

Course Information Document: Undergraduate

For students starting in Academic Year 2019/2020

1. Course Summary

Names of programme(s) and award title(s)	BA (Hons) Business Management and Finance BA (Hons) Business Management and Finance with International Year (see Annex A for details) BA (Hons) Business Management and Finance with Work Placement Year (see Annex B for details)
Award type	Single Honours
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 International Year or Work Placement Year between years 2 and 3
Location of study	Keele University – main campus
Accreditation (if applicable)	Various modules are accredited by professional bodies such as ACCA (Association of Chartered Certified Accountants) and CIMA (Chartered Institute of Management Accountants) – for further details see the section on Accreditation
Regulator	Office for Students (OfS)
Tuition Fees	UK/EU students: Fee for 2019/20 is £9,250* International students: Fee for 2019/20 is £14,320** The fee for the international year abroad is calculated at 15% of the standard year fee The fee for the work placement year is calculated at 20% of the standard year fee
Additional Costs	Please refer to the Additional costs section below

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 predominantly on Business Management and Finance. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules outside Business Management and Finance, 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.

3. Overview of the Programme

The Business Management and Finance Programme is a Single Honours Degree that enables students to specialise in Finance within the broader context of studying business management. Both subjects are established, key Social Science disciplines which possess a clear and coherent intellectual structure that engages with a broad range of other subjects, including economics, accounting, international business, mathematics, politics, psychology, and sociology. Finance provides students with an opportunity to learn about decision making of investors and the role of financial markets in an economy with a wide range of practical applications. Business Management offers an opportunity to develop a scientifically informed overview of the management of a range of different types of organisation including conventional and alternative business forms. Students are encouraged 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.

The programme is academically rigorous, and delivered in a challenging but supportive learning environment that provides sound foundations enabling students to acquire a range of skills that are highly relevant for either subsequent careers or further study.

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 Levels 5 and 6 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.

The four-year International study option provides students with the opportunity to undertake a year-long study abroad programme taught in English at an international university between Levels 5 and 6 of their degree programme in a subject relevant to their degree. Students will gain substantial experience of study in a different culture to their own and additionally benefit from the opportunity to develop their knowledge and networks in specialist areas of Management relevant to both international and home settings.

4. Aims of the Programme

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

- Study the disciplines of business management and finance and benefit from their complementary perspectives.
- Describe and explain a diverse range of business- and finance-world phenomena in terms of a small set of unifying principles drawing from the disciplines of management and finance.
- Understand, evaluate and combine theoretical models and analysis with up-to-date factual knowledge about finance and real business and management phenomena.
- Become familiar with the features of organisations and evaluate how they respond to external developments.
- Develop an understanding of the impacts of the ways in which organisations operate, and the role of management in this activity.
- Develop a critical awareness of current issues in business management and finance including their practical implementation in a global context.
- Become familiar with the main methods of finance and management research and develop the ability to use professional software tools for the analysis of real economic and business data.
- Develop the capability to undertake and report on their own research using relevant management and finance concepts and methods in a well-balanced and concise manner, exercising appropriate levels of

scholarship.

- Acquire knowledge and skills that enable them to develop independence and self- confidence in their work and the ability to cooperate with colleagues.

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 key concepts and theories in finance, financial economics and accounting and use them to understand financial decision-making, the behaviour of financial firms and developments in financial markets.
- Be familiar with up-to-date factual knowledge about financial markets and organisations.
- Employ a variety of theory-based and model-based analytical methods in financial economics.
- Use a range of tools, including verbal, graphical, mathematical and econometric representation of ideas in finance, and the capability to manipulate and interpret relevant financial data.
- 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:

- Demonstrate advanced reasoning capabilities, using surveys of existing theories, critical and analytical thinking and formal tools and methods including graphical, mathematical and statistical/econometric tools.
- Demonstrate familiarity with the main empirical (statistical/econometric) methods of financial research and the ability to use professional software tools for the analysis of financial and business data.
- Demonstrate the ability to organise, present and communicate logical reasoning, policy analysis and accompanying data in an effective way.
- Write in a scholarly manner.
- 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 and problems.
- Organise, present and analyse data using a methodology appropriate to social research.
- Frame a research problem, deciding upon the quality and limitations of a given approach

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 with numerical data from a wide range of sources.
- 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.

