

## Programme Specification: Post Graduate Taught

### Academic Year 2021/22

#### 1. Course Summary

<b>Names of programme and award title(s)</b>	MSc Banking and Finance Postgraduate Diploma in Banking and Finance Postgraduate Certificate in Banking and Finance
<b>Award type</b>	Taught Masters
<b>Mode of study</b>	Full-time Part-time
<b>Framework of Higher Education Qualification (FHEQ) level of final award</b>	Level 7
<b>Normal length of the programme</b>	1 year full-time or 2 years part-time
<b>Maximum period of registration</b>	The normal length as specified above plus 3 years
<b>Location of study</b>	Keele Campus
<b>Accreditation (if applicable)</b>	Currently no accreditation body. However, this programme tracks and prepares students to sit for the Advanced Diploma in Banking and Leadership in a Digital Age of the Chartered Bankers Institute (CBI)
<b>Regulator</b>	Office for Students (OfS)
<b>Tuition Fees</b>	<p><b>UK students:</b></p> <p>Full-time fee for 2021/22 is £9,750</p> <p>Part-time fee for 2021/22 is £5,370 per annum*</p> <p><b>International students:</b></p> <p>Full-time fee for 2021/22 is £18,000</p>

**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.

\*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. Overview of the Programme

The MSc in Banking and Finance equips students with the knowledge, skills and techniques needed for a successful career in the financial services sector. This is achieved through: (i) tracking the key modules of the Chartered Bankers Institute syllabus required to gain the Advanced Diploma in Banking and Leadership in a Digital Age, (ii) following the latest research in the field of Banking and Finance, and (iii) hands on testing of theories and methods by making extensive use of databases and advanced software packages.

Fundamental to the design of this programme is the emphasis on practical skills needed by students to work in the banking sector. The starting point in designing this programme is the Keele Business School six fundamentals; digital, sustainability, ethics, innovation, enterprise and creativity. The programme provides students with a rigorous understanding of modern banking challenges faced by industry and wider society. It equips students to succeed and thrive in a competitive and demanding international environment. It lays the foundation for a professional qualification that is seen as the global gold standard. It will prepare students for senior roles within the banking industry.

This programme will equip students not only with academic rigour but also with sought after employability skills much in demand by the financial services sector. Students will master the ability to take on solve complex banking and finance related problems and in the process will develop a wide ranging set of skills ranging from critically analysing and commenting on complex models to implementation of complex models using data taken from Bloomberg.

Moreover, this programme tracks the syllabus for the Advanced Diploma in Banking and Leadership in a Digital Age of the Chartered Institute of Bankers (CBI). Students on this programme will thus be prepared to sit for this Diploma once they have graduated and thus meet the academic requirements to be a professional banker.

Students will study in total nine taught modules, seven of which will be compulsory. The research module runs across semesters.

This MSc is up to date with regard to the developments in digital banking and green finance. Thus students will gain insights that digital technology is having on how modern banking is developing and how banks are adapting to meet the needs of climate change.

### **3. Aims of the programme**

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

- Utilise advanced, integrated and applied research informed banking curriculum appropriate to global contemporary banking environments.
- Have critical insights on previous studies and experiences by facilitating a comprehensive and systematic understanding of complex banking problems within a global context.
- Enable students to be self reflecting banking practitioners of the future who are capable of reflecting on their own contribution using ethical, responsible and sustainable methodologies.
- Knowledge of complex financial instruments that are used in modern banking and critical insights into their limitations and their misuse.
- Synthesis complex economic, banking and finance theory to predict the development of future banking.
- Have in-depth insights on the digital technology that will shape the nature of banking in the future.

### **4. 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:

- Critically assess the challenges faced by banks, insurance companies and other financial services in dynamic and competitive environments and the role that finance plays in addressing these challenges.
- Integrate and apply financial and risk management decisions into a coherent plan related to the achievement of global banking.
- Demonstrate critical insight into the strengths and limitations of modern banking models.

