

## Course Information Document: Undergraduate

### For students starting in Academic Year 2017/2018

#### 1. Course Summary

|  |  |
|--|--|
| <b>Names of programme(s) and award title(s)</b>                                | BA (Hons) Management<br>BA (Hons) Management with Placement Year<br>BA (Hons) Management with International Year (see Annex A for details)   |
| <b>Award type</b>  | Single Honours   |
| <b>Mode of study</b>   | Full time  |
| <b>Framework of Higher Education Qualification (FHEQ) level of final award</b> | Level 6  |
| <b>Duration</b>  | 3 years<br>4 years with either the Placement Year or International Year between years 2 and 3  |
| <b>Location of study</b>   | Keele University – main campus   |
| <b>Accreditation (if applicable)</b>   | Not applicable   |
| <b>Regulator</b>   | Higher Education Funding Council for England (HEFCE)   |
| <b>Tuition Fees</b>  | <p><b>UK/EU students:</b><br/>Fee for 2017/18 is £9,250*</p> <p><b>International students:</b><br/>Fee for 2017/18 is £13,000**</p> <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> |
| <b>Additional Costs</b>  | 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.

\* 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/>

## **2. What is a Single Honours programme?**

The Single Honours programme described in this document allows you to focus more or less exclusively on Management. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules outside Management, in other disciplines and in modern foreign languages as part of a 360-credit Honours degree. Thus it enables you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

Management at Keele is offered as a three-year single honours degree. The programme is also offered as a four-year, with placement year, degree programme. Both pathways will lead to a qualification of BA Management. Students taking the four-year programme gain a BA in Management 'with placement year'.

## **3. Overview of the Programme**

Management is an established subject in the Social Sciences providing both coherent overviews and intellectual challenges to the analysis of business and management. The subject engages with many other principal subjects at Keele, including economics, finance, human geography, law, politics and psychology. A feature of the programme and its pathways 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. Taking a Single Honours Course in Management does not mean a narrow disciplinary focus. While the Single Honours award focuses entirely on Management and its related disciplines, the programme remains multi-disciplinary. Management at Keele takes a critical and historical perspective on what goes on in organisations from the standpoint of both managers and employees, alongside a thorough exploration of fundamental business skills and knowledge.

The Single Honours 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 organisational 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 business-related careers or further study. By enabling individuals to work with both real-life business problems as well as those of an academic nature, the Management degree programme provides a variety of experiences and challenges to help individuals develop the knowledge, skills, self-confidence and self-awareness to pursue their future goals.

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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

## **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 students 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 their 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
- markets and the agents that operate in them, including the organisations and the people they employ, their operations, business policy and strategies
- 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 and developing understanding and awareness of leadership styles and their impacts upon projects
- Work effectively with information technology, literature searches, library resources
- Demonstrate effective skills in problem-solving
- Demonstrate and sustain effective approaches to learning and study, including time management, flexibility, creativity, intellectual integrity and professional management skills

## **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
- Contact with tutors 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 Management Single Honours degree is taught by Keele Management School. Currently our core teaching staff comprises of a number of professors, senior lecturers, senior teaching fellows, teaching fellows and lecturers. The Single Honours Programme also benefits from expertise across the Management School, for Example in HRM, Marketing, Accounting and Finance. The School maintains a strong commitment to excellence and innovation in teaching and research. All current permanent staff have PhDs or other higher degrees in their subject area.

All current part-time lecturers have higher degrees or professional qualifications. The vast majority of staff actively-engaged in research which is published in leading international journals and all staff members engage with continuing professional development as academic teachers. All established staff have substantial teaching experience and/or formal teaching qualifications. All probationary appointments receive an intensive training programme on Teaching in Higher Education.

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.

The Programme is designed to deliver a progressive structure and the number of compulsory modules varies by level. Following a common core of six modules in Year one, students make a choice of one of five subject pathways (Human Resource Management, Business Management, International Business, Marketing, and Accounting) with the number of core modules undertaken in Years two and three dependent upon the pathway chosen.

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. These electives also include, for the International Business pathway, modules in a modern foreign language. 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 modules related to student volunteering or studying abroad as part of the University's exchange programme employability skills and personal development.