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** accompanied by suggested reading for independent study, intended to provide a core framework of subject knowledge on which a systematic understanding of major principles can be built. Some lecture classes may feature activities such as mock auctions, quizzes that involve voting, or other interactive activities.
- **Tutor-led seminars** where students contribute to or lead a discussion on key topics or make a presentation on a specific point so as to develop critical thinking and permit the reflective individual expression of that core understanding.
- **Problem-based tutorials** (often based on scenarios rooted in the real world) in which students are expected to offer answers or solutions to previously provided problems but which also offer opportunity for students to direct specific questions to tutors and develop better understanding of the issues in question. These tutorials enable students to acquire and refine key accounting skills.
- **Practical, computer laboratory based classes** where students acquire the hands-on skills associated with describing, analysing and interpreting business data.
- **Directed independent study** where students are referred to specific materials or asked to research and find information independently, which may extend to undertaking an independent research project under the supervision of an experienced tutor. Other opportunities for directed independent study are available in our computer laboratories which are equipped with Bloomberg information terminals and Sage accounting software allowing students to interact with real world data and situations
- Students may undertake **Web-based self-study** exercises using the University's virtual learning environment (KLE). The KLE gives students easy access to a wide range of resources and research tools and permits the use of online discussion, quizzes and 'blogs' in teaching and learning whilst permitting students to develop improved IT knowledge.
- 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 are the main conduit for the dissemination of subject-based material and lecture-based teaching promotes the associated Learning Outcomes;
- Tutor-led seminars aim to develop students' analytical and critical thinking, give opportunities for problem-solving, presentations and the conduct of teamwork and as such contribute towards the fulfilment of a variety of Learning Outcomes related to subject knowledge, subject-related-skills and generic skill development;
- Computer-based classes (e.g. those held in the Bloomberg terminals) enable students to acquire

- (subject-related and generic) skills associated with collecting, analysing and interpreting business data;
- Directed independent study in own time, making use of a variety of resources such as own library, Library facilities, the University's virtual learning environment (KLE) and the wider Internet, promotes subject knowledge; subject-related skills such as analytical thinking and problem solving; and generic skills such as self-management, the conduct of independent scholarly and research work, and IT literacy;
- A variety of methods of assessment develop students' ability to express themselves in a scholarly manner, fluently, confidently and in a variety of ways (orally and in writing);
- In addition, students who complete the placement programme will further their subject knowledge and a variety of skills, including self-management, versatility and adaptability in a new environment.

7. Teaching Staff

Currently Keele Business School comprises of 42 full time academic staff members – 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 qualifications. All members of staff seek to ensure that module content represents up to date standards and legislation and reflects current relevant research, including the results of their own research.

The school maintains a strong commitment to excellence and innovation in teaching and research. Teaching is informed by research with teaching staff presenting and publishing academic papers at national and international conferences, in books and in internationally ranked journals.

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 three types of module delivered as part of your programme. They are:

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

A summary of the credit requirements per year is as follows, with a minimum of 90 subject credits (compulsory plus optional) required for each year.