#### **Subject specific skills**

Successful students will be able to:

- Synthesise and critically evaluate recent and current literature on a wide range of banking theories and issues in order to develop and apply conceptual frameworks.
- Utilise databases and software packages in a constructive way and analyse complex multi-dimensional

problems faced by modern banks.

- Demonstrate awareness and the ability to manage the implications of ethical dilemmas in the financial decision making process.
- Achieve in-depth understanding of modern banking and the causes of the recent banking crisis.
- Apply advanced econometric methodology to model real world financial problems.
- Understand the technological challenges that banks are facing as they adapt to the twenty first century business environment.

## **Key or transferable skills (including employability skills)**

Successful students will be able to:

- Work individually and in teams to clarify objectives and evaluate data in terms of the problems presented.
- Solve problems effectively using appropriate qualitative and/or quantitative skills.
- Take responsibility for managing their time to meet deadlines and for personal learning and continuous professional development.
- Communicate effectively through a variety of media to different audiences.
- Reflect on own performance, demonstrates professional standards in relation behaviour and ongoing development.
- Advocates the use of good practice within and outside the organisation.

## **Keele Graduate attributes**

Engagement with this programme will enable you to develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Our educational programme and learning environment is designed to help you to become a well-rounded graduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in after your studies are completed.

Further information about the Keele Graduate Attributes can be found here: <http://www.keele.ac.uk/journey/>

## **5. How is the programme taught?**

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

- Traditional lectures where the lecturer provides students with a framework for reading and independent study. Some lecture classes may feature activities such as group discussion, quizzes that involve voting, or other interactive activities.
- Small group tutorials and seminars where key issues can be explored and discussed in more depth. Students are expected to play a full part and, on some occasions, to lead these discussions. Some tutorials and seminars consist largely of student presentations and many are based on the application of business ideas to case studies drawn from the media and the findings of relevant academic research.
- Practical, computer-based, lab classes where students acquire the hands-on skills associated with analysing, interpreting and synthesising of relevant economic and business data.
- In-depth lectures on research methods for quantitative finance to ensure that all students have a strong background in financial research.
- Independent study based on directed reading from textbooks, research monographs, academic journals, business case studies, official government publications and the media.
- Web-based learning using the University's virtual learning environment (VLE). The VLE is used to give students easy access to a wide-range of resources and research tools, and as a platform for online learning, discussions, quizzes and blogs.
- The final 45 credits of the programme offers students a choice between dissertation, consultancy project, placement or entrepreneurship. The dissertation requires independent thought and action and encourages the integration of course material with areas of individual expertise and interest. The context, data, analysis and conclusions of the study are to be presented for assessment in a dissertation. Completion of the dissertation is supported by an academic supervisor. Students will be encouraged to take a critical approach and will be encouraged to further develop their programming skills and their appreciation of the finance literature.
- For the consultancy project, the aim is to encourage and enable students to reflect on an applied research placement and to develop and apply their skills within the financial services industry. Participation in the Consultancy Project is only available after a comprehensive selection process. Masters students who meet the criteria will be attached to an organisation/company for a period of

between 8-12 weeks. During this time students will need to undertake, in conjunction with the School and Organisation, a research project on behalf of the organisation/company. The research period plus their report, presentation, a reflective piece and an organisation/company assessment will constitute the module's summative assessment.

- Placement project - it will be the student's responsibility, with the support of the School's Placement Officer, to find and secure the placement which can last between 8 weeks-12 months. The placement should be a paid work placement at a suitable level for Master's study. During your time on the placement students will be required to complete an extended project on behalf of the organisation. The project report, presentation, a reflective piece and an organisation assessment will constitute the module's summative assessment.
- Entrepreneurship project[1] - the aim of this module is to allow students time and space to develop their own business idea. Students will have access to facilities and expertise for a period of 8 weeks-12 months. During this time students will be required to complete a portfolio of evidence, presentation to an external stakeholder and a reflective piece which will constitute the module's summative assessment.

