervised time in labs/workshop, fieldwork and external visits. The figures are based on 1,200 hours of student effort each year for full-time students.

Activity	Year 1 (Level 4)	Year 2 (Level 5)	Year 3 (Level 6)
Scheduled learning and teaching activities	18%	18%	20%
Guided independent Study	82%	82%	80%
Placements	0%	0%	0%

Placement Year (only)	
Scheduled Learning and Teaching Activities	0%
Guided Independent Study	0%
Placements	100%

12. Accreditation

This programme does not have accreditation from an external body.

13. Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: <http://www.keele.ac.uk/student-agreement/>

Students should note that it is not possible to take both the Placement Year and the International Year options. Also, a student who has completed a semester abroad will not normally be eligible to transfer onto the International Year option.

14. What are the typical admission requirements for the programme?

Subject	A-level	Subjects not included	International Baccalaureate	BTEC	Access to Higher Education Diploma	GCSE requirements
Business Management (Dual Honours)	BBB/ ABC	Critical Thinking	32 points including Standard Level Maths or Maths Studies at 4 or above.	DDM	Obtain Access to Higher Education Diploma with 30 Level 3 credits at Distinction.	Maths @ B (or 4) English Lang @ C (or 4)

Applicants who are not currently undertaking any formal study or who have been out of formal education for more than 3 years and are not qualified to A-level or BTEC standard may be offered entry to the University's Foundation Year Programme.

Applicants for whom English is not a first language must provide evidence of a recognised qualification in English language. The minimum score for entry to the Programme is Academic IELTS 6.0 or equivalent.

Please note: All non-native English speaking students are required to undertake a diagnostic English language assessment on arrival at Keele, to determine whether English language support may help them succeed with their studies. An English language module may be compulsory for some students during their first year at Keele.

Accreditation of Prior Learning (APL) is considered on a case-by-case basis and those interested should contact the Programme Director. The University's guidelines on this can be found here: <http://www.keele.ac.uk/qa/accreditationofpriorlearning/>

15. Other learning opportunities

Study abroad (semester)

Students on the Business Management programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities.

Exactly which countries are available depends on the student's choice of degree subjects. An indicative list of countries is on the website (<http://www.keele.ac.uk/studyabroad/partneruniversities/>); however this does not guarantee the availability of study in a specific country as this is subject to the University's application process for studying abroad.

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

Study Abroad (International Year)

A summary of the International Year, which is a potential option for students after completion of year 2 (Level 5), is provided at Annex A.

Work placement

Students have the opportunity to apply directly for the 4-year Business Management with Placement Year degree programme or to transfer onto the 4-year degree programme at the end of Year-1 and in Year-2 at the end of Semester 1. Students who are initially registered for the 4-year degree programme may transfer onto the 3-year degree programme at any point in time, prior to undertaking their year-long placement. To be eligible for the placement year, students must have a good University attendance record. They must also have passed all Year 1 and Year 2 Semester 1 modules with an overall module average of $\geq 60\%$. Students must have met the progression requirements to proceed to their final year of study prior to commencing a placement.

Students wishing to take the placement year should meet with the Programme Director to obtain their signature to confirm agreement before they will be allowed to commence their placement.

16. Additional costs

Business Management Placement Year Costs

Students will be responsible for organising their own placement, with the support of the placement tutor. This allows students to choose when and where to carry out their placement, taking into consideration the potential living and travel expenses, for which they are responsible. Students are encouraged to consider the potential costs incurred in carrying out the placement at the time of setting these up. Further guidance and support on these considerations is available from the placement tutor.

General Costs - Library, Print, Graduation charges

As to be expected there will be additional costs for textbooks, inter-library loans and potential overdue library fines, print and graduation.

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

We do not anticipate any further additional costs for this undergraduate programme.

17. Document Version History

Version history	Date	Notes
Date first created	October 2016	
Revision history		
Date approved		

Annex A

Business Management with International Year (Dual Honours)

Please note: in order to be eligible to take the International Year option your other subject must also offer this option. Please refer to the information published in the course document for your other subject.

International Year Programme
<p>Students registered for Dual Honours Business Management may either be admitted for or apply to transfer during their period of study at Level 5 to the Dual Honours programme in both their principal subjects, providing that they meet the progression criteria outlined in this document. Students accepted onto the International Year programme will have an extra year of study at an international partner institution after they have completed Year 2 (Level 5) at Keele.</p> <p>Students who successfully complete both the second year (Level 5) and the International Year will be permitted to progress to Level 6. Students who fail to satisfy the examiners in respect of the International Year will normally revert to the Dual Honours programme without the International Year and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.</p> <p>Study at Level 4, Level 5 and Level 6 will be as per the main body of this programme specification. The additional detail contained in this annex will pertain solely to students registered for 'Business Management with International Year'.</p>
International Year Programme Aims
<p>In addition to the programme aims specified in the main body of the programme specification, the international year programme of study aims to provide students with:</p> <ol style="list-style-type: none">1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject2. Experience of a different culture, academically, professionally and socially
Entry Requirements for the International Year
<p>Students may apply to the 4-year programme during Level 5. Admission to the International Year is subject to successful application, interview and references from appropriate staff.</p> <p>The criteria to be applied are:</p> <ul style="list-style-type: none">• Academic Performance (an average of 60% across all modules at Level 5 is normally required)• General Aptitude (to be demonstrated by application for study abroad, interview during the 2nd semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1st and 2nd year tutors and programme director)
Student Support
<p>Students will be supported whilst on the International Year via the following methods:</p> <ul style="list-style-type: none">• Phone or Skype conversations with Study Abroad tutors, in line with recommended Personal Tutoring meeting points.• Support from the University's Global Education Team
Learning Outcomes
<p>In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete a Keele undergraduate programme with International Year will be able to:</p> <ol style="list-style-type: none">a. Describe, discuss and reflect upon the cultural and international differences and similarities of

- different learning environments
- b. Discuss the benefits and challenges of global citizenship and internationalisation
- c. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

In addition, students who complete 'Business Management with International Year' will be able to:

- i) Design, plan and critically evaluate research projects with respect to Business Management, recording relevant information accurately and systematically and be able to reflect on a range of sources in a critical manner
- ii) Integrate, apply and develop enhanced principles relating to the analysis of Business Management, to recognise, describe and explain cultural phenomena across national boundaries and reflect critically upon problems relating to contemporary society and culture

Please note that students on Dual Honours programmes with International Year must meet the subject-specific learning outcomes for BOTH their principal subjects.

These learning outcomes will all be assessed by the submission of a satisfactory individual learning agreement, the successful completion of assessments at the partner institution and the submission of the reflective portfolio element of the international year module.

Course Regulations

Students registered for the 'Business Management with International Year' are subject to the course specific regulations (if any) and the University regulations. In addition, during the International Year, the following regulations will apply:

Students undertaking the International Year must complete 120 credits, which must comprise *at least 40%* in the student's discipline areas.

This may impact on your choice of modules to study, for example you will have to choose certain modules to ensure you have the discipline specific credits required.

Students are barred from studying any Business Management module with significant overlap to Level 6 modules to be studied on their return. Significant overlap with Level 5 modules previously studied should also be avoided.

Additional costs for the International Year

Tuition fees for students on the International Year will be charged at 15% of the annual tuition fees for that year of study, as set out in Section 1. The International Year can be included in your Student Finance allocation, to find out more about your personal eligibility see: www.gov.uk

Students will have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Students studying in Erasmus+ destinations may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele.

Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some Governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.