

Course Information Document: Undergraduate

For students starting in Academic Year 2019/2020

1. Course Summary

Names of programme(s) and award title(s)	BA or BSc (Hons) International Business International Business with International Year (see Annex A for details) International Business with Work Placement Year (see Annex B for details)
Award type	Combined Honours <i>NB:</i> Students who study their two Principal subjects in humanities and/or social science subjects will be awarded the degree of Bachelor of Arts (with Honours) (BA Hons). All students who study a science Principal subject are candidates for the degree of Bachelor of Science (with Honours) (BSc Hons) irrespective of their second Principal subject.
Mode of study	Full time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 6
Duration	3 years 4 years with either the International Year or Work Placement Year between years 2 and 3
Location of study	Keele University – main campus
Accreditation (if applicable)	Not applicable
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** <i>or</i> £14,690** <i>(if combined with a laboratory-based Principal Subject)</i> The fee for the international year abroad is calculated at 15% of the standard year fee

* 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/>

	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.

2. What is a Combined Honours programme?

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

In a Combined Honours degree you must take at least 135 credits in each Principal Subject (270 credits in total), accrued over all three levels of study, with at least 45 credits at each level of study (Levels 4, 5 and 6) in each of two Principal Subjects (90 credits per year). The remaining available credits can be filled with modules from these subjects or other subjects entirely.

As a Combined Honours student you can choose to study just one subject in your final year of study, taking a minimum of 90 credits in this subject. This will result in an *X with Y* degree title, for example *International Business with International Relations*.

3. Overview of the Programme

International Business provides students with an opportunity to develop an understanding of the many complexities of business in a global context, whether considering multinational enterprise or international supplier relationships. The subject draws on a range of disciplinary interests, engaging with matters of history, international relations, geography, cultural studies and economics. A feature of the programme is the encouragement to students to think critically about common assumptions in theories of business as usual, and to think for themselves about the validity of standardised practices and seek evidence to support or refute them.

The International Business Combined Honours programme is delivered by Keele Business School and has been developed from our commitment to the responsibilities of business and their managers to wider social improvement. As a signatory to the United Nations global compact initiative to promote Principles of Responsible Management Education, we incorporate reflection on a broad range of issues including the promotion of diversity, developing socially responsible practices and respect for different cultures.

Our undergraduate programme is taught by colleagues from across the school and exposes students to new areas of research and development in the discipline. The programme combines the qualitative study of organisations and their international operations and strategies with opportunities to develop a basic working knowledge in related analytical or human business functions. Students are exposed to a range of concepts and debates regarding cross-cultural management and, where their combined subject allows, are encouraged to take up opportunities for study in collaboration with our international partners through exchange programmes or joint projects between home and international students. The programme is academically rigorous, and delivered in a supportive and challenging learning environment.

Our programme offers students a range of choice in areas of study that can enhance their personal and academic development to provide sound foundations for future careers or further study. Our teaching also allows students to engage directly with real problems faced by large scale, small scale or alternative organisations in the classroom, enabling students to engage with a variety of experiences and challenges to help them develop the knowledge, self-confidence and self-awareness to pursue their future goals.

The four-year Placement option provides students with the enhanced opportunity to undertake a year-long professionally focused placement (minimum 30 weeks full-time (1,050 hours) or equivalent) between the 2nd and 3rd year of their degree programme in a sector relevant to their degree. Students will gain substantial

experience of a professional working environment relevant to their future career aspirations allowing for familiarisation of professional practice, enhanced skill development, and reflection upon programme content.

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 the 2nd and 3rd year 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 international business.

4. Aims of the Programme

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

- understand, evaluate and critically reflect on a range of concepts, theories and techniques relevant to developments in international business
- develop an ability to draw from relevant complementary disciplines in order to explore and better understand international business
- develop an understanding of the ways in which international organisations operate, and the role of changing external and internal environments
- acquire a critical understanding of the role and impact of international business activities on society, including the responsibilities and challenges that can arise across different economies and cultures
- develop the capability to investigate and learn independently in social science disciplines, to gather relevant information and to evaluate, question and creatively synthesise this information in critical analysis
- acquire a range of relevant key skills (such as communication, working with others, self-improvement and problem solving) in preparation for employment or further study
- develop familiarity with suitable scholarship techniques, the methods of social scientific research and the limitations of different methodologies