[1]Students who require a Study Visa to undertake the programme in the UK (including Tier 4) may not be able to select this pathway due to UK Home Office (UKVI) restrictions. If a student has existing immigration permission (visa) to be in the UK, they may be able to carry out entrepreneurship activities depending upon the specific conditions of their visa category.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Personal Tutors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

- Lectures and independent study allow students to gain a systematic understanding of key areas of investment management and how it may be used to analyse both current problems and potential solutions.
- Seminars and tutorials provide opportunities for students for structured group discussions of problems in investment management where students are expected to clearly formulate and exchange their ideas using the learned theory and evidence from real business practice.
- Seminars and tutorials also provide opportunities for group presentations which require the group to develop a common solution to a problem or an answer to a question and present their ideas clearly and efficiently to members of staff and other students using an appropriate medium of communication.
- Seminars, tutorials and web-based activities encourage students to reflect on their own learning and take responsibility for its development by addressing areas of difficulty, perhaps by discussing them with their fellow students or by getting additional help from a member of staff.
- Undertaking an independent dissertation project with the support of an experienced and active researcher allows students to formulate relevant research questions and also to devise and implement a feasible and methodologically sound strategy for answering them. Participating in the placement will give students the opportunity to gain extended work experience. The entrepreneurship project will enable students to develop their own business idea with the intention of building their own business.

## 6. Teaching Staff

The programme team maintains a strong commitment to excellence and innovation in teaching and research. Teaching is informed by research with all teaching staff presenting and publishing academic papers at national and international conferences, in books and in internationally ranked accounting, economics, finance and management journals. Research activities are coordinated through the Faculty Research Institute.

Most members of the permanent teaching staff have PhDs or equivalent. All programme team members engage with continuing professional development as academic teachers. All established members of teaching staff have substantial teaching experience and/or formal teaching qualifications. All probationary appointments receive an intensive one-year training programme on Higher Education Practice and they are members (Fellows/Senior Fellows) of the Higher Education Academy.

The availability of the programme teaching staff may vary year on year. The web pages of KBS academic staff are available at: <https://www.keele.ac.uk/kbs/staff/academicstaff/>

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.

## 7. What is the structure of the programme?

The programme starts in September and January and lasts between 12 and 24 months (full time) or 24 and 36 months (part time) dependent upon the route chosen. There are nine taught modules (four per semester full-time, two per semester part-time), a research module that runs across the academic year and a research dissertation, consultancy project, work placement or entrepreneurship project. The availability of option modules will be determined by demand and staff availability.

### **For the full-time mode (September and January Starts):**

*Semester 1 study the following 15 credit modules all of which are compulsory.*

Economics for Investment Analysis and Business,

Financial Ethics and Regulations

Bank Operations and Strategy

Portfolio Management and Investment Analysis

*Semester 2 study the following 15 credit modules*

Compulsory modules:

Bank Risk Management

FinTech (Financial Technology) and Mobile Banking

Optional 15 credit modules (students have to choose two. Note this list may vary from year to year)

Multinational Accounting and Control

Contemporary Issues in Accounting

Derivative Instruments

Fixed Income Securities and Credit Risk

International Financial Reporting

Green Finance

*Semester 1-3 study the following 15 credit modules*

Research Methods

*Semester 3 single 45 credit module.*

One pathway from the following:

Dissertation - Finance

Finance Consultancy Project

Finance Placement Project

Finance Entrepreneurship Project

### **For the part-time mode (September start):**

*Semester 1, Year 1 study the following 15 credit modules all of which are compulsory.*

Bank Operations and Strategy, Financial Ethics and Regulations

Financial Ethics and Regulations

*Semester 2, Year 1 study the following 15 credit modules all of which are compulsory.*

Bank Risk Management

FinTech (Financial Technology) and Mobile Banking

*Semester 1, Year 2 study the following 15 credit modules all of which are compulsory.*