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
1	75	15	45	0	30
2	60	30	60	0	30
3	45	45	75	0	30

Module lists

Year 1 (Level 4)

Compulsory modules	Module Code	Credits	Semester
Management in Context	MAN-10018	15	1
Accounting Principles	MAN-10015	15	1
Quantitative Methods I	ECO-10026	15	1
Financial Accounting	MAN-10024	15	2
Quantitative Methods II	ECO-10027	15	2
Optional modules	Module Code	Credits	Semester
Introduction to Microeconomics	ECO-10028	15	1
Marketing Principles	MAN-10019	15	1
Business Law	LAW-10027	15	1
Global Business Environments	MAN-10022	15	1
Academic English for Business Students (Part 1) ¹	ENL-90003	15	1
Choose a minimum of one from the following:			
Introductory Macroeconomics	ECO-10029	15	2
The British and Global Economy	ECO-10025	15	2
Foundations of Human Resource Management	HRM-10007	15	2
Choose a minimum of one from the following:			
Introduction to International Business	MAN-10023	15	2
Multinational Enterprise Business Perspectives ²	MAN-10026	15	2
Managing in a Changing Society	MAN-10030	15	2
Module rules:			
(1) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year			
(2) This is a Live Company Project, recommended for those wishing to take a Placement Year			

Year 2 (Level 5)

Compulsory modules	Module Code	Credits	Semester
Organisational Behaviour	MAN-20055	15	1
Finance 1	ECO-20007	15	1
Operations and Quality Management	MAN-20053	15	2
Finance 2	ECO-20051	15	2
Optional modules	Module Code	Credits	Semester
Choose a minimum of one from the following:			
Statistics with Bloomberg ¹	ECO-20049	15	1
Banking	ECO-20045	15	1
Professional Development ²	MAN-20090	15	1
Cost and Management Accounting	MAN-20049	15	1
Employee Resourcing ³	HRM-20017	15	1
Academic English for Business Students (Part 1) ⁴	ENL-90003	15	1
Academic English for Business Students (Part 2) ⁵	ENL-90004	15	1
Choose a minimum of one from the following:			
Introduction to Econometrics ⁶	ECO-20042	15	2
Corporate Governance and Social Responsibility	MAN-20082	15	2
Social Enterprise and Alternative Organising	MAN-20093	15	2
Researching Business Management ⁷	MAN-20096	15	2

Module rules:

- (1) This Module is required if you wish to take Introduction to Econometrics (ECO-20042)
- (2) Recommended for those wishing to take a Placement Year
- (3) This is Module is required if you wish to study Discrimination and Equal Opportunities at Work (HRM-30030) in Year 3.
- (4) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year.
- (5) Open only to NON-NATIVE SPEAKERS OF ENGLISH after successful completion of AEB1 (Academic English for Business 1) with a score of under 60% or equivalent. Cannot be taken with other ENL- module (English Language module) in the same academic year
- (6) Prerequisite: Statistics with Bloomberg (ECO-20049). This Module is required if you wish to take Data Analysis - ISP (ECO-30051) AND/OR Applied Econometrics (ECO-30050) in Year 3
- (7) Required for the Managing Diversity MAN-30037 (ISP) in Year 3

Year 3 (Level 6)

Compulsory modules	Module Code	Credits	Semester
Business Strategy	MAN-30048	15	1
Investment Management	ECO-30053	15	1
Risk Management with Derivatives	ECO-30048	15	2
Optional modules	Module Code	Credits	Semester
Choose a minimum of one from the following:			
International Finance	ECO-30037	15	1
Applied Econometrics ¹	ECO-30050	15	1
Choose a minimum of one from the following:			
What's wrong with Entrepreneurship?	MAN-30073	15	1
Identity, Culture & Organisation	MAN-30040	15	1
Comparative Business Cultures	MAN-30056	15	1
SME Live Project	MAN-30072	15	1
Academic English for Business Students (Part 2) ²	ENL-90004	15	1
Advanced Business English Communication ³	ENL-90005	15	1
Managing Diversity (ISP) ⁴	MAN-30037	30	1
Choose one of the following: ⁵			
Managing Diversity (ISP) ⁴	MAN-30037	30	2
Data Analysis ISP ⁶	ECO-30051	15	2
Other options:			
Managing International Projects	MAN-30065	15	2
Discrimination and Equal Opportunities at Work ⁷	HRM-30030	15	2
Enterprise Business Plan	MAN-30070	15	2
International Business Strategies ⁸	MAN-30055	15	2