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:

- international organisations, the changing environment in which they operate and how they are managed
- the activity, ethics and impacts of managers and their extended international operations, business policy and regulation in different economies
- issues familiar to social science that affect or influence the international business environment such as globalisation, diversity, ethical or responsible business practice and technological change

Subject specific skills

Successful students will be able to:

- utilise a variety of theories to analyse developments in the world of international business and the

management of national and multinational organisations

- utilise a variety of methods of communicating ideas in international business including graphical, poster-based, and essay exposition
- apply logical reasoning based on knowledge of international business to a variety of theoretical and applied topics
- organise, present and analyse data using appropriate methodology for international business 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 diverse group or a team, recognising and respecting the viewpoints of others and developing understanding and awareness of leadership styles and their impacts upon projects
- work effectively with information technology, literature searches, library resources
- demonstrate effective skills in innovative problem-solving
- demonstrate and sustain effective approaches to learning and study, including time management, flexibility, creativity, intellectual integrity and professional management skills

6. How is the Programme taught?

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

- Traditional lectures 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
- 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
- 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
- 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, students in MAN-30056 Comparative Business Cultures work in groups of mixed nationalities and backgrounds in order to reflect on the impacts they have seen different international businesses have on their home countries as well as in the UK and on how such companies adapt to different environments. Drawing on their collective experiences adds to the understanding provided by frameworks in the classroom and case studies.

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. The majority 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 this 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 total credit requirements per year is as follows, with a minimum of 90 subject credits (compulsory plus optional) required for each year across both of your Principal Subjects. This document has information about *International Business* modules only; please also see the document for your other subject.

Module credit requirements for International Business					
Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
1	30	15	45	0	30

2	15	30	45	0	30
3*	15	30	45	0	30

* in year 3 there is the option to choose to specialise in one of your subjects, taking a minimum of 90 credits in this subject rather than taking modules from both subjects

Module lists

Year 1 (Level 4)

Compulsory modules	Module Code	Credits	Semester
Global Business Environments	MAN-10022	15	1
Introduction to International Business	MAN-10023	15	1
Optional modules	Module Code	Credits	Semester
Management in Context	MAN-10018	15	1
Quantitative Methods 1	ECO-10026	15	1
Introductory Microeconomics	ECO-10028	15	1
British and Global Economy	ECO-10025	15	1
Academic English for Business Students (Part 1)	ENL-90003	15	1
Foundations of Human Resource Management	HRM-10007	15	2
Multinational Enterprise Business Perspectives	MAN-10026	15	2
Introductory Macroeconomics	ECO-10029	15	2
Module rules:			
<ul style="list-style-type: none"> MAN-10026 Multinational Enterprise Business Perspectives - Live company project, recommended for those wishing to take a Placement Year ENL-90003 Academic English for Business Students (Part 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 			

Year 2 (Level 5)

Compulsory modules	Module Code	Credits	Semester
Managing in the Multinational Corporation	MAN-20084	15	1
Optional modules	Module Code	Credits	Semester
Professional Development	MAN-20090	15	1
Organisational Behaviour	MAN-20055	15	1
Academic English for Business Students (Part 1)	ENL-90003	15	1
Academic English for Business Students (Part 2)	ENL-90004	15	1
Block 1			
Operations and Quality Management	MAN-20053	15	2
International Supply Chain Management	MAN-20083	15	2
Researching Business Management	MAN-20096	15	2
Social Enterprise and Alternative Organising	MAN-20093	15	2
Module rules:			
<ul style="list-style-type: none"> Block 1: Choose a minimum of ONE MAN-20090 Professional Development - Recommended for those considering a Placement Year MAN-20096 Researching Business Management prerequisite for MAN-30071 Managing Diversity - Note you must do an ISP (Independent Study Project)/Dissertation in year 3 in either this subject or the other subject area - if wishing to transfer to a 90 credit specialism in Management at level 6 or to do the Management ISP 			

Managing Diversity, then this module becomes compulsory

- ENL-90003 Academic English for Business Students (Part 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.
- ENL-90004 Academic English for Business Students (Part 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

Year 3 (Level 6)