Economics for Investment Analysis and Business,

Portfolio Management and Investment Analysis

*Semester 2, Year 2 study the following 15 credit modules*

Optional 15 credit modules (students have to choose two. Note this list may vary from year to year)

Multinational Accounting and Control

Contemporary Issues in Accounting

Derivative Instruments

Fixed Income Securities and Credit Risk

International Financial Reporting

Green Finance

*Semester 3 Year 1, Semester 1-2, Year 2 study the following 15 credit module*

Research Methods

*Semester 3, Year 2 single 45 credit module.*

One pathway from the following:

Dissertation - Finance

Finance Consultancy Project

Finance Placement Project

Finance Entrepreneurship Project

**For the part-time mode (January start):**

*Semester 2, Year 1 study the following 15 credit modules all of which are compulsory.*

Bank Risk Management

FinTech (Financial Technology) and Mobile Banking

*Semester 1, Year 1 study the following 15 credit modules all of which are compulsory.*

Bank Operations and Strategy,

Financial Ethics and Regulations

*Semester 2, Year 2 study the following 15 credit modules*

Optional 15 credit modules (students have to choose two. Note this list may vary from year to year)

Multinational Accounting and Control

Contemporary Issues in Accounting

Derivative Instruments

Fixed Income Securities and Credit Risk

International Financial Reporting

Green Finance

*Semester 1, Year 2 study the following 15 credit modules all of which are compulsory.*

Economics for Investment Analysis and Business,

## Portfolio Management and Investment Analysis

*Semester 3 Year 1, Semester 1-2, Year 2 study the following 15 credit module*

Research Methods

*Semester 3, Year 2 single 45 credit module*

One pathway from the following:

Dissertation - Finance

Finance Consultancy Project

Finance Placement Project

Finance Entrepreneurship Project

Students who require a Study Visa to undertake the programme in the UK (including Tier 4) may not be able to select the Entrepreneurship pathway due to UK Home Office (UKVI) restrictions. If a student has existing immigration permission (visa) to be in the UK, they may be able to carry out entrepreneurship activities depending upon the specific conditions of their visa category.

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Level 7	105	75	75	0	0

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## Module Lists

### *Level 7*

Compulsory modules	Module Code	Credits	Period
Economics for Investment Analysis and Business	ECO-40006	15	Semester 1
Portfolio Management and Investment Analysis	FIN-40041	15	Semester 1
Financial Ethics and Regulations	FIN-40045	15	Semester 1
Bank Operations and Strategy	FIN-40049	15	Semester 1
Research Methods	FIN-40055	15	Semester 1-3
Bank Risk Management	FIN-40047	15	Semester 2
FinTech and Mobile Banking	FIN-40051	15	Semester 2

<b>Optional modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Period</b>
International Financial Reporting	ACC-40001	15	Semester 2
Multinational Accounting and Control	ACC-40002	15	Semester 2
Contemporary Issues in Accounting	ACC-40004	15	Semester 2
Derivative Instruments	FIN-40037	15	Semester 2
Fixed Income Securities and Credit Risk	FIN-40039	15	Semester 2
Green Finance	FIN-40053	15	Semester 2
Dissertation-Finance	FIN-40057	45	Semester 3
Finance Consultancy Project	FIN-40059	45	Semester 3
Finance Placement Project	FIN-40061	45	Semester 3
Finance Entrepreneurship Project	FIN-40063	45	Semester 3

## Learning Outcomes

The table below sets out what students learn in the programme and the modules in which that learning takes place. Details of how learning outcomes are assessed through these modules can be found in module specifications.

