

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) International Business and Marketing BA (Hons) International Business and Marketing with International Year (see Annex A for details) BA (Hons) International Business and Marketing 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)	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** 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 International Business and Marketing. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules outside International Business and Marketing, in other disciplines and in modern foreign languages as part of a 360-credit Honours degree. Thus it enables you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

3. Overview of the Programme

The International Business and Marketing Programme is a Single Honours Degree that enables students to specialise in marketing within the broader context of studying international business. The Marketing modules will help students to gain knowledge and understanding of the marketing approaches, techniques and strategies that are used by a range of organisations, including businesses and the not-for-profit, or public, sector and whilst International Business provides both coherent overviews and intellectual challenges to the analysis of business and management in general and especially at the international level. The International Business and Marketing Programme engages with many other principal subjects at Keele, including law, human resource management, human geography, finance, politics and psychology.

This Single 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.

The programme at Keele offers an authentic blend of marketing and international business knowledge and methods designed to give students leading-edge opportunities in the highly competitive world of business. The programme draws on seminal thinkers, practitioners and world famous companies and industries.

The four-year Placement option provides students with the opportunity to undertake a year-long professionally focused placement (minimum 30 weeks full-time (1,050 hours) or equivalent) between Levels 5 and 6 of their degree programme in a sector relevant to their degree. Students will gain substantial experience of a professional working environment relevant to their future career aspirations allowing for familiarisation of professional practice, enhanced skill development, and reflection upon programme content.

The four-year International Year option provides students with the opportunity to undertake a year-long study abroad programme taught in English at one of our overseas university partners 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 International Business and Marketing.

4. Aims of the Programme

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

- Understand, evaluate, apply and critically reflect on a range of concepts, models, theories and tools relevant to contemporary developments in international business and marketing.
- Develop an understanding of the ways in which organisations operate in the global marketplace, the role of the changing global and local markets and the role of marketing in organisational activity.
- Develop an ability to draw from relevant disciplines (such as sociology, psychology and anthropology amongst others) in order to explore and better understand, study and research marketing, consumption, organisations and work in an international context.
- Acquire a critical understanding of the role and impact of organisational activities in society, the influence of the changing external environment and the relevant responsibilities and challenges that arise when working in these sectors.
- Develop the ability to investigate and learn independently across a variety of social scientific disciplines, to critically analyse a chosen topic, to gather relevant information, and to evaluate, question and

creatively synthesise this information.

- Acquire a range of relevant key skills (such as communication, working with others, improving your own learning and performance and problem solving) in preparation for employment or further study.
- Develop familiarity with the main qualitative and quantitative methods of social scientific research and the ability to conduct and present original research in the field of international business or marketing using suitable methods and scholarship techniques.

5. What you will learn

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

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

Subject knowledge and understanding

Successful students will be able to demonstrate knowledge and understanding of:

- Key concepts, models, theories and analytical tools relevant to contemporary and global developments in marketing and consumption.
- Both global and local cultures and how these may affect management, marketing and consumption activities.
- The ways in which the rapidly changing global marketplace impacts on the management and marketing decisions of both local, international and multinational organisations, ethical, regulatory and strategic challenges posed by operating in an global environment.
- Issues familiar to social science that affect or influence international consumption and change to the 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 analytical perspectives to consider developments in international consumption and the management of national and multinational organisations.
- Apply theories of marketing to changing or emerging forums for exchange in an international context
- Utilise and critically review different methods of communication in international business and marketing.
- Apply logical reasoning based on knowledge of business and marketing to a variety of theoretical and applied topics.
- Develop the ability to investigate, gather and collect relevant information and draw upon relevant research to analyse marketing problems.
- Work alone or in teams to analyse dilemmas faced by managers and marketers in an international context, draw conclusions and make suggestions for future actions.
- Assess the ethical, cultural, political and economic impacts that may arise from operating in the global marketplace.

Key or transferable skills (including employability skills)

Successful students will be able to:

- Communicate using a variety of medium to a range of audiences.
- Work effectively both as an individual and as part of a group or a team, recognising and respecting the viewpoints of others and developing understanding and awareness of leadership styles and their impacts upon projects.

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

6. How is the Programme taught?

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

- **Traditional lectures** 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.

7. Teaching Staff

Currently Keele Business School comprises subject expertise in Management, HRM, Marketing, Finance, Economics and Accounting – professors, lecturers and teaching fellows. Most staff members have teaching qualifications and those that do not are actively working to attain them. The majority have PhD qualifications and a number have professional qualifications. All members of staff seek to ensure that module content represents up to date standards and legislation and reflects current relevant research, including the results of their own research.