Module rules:

- (1) Prerequisite: Introduction to Econometrics (ECO-20042)
- (2) Open only to NON-NATIVE SPEAKERS OF ENGLISH after successful completion of AEB1 (Academic English for Business 1) with a score of under 60% or equivalent. Cannot be taken with other ENL- module (English Language module) in the same academic year.
- (3) Open only to THIRD-YEAR NON-NATIVE SPEAKERS OF ENGLISH on successful completion of AEB2 or EAP4; or AEB1 or EAP3 with a score of over 60%; or equivalent. Cannot be taken with other ENL- module (English Language module) in the same academic year.
- (4) This Module is worth 30 credits so IT MUST BE TAKEN ACROSS BOTH SEMESTERS. Prerequisite: Researching Business Management (MAN-20096)
- (5) You MUST take ONE of the following two Independent Study Project (ISP) Modules. Note that one of the two

is worth 30 credits so if you select that, you must take it across both Semesters.

(6) Prerequisite: Introduction to Econometrics (ECO-20042)

(7) Prerequisite: Employee Resourcing (HRM-20017)

(8) Prerequisite: Global Business Environments (MAN-10022)

Students may choose to study elective modules which are offered as part of other programmes in the Faculty of Humanities and Social Sciences and across the University. These include:

- Modules in other subjects closely related to Business Management and Finance.
- Modules in other subjects in which they may have a particular interest.
- Modules designed to help students for whom it is not their first language to improve their use of English for Academic Purposes.
- Modern foreign languages modules at different levels in French, German, Spanish, Russian, Japanese and Chinese (Mandarin).
- Modules related to the development of graduate attributes, student volunteering, and studying abroad as part of the University's exchange programme.

For further information on the content of modules currently offered, including the list of elective modules, please visit: www.keele.ac.uk/recordsandexams/az

9. Final and intermediate awards

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

Honours Degree	360 credits	You will require at least 120 credits at levels 4, 5 and 6 You must accumulate at least 270 credits in Business Management and Finance (out of 360 credits overall), with at least 90 credits in each of the three years of study, to graduate with a named single honours degree in Business Management and Finance.
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 and Finance 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 and Finance with international year. Students who do not complete, or fail the international year, will be transferred to the three-year Business Management and Finance programme.

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

10. How is the Programme assessed?

The wide variety of assessment methods used within Business Management and Finance 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 and Finance:

- **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 system of referencing. Essays may be individual or based on working in a group and may also include a computational aspect
- **Class tests** taken either conventionally or online via the Keele Learning Environment (KLE) as Computer based tests assess your subject knowledge and your ability to apply it in a more structured and focused way compared to essays
- **Final examinations**, in different formats, test your knowledge and understanding of the module. Examinations may consist of essay, short answer, multiple choice questions and computational answers depending on the module
- **Individual report**, where you produce a document that sets out your response to the task, including your recommendations and conclusions
- **Group presentation**, where you collaborate with a group of fellow students and present your findings to other students on the module and the module tutor
- **Portfolios** where you assemble pieces of work to demonstrate your engagement with and understanding of a topic, either individually or in a group
- **Work Placement** reflection on work placement activity and development of employability skills

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	19%	18%	17%
Guided independent Study	81%	82%	83%
Placements	0%	0%	0%

12. Accreditation

Various Modules taught in this Programme, particularly accounting, finance and a small number of economics Modules, are accredited by certain professional bodies such as ACCA (Association of Chartered Certified Accountants) and CIMA (Chartered Institute of Management Accountants). Accreditation implies that if a student has taken the Modules referred to, they will be offered exemptions from some of the training and exams that these professional bodies require in order to confer membership and/or chartered status. Please ask the KMS Office for a list of the Modules that are accredited by professional bodies.