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

[www.keele.ac.uk/recordsandexams/az](http://www.keele.ac.uk/recordsandexams/az)

For students undertaking the four-year programme, the placement is delivered between the second and third years of the programme and this encourages reflection on programme content from the first two years and represents a chance to put programme material into practice.

## Programme Structure

| Management Single Honours Years 1 and 2 |  |                        |     |  |            |
|---|--|------------------------|-----|--|------------|
| Pathway                                 | Business Management  | International Business | HRM | Marketing  | Accounting |
| Level 4<br>Semester 1                   | <b>Management in Context</b><br><b>Accounting Principles</b><br><b>Global Business Environments</b>  |                        |     |  |            |
|   | Business Law<br>Quantitative Methods 1<br>Markets and Hierarchies<br>British & Global Economy<br>Modules designed to help students for whom English is not their first language. |                        |     |  |            |
| Level 4<br>Semester 2                   | <b>Foundations of HRM;</b><br><b>Marketing Principles;</b><br><b>Introduction to International Business</b>  |                        |     | <b>Financial Accounting;</b><br><b>Quantitative Methods 2*</b>                         |            |
|   | Quantitative Methods 2*;<br>Financial Accounting**   |                        |     | Foundations of HRM;<br>Marketing Principles;<br>Introduction to International Business |            |

| Pathway                  | Business Management  | International Business  | HRM  | Marketing  | Accounting   |
|--------------------------|--|---|--|--|--|
| Level 5<br>Semester<br>1 | Organisational Behaviour;<br>Social Theory at Work   | Organisational Behaviour;<br>Managing in the MNC                                  | Employee Resourcing;<br>Developing Professional<br>Knowledge & Practice in<br>HRM (SEM1-2) | Organisational Behaviour<br>Understanding the<br>Consumer;     | Cost and Management Accounting;<br>Taxation  |
|                          | Critical Perspectives on<br>Management Research;<br>Understanding the Consumer             | Social Theory at Work   |  | Services Marketing   | Organisational Behaviour;<br>Introduction to Econometrics                          |
| Level 5<br>Semester<br>2 | Operations and Quality<br>Management;<br>Corporate Governance and<br>Social Responsibility | International Supply Chain<br>Management;<br>Operations and Quality<br>Management | Managing Human<br>Resources;<br>Employment Relations                                       | Digital Marketing and<br>Communications;<br>Marketing Research | Intermediate Financial Accounting;<br>Corporate Governance & Social Responsibility |
|                          |  | Corporate Governance and<br>Social Responsibility                                 |  | Marketing in Society   |  |
| Level 6                  | Placement Year or International Year   |   |  |  |  |

|                       | Business Management   | International Business  | HRM  | Marketing  | Accounting   |
|-----------------------|---|---|--|--|--|
| Level 6<br>Semester 1 | <b>Business Strategy;</b><br><br><i>Identity, Culture and Organisation OR</i><br><br><i>Leading, Change and Entrepreneurship;</i> | <b>Business Strategy;</b><br><br><b>Comparative Business Cultures</b>   | <b>The Employment Relationship &amp; the Law;</b><br><br><b>Employee Development</b>   | <b>Strategic Marketing Research;</b><br><br><b>Contemporary Retail Environments;</b>             | <b>Advanced Financial Reporting;</b><br><br><b>Management Accounting</b>   |
|                       | Leading, Change and Entrepreneurship;<br><br>Comparative Business Cultures; Identity, Culture and Organisation                    | Identity, Culture and Organisation;<br><br>Leading, Change and Entrepreneurship;  | Business Strategy  | Business Strategy;<br><br>Consuming Cultures<br><br>Digital Marketing in Practice                | Business Strategy  |
| Level 6<br>Semester 2 | <b>Contemporary Issues in Management;</b><br><br><b>New Business Plan (ISP)</b>   | <b>International Business Strategies;</b><br><br><i>Global Labour Regulation (ISP) OR</i><br><br><b>New Business Plan (ISP);</b>            | <b>International HRM;</b><br><br><b>Discrimination and Equal Opportunities at Work;</b><br><br><b>Global Labour Regulation (ISP)</b> | <b>Marketing and Globalisation;</b><br><br><b>Marketing Insights (ISP)</b>                       | <b>Audit Framework;</b><br><br><b>New Business Plan (ISP) OR</b><br><br><b>Analysing Company Performance (ISP)</b> |
|                       | International Business Strategies;<br><br>Managing Diversity; Management Organisation and the Media                               | Contemporary Issues in Management<br><br>International HRM<br><br>Management Organisation and the Media;<br><br>Marketing and Globalisation | Contemporary Issues in Management  | Current Ideas in Marketing<br><br>Contemporary Issues in Management;<br><br>Brands and Branding; | <b>Advanced Management Accounting;</b><br><br><b>Applied Financial Analysis</b>                                    |