### **Level 7**

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Critically assess the challenges faced by banks, insurance companies and other financial services in dynamic and competitive environments and the role that finance plays in addressing these challenges.	Economics for Investment Analysis and Business - ECO-40006 Financial Ethics and Regulations - FIN-40045 FinTech and Mobile Banking - FIN-40051 Bank Operations and Strategy - FIN-40049
Integrate and apply financial and risk management decisions into a coherent plan related to the achievement of global banking.	Derivative Instruments - FIN-40037 Fixed Income Securities and Credit Risk - FIN-40039 Bank Risk Management - FIN-40047 International Financial Reporting - ACC-40001 Contemporary Issues in Accounting - ACC-40004 Research Methods - FIN-40055 Portfolio Management and Investment Analysis - FIN-40041
Demonstrate critical insight into the strengths and limitations of modern banking models.	Bank Risk Management - FIN-40047 Financial Ethics and Regulations - FIN-40045 FinTech and Mobile Banking - FIN-40051



<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Synthesise and critically evaluate recent and current literature on a wide range of banking theories and issues in order to develop and apply conceptual frameworks.	Financial Ethics and Regulations - FIN-40045 FinTech and Mobile Banking - FIN-40051 Green Finance - FIN-40053 Research Methods - FIN-40055
Utilise databases and software packages in a constructive way and analyse complex multi-dimensional problems faced by modern banks.	Research Methods - FIN-40055 Economics for Investment Analysis and Business - ECO-40006
Demonstrate awareness and the ability to manage the implications of ethical dilemmas in the financial decision making process.	Bank Risk Management - FIN-40047 Bank Operations and Strategy - FIN-40049 Financial Ethics and Regulations - FIN-40045
Achieve in-depth understanding of modern banking and the causes of the recent banking crisis.	FinTech and Mobile Banking - FIN-40051 Financial Ethics and Regulations - FIN-40045 Bank Risk Management - FIN-40047
Apply advanced econometric methodology to model real world financial problems.	Economics for Investment Analysis and Business - ECO-40006 Portfolio Management and Investment Analysis - FIN-40041 Bank Operations and Strategy - FIN-40049
Understand the technological challenges banks are facing as they adapt to the twenty first century banking environment.	Economics for Investment Analysis and Business - ECO-40006 Portfolio Management and Investment Analysis - FIN-40041 FinTech and Mobile Banking - FIN-40051

<b>Intellectual skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Adopt an open and questioning approach to ideas, demonstrating curiosity, independence of thought and the ability to appreciate a range of perspectives, together with insights into the global banking environment.	All modules

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
Develop and apply a strategy for the collection, analysis, critical evaluation and interpretation of data.	Research Methods - FIN-40055
Solve problems effectively using appropriate qualitative and/or quantitative skills.	All modules
Take responsibility for managing their time to meet deadlines and for personal learning and continuous professional development.	Dissertation-Finance - FIN-40057 Finance Consultancy Project - FIN-40059 Finance Placement Project - FIN-40061 Finance Entrepreneurship Project - FIN-40063
Communicate effectively through a variety of media to different audiences.	Dissertation-Finance - FIN-40057 Finance Consultancy Project - FIN-40059 Finance Entrepreneurship Project - FIN-40063 Finance Placement Project - FIN-40061
Professional - Reflects on own performance, demonstrates professional standards in relation behaviour and ongoing development. Advocates the use of good practice within and outside the organisation.	Financial Ethics and Regulations - FIN-40045

## 8. Final and intermediate awards

<b>Master's Degree</b>	180 credits	You will require at least 150 credits at Level 7
<b>Postgraduate Diploma</b>	120 credits	You will require at least 90 credits at Level 7
<b>Postgraduate Certificate</b>	60 credits	You will require at least 40 credits at Level 7

## 9. How is the Programme Assessed?

The wide variety of assessment methods used on this programme 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 on your programme:

- Unseen closed and open book **examinations** in different formats test students' knowledge of principles in banking and finance and their ability to apply that knowledge responsibly in understanding global banking.
- **Examinations** may consist of essay, short answer and/or multiple choice questions.
- **Essays and Assignments**, including those based on case study material, also test the quality and application of subject knowledge. In addition they allow students' to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using the Harvard, or recognised alternative, system of referencing.
- **Exercises** test a students' ability to frame and solve analytical and numerical problems. They demonstrate student competence and familiarity with a range of qualitative and quantitative techniques, with software such as STATA and databases such as Bloomberg.
- **Class tests** taken either conventionally or online via the Keele Virtual Learning Environment (KLE) assess students' subject knowledge and their ability to apply it to problems in a structured and focused way.
- **Short research papers** test students' knowledge of different research methodologies. They also

enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy.