Compulsory modules	Module Code	Credits	Semester
Business in Emerging Economies	MAN-30066	15	1
Optional modules	Module Code	Credits	Semester
Managing Diversity (ISP across 2 semesters)	MAN-30071	30	1&2
Comparative Business Cultures	MAN-30056	15	1
Business Strategy	MAN-30048	15	1
SME Live Project	MAN-30072	15	1
Academic English for Business Students (Part 2)	ENL-90004	15	1
Academic Business English	ENL-90005	15	1
International Business Strategies	MAN-30055	15	2
Managing International Projects	MAN-30065	15	2

Module rules:

- MAN-30071 Managing Diversity (ISP across 2 semesters) Prerequisite Researching Business Management MAN-20096. Note you must do an ISP (Independent Study Project)/Dissertation in either this subject or the other subject area. This ISP is a year-long (30 credit module)
- ENL-90004 Academic English for Business Students (Part 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.
- ENL-90005 Academic Business English 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.

NB: if you choose to specialise in International Business in your final year you will study the following modules:

Compulsory modules	Module Code	Credits	Semester
Comparative Business Cultures	MAN-30056	15	1
Business in Emerging Economies	MAN-30066	15	1
Managing Diversity (ISP across 2 semesters)	MAN-30071	30	1&2
International Business Strategies	MAN-30055	15	2
Optional modules	Module Code	Credits	Semester
Business Strategy	MAN-30048	15	1
SME Live Project	MAN-30072	15	1
What's wrong with entrepreneurship?	MAN-30036	15	1
Identity, Culture and Organisation	MAN-30040	15	1
Academic English for Business Students (Part 2)	ENL-90004	15	1
Academic Business English	ENL-90005	15	1
Enterprise Business Plan	MAN-30070	15	2
Contemporary Issues in Management	MAN-30047	15	2

Module rules:

- MAN-30071 Managing Diversity (ISP across 2 semesters) Prerequisite Researching Business Management MAN-20096.
- ENL-90004 Academic English for Business Students (Part 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.
- ENL-90005 Academic Business English 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

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 International Business
- 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. Combined Honours: A minimum of 135 credits in each Principal Subject (270 credits in total), with at least 45 credits at each level of study (Levels 4, 5 and 6) in each of two Principal Subjects (90 credits per year). Your degree title will be X <i>and</i> Y (e.g. 'International Business and International Relations'). If you choose to study one Principal subject in your final year of study a minimum of 90 credits in that subject is required. Your degree title will be X <i>with</i> Y (e.g. 'International Business with International Relations').
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

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

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

10. How is the Programme assessed?

The wide variety of assessment methods used within International Business 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 International Business:

- 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	15%	15%	15%
Guided independent Study	85%	85%	85%
Placements	0%	0%	0%

12. Accreditation

This programme does not have accreditation from an external body.

13. Regulations

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

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 Work Placement Year option.

14. Other learning opportunities

Study abroad (semester)

Students on the International Business 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 International Business 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

International Business 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) International Business 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): 6th November 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

International Business with International Year

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

International Year Programme

Students registered for Combined Honours International Business may either be admitted for or apply to transfer during their period of study at Level 5 to the Combined Honours programme in both their principal subjects, providing that they meet the progression criteria outlined in this document. Students accepted onto the International Year programme will have an extra year of study at an international partner institution after they have completed Year 2 (Level 5) at Keele.

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 Combined Honours programme without the International Year and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.

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 or BSc (Hons) International Business 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 tutors, 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 or BSc (Hons) International Business with International Year' will be able to:

- iv) Design, plan and critically evaluate research projects with respect to International Business, 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 International Business, to recognise, describe and explain cultural phenomena across national boundaries and reflect critically upon problems relating to contemporary society and culture

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

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

Course Regulations

Students registered for the 'BA or BSc (Hons) International Business 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 International Business 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

International Business with Work Placement

Work Placement Year summary

Students registered for Combined Honours International Business may either be admitted for or apply to transfer during their studies to the Combined Honours 'International Business with Work Placement Year'. For Combined Honours students the rules relating to the work placement year in the subject where the placement is organised are to be followed. 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 or BSc International Business 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 or BSc International Business 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:

1. 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
- 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 or BSc International Business with Work Placement Year' are exempt from studying an International Year.

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 'BA or BSc International Business 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 'BA or BSc International Business 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.