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/>

Course Regulations

A student who has completed a semester abroad will not normally be eligible to transfer onto the International Year option.

A student is not allowed to study both the International Year option and the Placement Year option.

14. Other learning opportunities

Study abroad (semester)

Students on the Business Management and Finance 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 Year

Students have the opportunity to apply directly for the 4-year Business Management and Finance 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 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.

International students who require a Tier 4 visa must check with the Immigration Compliance Team prior to commencing any form of placement.

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

Enhanced Degree: With Language Competency/With Advanced Language Competency

Finance students successfully completing a series of language elective modules have the opportunity to gain an enhanced degree title including their language competency such as, "BA (Hons) Business Management and Finance with competency in Japanese". Students taking language modules of at least 60 credits counting towards their main degree at Keele, and successfully completing minimum stage 6 in the chosen language, will be awarded an enhanced degree title with the designation 'with competency in [Language]'. Students taking language modules of at least 60 credits counting towards their main degree at Keele, and successfully completing stage 10 in the chosen language, will be awarded an enhanced degree title with the designation 'with advanced competency in [Language]'.

15. Additional costs

Work Placement Year Costs

Students will be responsible for organising their own placement, with the support of the placement officer. 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 will be 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 officer.

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

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

16. Document Version History

Date of first approved version (v1.0): 4th December 2018

Revision history

Version number ¹	Author	Date	Summary of and rationale for changes

¹ 1.1, 1.2 etc. are used for minor changes and 2.0, 3.0 etc. for major changes (as defined in the University's Guidance on processes supporting curriculum changes)

Annex A

Business Management and Finance with International Year

International Year Programme

Students registered for Single Honours Business Management and Finance may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'Business Management and Finance 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.

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 Business Management and Finance and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for 'BA Business Management and Finance with International Year'.

International Year Programme Aims

In addition to the programme aims specified in the main body of this document, the international year programme of study aims to provide students with:

1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject
2. Experience of a different culture, academically, professionally and socially

Entry Requirements for the International Year

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.

The criteria to be applied are:

- 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 and programme director)

Student Support

Students will be supported whilst on the International Year via the following methods:

- Phone or Skype conversations with Study Abroad tutor, in line with recommended Personal Tutoring meeting points.
- Support from the University's Global Education Team

Learning Outcomes

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:

- i) Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
- ii) Discuss the benefits and challenges of global citizenship and internationalisation
- iii) Explain how their perspective on their academic discipline has been influenced by locating it within

an international setting.

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

- iv) Converse in the technical language of Business Management and solve problems in different cultural and economic environments.
- v) Design, plan and critically evaluate research projects with respect to Finance, recording relevant information accurately and systematically and be able to reflect on a range of sources in a critical manner.
- vi) Integrate, apply and develop enhanced principles relating to the analysis of Business Management and Finance, to recognise, describe and explain cultural phenomena across national boundaries and reflect critically upon problems relating to contemporary society and culture.

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 Business Management and Finance 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 Business Management and Finance 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 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.

Annex B

Business Management and Finance with Work Placement Year

Work Placement Year summary

Students registered for Single Honours Business Management and Finance may either be admitted for or apply to transfer during their studies to the Single Honours 'Business Management and Finance with Work Placement Year'. Students accepted onto this programme will have an extra year of study (the Work Placement Year) with a relevant placement provider after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the Work Placement Year will be permitted to progress to Level 6. Students who fail to satisfactorily complete the Work Placement Year will normally revert to the 3-year BA Business Management and Finance programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

Study at Level 4, Level 5 and Level 6 will be as per the main body of this document. The additional detail contained in this annex will pertain solely to students registered for 'BA Business Management and Finance with Work Placement Year'.

Work Placement Year Programme Aims

In addition to the programme aims specified in the main body of this document, the Work Placement Year aims to provide students with:

- The opportunity to carry out a long-term placement-based learning experience (minimum 30 weeks equivalent of full-time work) between Years 2 and 3 (Levels 5 and 6) of their degree programme.