- **Dissertations** test students' ability to undertake independent study, framing a problem, critically evaluating relevant literature including alternative methodologies and methods, applying a clear methodology through to conclusion, and presenting the results in a coherent, logical manner.
- **Consultancy, placement or entrepreneurship projects test** test students' ability to develop and apply their skills within the banking industry and to gain work experience from real business life.

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.

## 10. Accreditation

There is currently no accreditation associated with the programme. However, this programme tracks and prepares students to sit for the Advanced Diploma in Banking and Leadership in a Digital Age of the Chartered Bankers Institute (CBI).

## 11. University 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/>

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

## 12. What are the typical admission requirements for the Programme?

See the relevant course page on the website for the admission requirements relevant to this programme:

<https://www.keele.ac.uk/study/>

## 13. How are students supported on the programme?

Support for student learning on the Programme is provided in the following ways:

- Module and tutorial group leaders are responsible for providing support for learning on the modules and in the tutorial groups for which they are responsible. They also give individual feedback on in-course assessments and more general feedback on examinations.
- The Programme Director monitors overall student progress, undertakes progress reviews and provides a general point of contact for students.
- The Programme Director is also responsible for all aspects of programme coordination. They may be consulted on a wide range of issues and, among other things, commonly may be approached to provide a reference for job and other applications.
- The Programme Director acts as first point of contact for students on non-academic issues which may affect their learning and can refer students to a range of specialist health, welfare and financial services co-ordinated by the University.
- Each student is allocated a personal tutor who provides individual student support in accordance with the University guidelines.
- Non-native English-speaking students are offered language classes, facilities and services by the University's Language Centre.
- Students have access to one-to-one tutorials for individual help and advice and to a wealth of resources for self-study and practice.
- Additional help with University level study skills is available from the Learning Support Officer in Keele Business School.
- All members of teaching staff on the Programme are available to see students during advertised weekly office hours and at other times by appointment.

## 14. Learning Resources

The Programme modules are taught in modern teaching rooms located in the Business School and across the University, all of which are equipped with computers, internet access and electronic whiteboards or projection equipment. Rooms may be arranged either in traditional lecture format or more informally to allow students to work together in small groups. Quantitative modules in the programme are well-supported via computer laboratories located in the Library and the dedicated multi-functional suite located in the Business

School. The multi-functional suite located in the Business School offers additional access to industry-standard data resources, including Bloomberg and Thomson Reuters Eikon and DataStream.

The learning resources available to students on the Programme include:

- The extensive collection of accounting, finance and management related materials relevant to postgraduate study held in the University Library. These materials include books, journals and government publications. Much of this material is also accessible online to Keele students from anywhere in the world with a University username and password.
- The Keele Learning Environment (KLE) which provides easy access to a wide range of learning resources including lecture notes, electronic materials available in a repository maintained by the University Library and other resources - video, audio and text based- accessible from external providers via the internet.
- Students will have the opportunity to use software packages such as STATA to perform complex numerical analysis, test investment management techniques and use in their dissertation.
- The Bloomberg Professional service is a powerful platform for financial professionals that delivers real-time data and news and contains a wide range of analytical tools for asset valuation and portfolio and risk management. This platform is used by banks and other financial services organisations in their daily operations. Access to Bloomberg is delivered through the dedicated Business School Multi-functional IT suite.
- Thomson Reuters Eikon and Datastream, an industry standard source of financial and business data, is available via a computer link located in the Multi-functional Suite. This, together with complementary cross-sectional datasets for individuals and households, provides a ready source of information for dissertation and other purposes.
- Microsoft Office and Teams - students have access to the Microsoft Office and KBS uses the Microsoft Teams platform for many of its online learning activities, including live group sessions, discussion forums and group activities. Students are encouraged to fully familiarise themselves with the software but support and training on using the software is available online.

