

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) Economics and Finance BA (Hons) Economics and Finance with International Year (see Annex A for details) BA (Hons) Economics 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

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 Economics 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 Economics 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

Overview

The Economics and Finance Single Honours programme provides students with a thorough grounding in the twin disciplines of Economics and Finance. Based on a rich theoretical structure, Economics explains the economic behaviour of households, firms and government and covers a wide-range of applications associated with the operation of markets and government policy. Drawing both on Economics and on Accounting, Finance analyses the decision-making of investors (banks, hedge funds, portfolio managers) and the workings of financial markets with a wide range of practical applications. The two disciplines share a lot of common ground and students of this programme will benefit from the complementary perspectives by building more in-depth understanding. The wide range of electives available draw on Economics at large, Financial Economics, Statistics, Accounting, and related disciplines. Both Economics and Finance find extensive applications in a wide-range of real-world problems and policy-related issues related to business behaviour, government policy as well as the world of the financial markets; thus, this degree opens up a wider range of career possibilities in the private/business sector, finance, the public sector, and NGOs.

The Programme is academically rigorous and delivered in a challenging but supportive learning environment. It equips students with a range of skills and capabilities that are highly valued by prospective employers, whilst also providing a firm foundation for those wishing to pursue postgraduate study. In addition to subject-specific knowledge, you will be taught a range of generic, transferable skills such as analytical/critical/reasoning ability, advanced literacy (essay-writing, presentations) and numeracy (statistics, data analysis and presentation), time-management and capacity for independent study. In other words, the degree equips graduates with intellectual, professional and personal resources upon which they can draw throughout their lives.

Economics in more detail

Economics begins from the core principle that economic agents (households, firms) aim to achieve the best outcome for themselves ('utility' or profits) subject to the constraints they face; in other words, they form their 'smartest' behaviour and strategy depending on the economic environment that surrounds them. From this powerful central idea, Economics then builds theories that explain the economic behaviour of households, firms and government; their decisions to spend, produce, invest or hire labour; the determination of market outcomes such as output, inflation, interest rates, the wage rate, the stock market and exchange rates; and the effects of government policies on such outcomes. This framework is applied in a wide range of areas of economic and social life, and this will be reflected in the module choice on offer (see below). You'll learn to use critical reasoning, analytical and mathematical/statistical techniques to address a wide range of real world problems and policy related issues and you will become familiar with professional software tools to analyse and interpret data.

You will study essentials of Economics such as Microeconomics and Macroeconomics at various levels; quantitative, mathematical and statistical methods; options that include Contemporary Issues in Economics, International Finance, Industrial, and Labour Economics. In addition to the other Principal Subject, you will be offered the choice of a wide range of Module from within the Keele Business School as well as others such as languages and other electives offered across the University.

Finance in more detail

Finance is the study of financial markets, institutions and participants, their behaviour, strategies and market outcomes from a variety of perspectives. The study of Finance offered here possesses a clear and coherent intellectual structure based mainly on Economics but also engages with other subjects such as accounting, mathematics, business management, law and others. Based on a theoretical framework, the discipline also

makes extensive use of empirical techniques and analysis that find application in a wide-range of practical real-world problems. You will study the decision-making and behaviour of investors and other participants of financial markets, the functioning of those markets and the effects of government policies and regulation. Finance provides essential knowledge for the understanding of business behaviour, strategy and performance, particularly of financial firms.

The four-year options: Placement and International Year

The four-year Placement Year option provides students with the opportunity to undertake a professionally focused placement, minimum 30 weeks full time (1,050 hours), or equivalent, between Levels 5 and 6 of their degree programme. 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 Year 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 Economics 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 economics and finance and benefit from their complementary perspectives;
- Describe and explain a diverse range of real-world finance and economics phenomena in terms of a small set of unifying principles;
- Understand, evaluate and combine theoretical models and analysis with up-to-date factual knowledge about the economy and business behaviour, both 'real' (i.e., non-financial) and financial;
- Understand, evaluate and combine theoretical and empirical models and analysis with up-to-date factual knowledge about the economy, finance and public policy;
- Develop the knowledge and skills for independent:
 - sophisticated analysis and reasoning using relevant economic and finance concepts and methods;
 - understanding and formulation of proposals concerning practical problems and policies;
 - conduct of your own research exercising appropriate levels of scholarship;
- Acquire knowledge and skills that enable you to develop independence and self-confidence in your own-work and the ability to cooperate with colleagues;
- Become familiar with the main quantitative methods of economic research and develop the ability to use professional software tools for the analysis of real economic and business data.

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:

- Apply economic and related, mainly accounting, reasoning to a variety of topics in the economy, business behaviour, government policy and finance;

- Utilise a variety of theory-based and model-based analytical methods for use in economics or finance;
- Become familiar with a range of methods used for the verbal, graphical, mathematical and econometric representation of economic ideas, and the capability to analyse and interpret relevant economic or financial data.

Subject specific skills

Successful students will be able to:

- Demonstrate familiarity with analytical, quantitative methods and critical ability and their applications in economic and financial problem-solving and decision-making
- Organise, present and analyse data drawing appropriate inference;
- Express themselves clearly, fluently and effectively by writing in a scholarly manner.

Key or transferable skills (including employability skills)

Successful students will have acquired:

- Effective skills in problem-solving;
- An ability to express themselves and communicate clearly, fluently and effectively in a variety of ways (written as well oral);
- An ability to work effectively with information technology and use spreadsheet software in the analysis of quantitative data;
- An ability to manage their own learning, reflect on and plan their own academic work.