Entry Requirements for the Work Placement Year

Students have the opportunity to apply directly for the 4-year 'with work placement year' degree programme, or to transfer onto the 4-year 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 the year-long work placement. Students who fail to pass the work placement year, and those who fail to meet the minimum requirements of the work placement year module (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Passed all Year-1 and Year-2 Semester 1 modules
- Students undertaking work placements will be expected to complete a Health and Safety checklist prior to commencing their work experience and will be required to satisfy the Health and Safety regulations of the company or organisation at which they are based.
- (*International students only*) Due to visa requirements, it is not possible for international students who require a Tier 4 Visa to apply for direct entry onto the 4-year with Work Placement Year degree programme. Students wishing to transfer onto this programme should discuss this with student support, the academic tutor for the work placement year, and the Programme Lead. Students should be aware that there are visa implications for this transfer, and it is the student's responsibility to complete any and all necessary processes to be eligible for this programme. There may be additional costs, including applying for a new Visa from outside of the UK for international students associated with a transfer to the work placement programme.

Students may not register for both an International Year (see Annex A) and a Work Placement Year; students registered for 'Business Management and Finance with Work Placement Year' are exempt from studying an International Year.

If for any reason you feel you may not fulfil these criteria, please contact Sharon Farrow, Student Placement Officer via email at s.farrow@keele.ac.uk or book an appointment online www.keele.ac.uk/careerhub-login

Student Support

Students will be supported whilst on the Work Placement Year via the following methods:

Students are supported throughout their placement by the administrative lead and academic lead of the placement module. There is regular contact between the University, the student and the employer throughout the placement. A key element within the placement year is a visit that usually takes place mid-way through the placement and it is undertaken by a staff member of Keele Business School. Students also have access to various guides in terms of their assessment via KLE as well as the opportunity for 1-2-1 virtual meetings with the academic lead to discuss their progress.

Learning Outcomes

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete 'Business Management and Finance with Work Placement Year' will be able to:

- i) evaluate their own employability skills (via a SWOT Analysis) together with an analysis of sector skill demands to create Intended Placement Outcomes in order to develop the skill areas which they have identified as being weak or needing further enhancement;
- ii) develop, through practice on placement, the employment-related skills identified through their SWOT analysis and Intended Learning Outcomes;
- iii) reflect on and apply academic themes, concepts and theory as explored at Level 4 and Level 5 to complex real situations on work placement;
- iv) reflect on and critically evaluate their learning from the work placement and previous learning;
- v) explain how their chosen professional or placement sector operates and what skills are needed to develop their career

These learning outcomes will be assessed through the non-credit bearing Work Placement Year module (MAN-30068) which involves:

- i) the submission of two portfolios of evidence, one at the beginning of their placement (usually after six weeks into the placement) and one at the end of their placement and before the start of their final year of undergraduate studies

Course Regulations

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

- Students undertaking the Work Placement Year must successfully complete the zero-credit rated 'Placement Year' module (MAN-30068)

Students will be expected to behave professionally in terms of:

- i) Conforming to the work practices of the organisation; and
- ii) Remembering that they are representatives of the University and their actions will reflect on the School and have an impact on that organisation's willingness (or otherwise) to remain engaged with the placement.

Additional costs for the Work Placement Year

Tuition fees for students on the Work Placement Year will be charged at 20% of the annual tuition fees for that year of study, as set out in Section 1. The Work Placement 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 placement provider, accommodation, food and personal costs. Depending on the placement provider additional costs may include parking permits, travel and transport, suitable clothing, DBS checks, and compulsory health checks.

Eligibility for student finance will depend on the type of placement and students are required to confirm eligibility with their student finance provider.

International students who require a Tier 4 visa should check with the Immigration Compliance team prior to commencing any type of paid placement to ensure that they are not contravening their visa requirements.