## 9. Final and intermediate awards

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

|  |             |   |
|--|-------------|---|
| <b>Honours Degree</b>                  | 360 credits | You will require at least 120 credits at levels 4, 5 and 6<br><br>You must accumulate at least 255 of credits in Management (out of 360 credits overall), with at least 60 credits in each of the three years of study, to graduate with a named single honours degree in Management. |
| <b>Diploma in Higher Education</b>     | 240 credits | You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher  |
| <b>Certificate in Higher Education</b> | 120 credits | You will require at least 120 credits at level 4 or higher  |

**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 Management with placement year. Students who do not complete, or fail the placement year, will be transferred to the three-year Management programme.

**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 Management with International Year. Students who do not complete, or fail the international year, will be transferred to the three-year Management programme.

## 10. How is the Programme assessed?

The wide variety of assessment methods used within 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 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, also test the quality and application of subject knowledge. In addition they allow students to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using the Harvard, or recognised alternative, system of referencing.
- **Exercises** test a student's ability to frame and solve analytical and numerical questions. They demonstrate student competence and familiarity with a range of analytical techniques.
- **Class tests** taken either conventionally or online via the Keele Virtual Learning Environment (KLE) assess students' subject knowledge and their ability to apply it to problems in a structured and focused way.
- **Short research papers** test student's 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) | Placement Year | Year 3 (Level 6) |
|--|------------------|------------------|----------------|------------------|
| Scheduled learning and teaching activities | 22%              | 19%              | 0%             | 20%              |
| Guided independent Study                   | 78%              | 74%              | 0%             | 80%              |
| Placements                                 | 0%               | 0%               | 100%           | 0%               |

## 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 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                               |
|-----------------------------|----------|-----------------------|--|------|--|---|
| Management (Single 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 @ C (or 4)<br>English Language @ 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 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 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**

### **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 placements at the time of setting these up. Further guidance and support on these considerations is available from the placement tutor.

### **General Costs**

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

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

## **17. Document Version History**

| <b>Version history</b> | <b>Date</b>  | <b>Notes</b> |
|------------------------|--------------|--------------|
| Date first created     | October 2016 |              |
| Revision history       |              |              |
| Date approved          |              |              |

## Annex A

### BA (Hons) Management with International Year

| International Year Programme  |
|---|
| <p>Students registered for Single Honours Management may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'Management with International Year'. Students accepted onto this programme will have an extra year of study (the International Year) 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 BA (Hons) Management 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 'BA (Hons) 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"><li>1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject</li><li>2. Experience of a different culture, academically, professionally and socially</li></ol>   |
| 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"><li>• Academic Performance (an average of 60% across all modules at Level 5 is normally required)</li><li>• General Aptitude (to be demonstrated by application for study abroad, interview during the 2<sup>nd</sup> semester of year 2 (Level 5), and by recommendation of the student's personal tutor, 1<sup>st</sup> and 2<sup>nd</sup> year tutors and programme director)</li></ul>  |
| Student Support   |
| <p>Students will be supported whilst on the International Year via the following methods:</p> <ul style="list-style-type: none"><li>• Phone or Skype conversations with Study Abroad tutor, in line with recommended Personal Tutoring meeting points.</li><li>• Support from the University's Global Education Team</li></ul>  |
| 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"><li>a. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments</li><li>b. Discuss the benefits and challenges of global citizenship and internationalisation</li><li>c. Explain how their perspective on their academic discipline has been influenced by locating it within</li></ol>  |

an international setting.

In addition, students who complete 'BA (Hons) Management with International Year' will be able to:

- i) Identify, discuss and evaluate different approaches to the conduct of Management in different cultural and economic environments.
- ii) Outline, apply and develop approaches from complementary studies in the context of problems in contemporary management appropriate to the location of international study.

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 BA (Hons) 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 area.

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 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](http://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.