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 our core teaching staff of the Economics, Accounting and Finance Group of Keele Business School comprises 18 members of academic staff: four professors, four senior lecturers, seven lecturers, one senior teaching fellow and two teaching fellows. They all maintain a strong commitment to excellence and innovation in teaching and scholarly work. Most staff are active in research, continually presenting and publishing academic papers at national and international conferences, in books and in internationally ranked economics and finance journals. Teaching is informed by research and, continually updated, is at the forefronts of developments in the field. The Economics and Finance group regularly receives excellent scores and feedback by external examiners and students participating in the National Student Survey (NSS), while the University of Keele has earned a 'Gold' in the 2017 Teaching Excellence Framework (TEF).

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	90	0	30	0	30
3	60	30	60	0	30

Module lists

Year 1 (Level 4)

Compulsory modules	Module Code	Credits	Semester
Quantitative Methods 1	ECO-10026	15	1
Introductory Microeconomics	ECO-10028	15	1
Accounting Principles	MAN-10015	15	1
Introductory Macroeconomics	ECO-10029	15	2
Quantitative Methods 2	ECO-10027	15	2
Optional modules	Module Code	Credits	Semester
Management in Context ¹	MAN-10018	15	1
Business Law	LAW-10027	15	1
Academic English for Business Students (Part 1) ²	ENL-90003	15	1
Financial Accounting	MAN-10024	15	2
The British and Global Economy	ECO-10025	15	2
Multinational Enterprise Business Perspectives ³	MAN-10026	15	2
Module rules: (1) You need to choose this module if you wish to choose Social Enterprise and Alternative Organising (MAN-20093) in Year 2. (2) 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. (3) Live Company Project, recommended for those wishing to take a Placement Year.			

Year 2 (Level 5)

Compulsory modules	Module Code	Credits	Semester
Intermediate Microeconomics	ECO-20046	15	1
Finance 1	ECO-20007	15	1
Statistics with Bloomberg	ECO-20049	15	1
Open Economy Macroeconomics	ECO-20037	15	2
Finance 2	ECO-20051	15	2
Introduction to Econometrics	ECO-20042	15	2
Optional modules	Module Code	Credits	Semester
Banking	ECO-20045	15	1
Cost and Management Accounting ¹	MAN-20049	15	1

Professional Development ²	MAN-20090	15	1
Academic English for Business Students (Part 1) ³	ENL-90003	15	1
Academic English for Business Students (Part 2) ⁴	ENL-90004	15	1
Contemporary Issues in Economics	ECO-20040	15	2
Social Enterprise and Alternative Organising ⁵	MAN-20093	15	2

Module rules:

- (1) Pre-requisite: Financial Accounting MAN-10024
- (2) Recommended for those wishing to take a placement year
- (3) 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.
- (4) 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
- (5) Pre-requisite: Management in Context (MAN-10018)

Year 3 (Level 6)

Compulsory modules	Module Code	Credits	Semester
Dynamic Macroeconomics	ECO-30033	15	1
Advanced Topics in Microeconomics	ECO-30047	15	1
Investment Management	ECO-30053	15	1
Risk Management with Derivatives	ECO-30048	15	2
Optional modules	Module Code	Credits	Semester
Applied Econometrics	ECO-30050	15	1
International Finance	ECO-30037	15	1
SME Live Project	MAN-30072	15	1
Academic English for Business Students (Part 2) ¹	ENL-90004	15	1
Advanced Business English Communication ²	ENL-90005	15	1
Choose ONE of the following:			
Data Analysis ISP ³	ECO-30051	15	2
Analysing Company Performance ISP	MAN-30064	15	2
Choose a minimum of one of the following:			
Industrial Organisation	ECO-30046	15	2
Labour Economics	ECO-30032	15	2

Module rules:

- (1) 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.
- (2) 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
- (3) Prerequisite Introduction to Econometrics (ECO-20042)

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 Economics 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 Economics 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 Economics 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

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

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

10. How is the Programme assessed?

The wide variety of assessment methods used within Economics 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 Economics 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	22%	20%	19%
Guided independent Study	78%	80%	81%
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 Economics 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 Economics 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 and Year 2 Semester 1 modules. 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

Economics and 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) Economics 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

Economics and Finance with International Year

International Year Programme

Students registered for Single Honours Economics and Finance may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'Economics 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 Economics 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 Economics 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, 1st and 2nd year tutors 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 Economics and Finance with International Year' will be able to:

- iv) Design, plan and critically evaluate research projects with respect to Economics and Finance, recording relevant information accurately and systematically and be able to reflect on a range of sources in a critical manner.
- v) Integrate, apply and develop enhanced principles relating to the analysis of Economics 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 Economics 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 Economics 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

Economics and Finance with Work Placement Year

Work Placement Year summary

Students registered for Single Honours Economics and Finance may either be admitted for or apply to transfer during their studies to the Single Honours 'Economics 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 Economics 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 Economics 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
- General Aptitude (to be demonstrated by application(s) to relevant placement providers with prior agreement from the Programme Lead, 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 Lead)
- 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 'BA Economics 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 responsible for securing their own placement, however our dedicated Student Placement Officer is able to support student job searches, and will also network with a range of employers in order to source suitable opportunities.

Support includes one to one appointments, group sessions, weekly placement bulletins, and job application and interview preparation (CV reviews, mock interviews etc.).

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 'Economics and Finance with Work Placement Year' will be able to:

- 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;
- Develop, through practice on placement, the employment-related skills identified through their SWOT analysis and Intended Learning Outcomes;
- Reflect on and apply academic themes, concepts and theory as explored at Level 4 and Level 5 to complex real situations on work placement;
- Reflect on and critically evaluate their learning from the work placement and previous learning;
- 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:

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

Course Regulations

Students registered for the 'Economics 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.