## 15. Other Learning Opportunities

- The alumni mentoring scheme enables students to be matched with one of our alumni volunteers who will have already commenced their career and can offer advice and guidance on preparing for graduate employment. This is an online service provided by the University.
- Virtual assessment centre (subject to availability) - employers are increasingly using technology within their recruitment process, this includes video interviews, video presentations and virtual activities. This session will give you the opportunity to try some of these activities and to gain some valuable feedback.
- Our placement officer provides regular jobs bulletins showing the latest graduate recruitment opportunities. You can also arrange a one-to-one meeting to discuss your individual requirements.
- Support with CV and application writing.
- Use of Keele's Careers online.
- Events and activities organised by KBS and Smart Innovation Hub (SIH) - there are regular activities (subject to availability) taking place within the SIH which are opportunities for you to learn more about business and to hone your networking skills.

## 16. Additional Costs

Whilst there are no anticipated additional costs for this programme, there may be travel costs associated with any visits you decide to make to your host company for the live project. Alternatively, the project can be conducted remotely via digital communications, for which you would not incur any travel costs.

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

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 programme.

Students who wish to sit for the professional exam with the Chartered Institute of Bankers will not be required to pay additional fees.

## 17. Quality management and enhancement

The quality and standards of learning in this programme are subject to a continuous process of monitoring, review and enhancement.

- The School Education Committee is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.

- Individual modules and the programme as a whole are reviewed and enhanced every year in the annual programme review which takes place at the end of the academic year.
- The programmes are run in accordance with the University's Quality Assurance procedures and are subject to periodic reviews under the Internal Quality Audit (IQA) process.

Student evaluation of, and feedback on, the quality of learning on every module takes place every year using a variety of different methods:

- The results of student evaluations of all modules are reported to module leaders and reviewed by the Programme Committee as part of annual programme review.
- Findings related to the programme from the annual Postgraduate Taught Experience Survey (PTES), and from regular surveys of the student experience conducted by the University, are subjected to careful analysis and a planned response at programme and School level.
- Feedback received from representatives of students on the programme is considered and acted on at regular meetings of the Student Staff Voice Committee.

The University appoints senior members of academic staff from other universities to act as external examiners on all programmes. They are responsible for:

- Approving examination questions
- Confirming all marks which contribute to a student's degree
- Reviewing and giving advice on the structure and content of the programme and assessment procedures

Information about current external examiner(s) can be found here:

<http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/>

## 18. The principles of programme design

The programme described in this document has been drawn up with reference to, and in accordance with the guidance set out in, the following documents:

a. UK Quality Code for Higher Education, Quality Assurance Agency for Higher Education:

<http://www.qaa.ac.uk/quality-code>

b. QAA Subject Benchmark Statement: Finance (2019) [https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-finance.pdf?sfvrsn=f8f3c881\\_7](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-finance.pdf?sfvrsn=f8f3c881_7)

c. Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

d. The following accreditation-related documents:

Bank Strategy and Technology: <https://www.charteredbanker.com/uploads/assets/uploaded/14bb6cb8-1b42-44c7-a7386fd761ae9798.pdf>

Bank Risk Management: <https://www.charteredbanker.com/uploads/assets/uploaded/f37eaa9f-3da4-4477-b4a12bab732c5ce4.pdf>

Professionalism and Ethics: <https://www.charteredbanker.com/uploads/assets/uploaded/9b05696a-5b6e-4e93-b3b171ed20614ed8.pdf>

Commercial Lending: <https://www.charteredbanker.com/uploads/assets/uploaded/90fe7f4b-c317-475b-9bfc658110b41861.pdf>

## Version History

### This document

**Date Approved:** 25 May 2021

### *What's Changed*

Addition of January start dates.

### Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1	2021/22	GHULAM SORWAR	12 November 2020	