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

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

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

8. What is the Structure of the Programme?

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

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

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

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

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

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

Module lists

Year 1 (Level 4)

Compulsory modules	Module Code	Credits	Semester
Management in Context	MAN-10018	15	1
Global Business Environments	MAN-10022	15	1
Marketing Principles	MAN-10019	15	1
Introduction to International Business	MAN-10023	15	2
Consumer Behaviour 1	MAN-10031	15	2
Optional modules	Module Code	Credits	Semester
Academic English for Business Students (Part 1) (1)	ENL-90003	15	1
The British and Global Economy	ECO-10025	15	1
Quantitative Methods 1 (2)	ECO-10026	15	1
Choose a minimum of ONE from the following:			
Foundations of Human Resource Management	HRM-10007	15	2
Quantitative Methods 2 (3)	ECO-10027	15	2
Multinational Enterprise Business Perspectives (4)	MAN-10026	15	2
Managing in a Changing Society	MAN-10030	15	2

Module rules:

- (1) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year.
- (2) Only available to those who do not have A Level Maths (or equivalent)
- (3) Prerequisite of A Level Maths (or equivalent) or have taken Quantitative Methods 1 (ECO-10026)
- (4) Live company project, recommended for those wishing to take a Placement Year

Year 2 (Level 5)

Compulsory modules	Module Code	Credits	Semester
Managing in the Multinational Corporation	MAN-20084	15	1
Digital and Marketing Communications	MAN-20085	15	2
Marketing Research	MAN-20059	15	2
Optional modules	Module Code	Credits	Semester
Choose a minimum of ONE from the following:			
Consumer Behaviour 2	MAN-20097	15	1
Services Marketing	MAN-20060	15	1
Choose a minimum of ONE from the following:			
Professional Development	MAN-20090	15	1
Academic English for Business Students (Part 1) (1)	ENL-90003	15	1
Academic English for Business Students (Part 2) (2)	ENL-90004	15	1
Marketing in Society	MAN-20062	15	1
Choose a minimum of ONE from the following:			
Operations and Quality Management (3)	MAN-20053	15	2
International Supply Chain Management (3)	MAN-20083	15	2
Social Enterprise and Alternative Organising	MAN-20093	15	2

Module rules:

- (1) Open only to non-native speakers of English and successful completion of ENL-10031 (EAP 1) with a score of over 60%, or ENL-90006 (EAP 2), or equivalent or by recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year.
- (2) Open only to NON-NATIVE SPEAKERS OF ENGLISH after successful completion of AEB1 (Academic English for Business 1) with a score of under 60% or equivalent. Cannot be taken with other ENL- module (English Language module) in the same academic year
- (3) You need to take either Operations and Quality Management (MAN-20053) OR International Supply Chain Management (MAN-20083) if you want to take Managing International Projects (MAN-30065) at Level 6

Year 3 (Level 6)

Compulsory modules	Module Code	Credits	Semester
Strategic Marketing Management	MAN-30063	15	1
Comparative Business Cultures	MAN-30056	15	1
International Business Strategies	MAN-30055	15	2
Marketing and Globalisation	MAN-30060	15	2
Marketing Insights ISP	MAN-30058	15	2
Optional modules	Module Code	Credits	Semester
Choose a minimum of ONE from the following:			
Business Strategy MAN-30048	MAN-30048	15	1
Contemporary Retail Environments MAN-30053	MAN-30053	15	1
Consuming Cultures MAN-30049	MAN-30049	15	1

Business in Emerging Economies MAN-30066	MAN-30066	15	1
SME Live Project MAN-30072	MAN-30072	15	1
Digital Marketing in Practice MAN-30067	MAN-30067	15	1
Academic English for Business Students (Part 2) (1)	ENL-90004	15	1
Advanced Business English Communication (2)	ENL-90005	15	1
Optional Modules (No minimum required)			
Current Ideas in Marketing	MAN-30054	15	2
Brands and Branding	MAN-30050	15	2
Marketing Simulation Challenge	MAN30069	15	2
Enterprise Business Plan	MAN-30070	15	2
Managing International Projects (3)	MAN-30065	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 of either Operations and Quality Management (MAN-20053) OR International Supply Chain Management (MAN-20083)			

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

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

10. How is the Programme assessed?

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

- **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	16%	16%	15%
Guided independent	84%	84%	85%

Study			
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 and Marketing 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.

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

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 and Marketing 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 and Marketing 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.

Other Costs

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): 2nd October 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 and Marketing with International Year

International Year Programme

Students registered for Single Honours International Business and Marketing may either be admitted for or apply to transfer during their period of study at Level 5 to the Single Honours 'International Business and Marketing 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 International Business and Marketing 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 International Business and Marketing 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, 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 International Business and Marketing with International Year' will be able to:

- iv) Design, plan and critically evaluate research projects with respect to International Business and Marketing, 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 and Marketing, 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 International Business and Marketing 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 and Marketing 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 and Marketing with Work Placement Year

Work Placement Year summary

Students registered for Single Honours International Business and Marketing may either be admitted for or apply to transfer during their studies to the Single Honours 'International Business and Marketing 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 International Business and Marketing 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 International Business and Marketing 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 modules with an overall module average of > 60%
- 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 International Business and Marketing 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 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 'BA International Business and Marketing 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-30086) 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 the final year of undergraduate studies

Course Regulations

Students registered for the 'BA International Business and Marketing 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-30086)

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.