

Programme Specification: Post Graduate Taught

For students starting in Academic Year 2020/21

1. Course Summary

Names of programme and award title(s)	Postgraduate Certificate in Business Skills
Award type	Postgraduate Certificate
Mode of study	Full-time Part-time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 7
Normal length of the programme	4 months full time, 8 months part time
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	n/a
Regulator	Office for Students (OfS)
Tuition Fees	<p>UK/EU students:</p> <p>Fee for 2020/21 is £3,175*</p> <p>International students:</p> <p>Fee for 2020/21 is £5,500*</p>

This programme is not eligible for a Postgraduate loan through student finance. Keele's other bursaries and scholarships are available, as applicable, further information can be found at:

<https://www.keele.ac.uk/study/postgraduatestudy/tuitionfeesandfunding/postgraduatefunding/>

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

It is part of Keele Business School's (KBS) mission to transform lives, to enhance social bonds and to contribute to the creation of sustainable value. We aim to support and develop the next generation of enterprising leaders in business and related professions, enabling our graduates to lead with confidence in dynamic, unpredictable, complex and diverse environments.

As part of that endeavour, this Postgraduate Certificate aims to equip you with business and commercial awareness by providing the necessary knowledge, skills and techniques to enable you to understand how business is conducted within a range of different organisations.

Why is this important?

According to PWC Careers (2020): Business/'Commercial awareness is a key employability skill providing knowledge of business issues and the wider economy. This is a key part of the application process of many organisations'.

The programme has been designed to provide you with both an understanding of business and to develop key employability skills to

enhance your opportunities in a very competitive graduate recruitment market. You will not only acquire understanding of how businesses operate but will develop practical skills which are transferable into the workplace. You will even get chance to practice your skills and knowledge, through a live consultancy project, working with an employer on a project.

In addition to the formal modules, we offer additional mentoring and support activity, in the form of structured meetings with the KBS Placements Officer, informal workshops, academic consultations, needs analysis meetings, personal development planning, and access to Keele careers.

The programme consists of two compulsory modules which focus on leadership and professional skills that are needed in the workplace.

For those choosing the full-time route, you can then choose to study either an Accounting, Marketing or International Business module.

For those choosing the part-time route, you can choose to study either an International Business, Strategy and Information Management, Human Resource Management, or Marketing module.

Your final module will be a module where you work with an organisation on a live project. This final module is an independent study module, which will give you the chance to act as a consultant to an organisation whilst building your own business skills.

In addition to the formal modules there will be a range of opportunities to develop your employability skills and to receive support and guidance on preparing for your career. This could be through careers based workshops, receiving mentoring from our alumni in a range of different professional; guidance from our careers and dedicated support on graduate opportunities from our placements officer, etc.

Our teaching and learning strategy is wide-ranging and innovative, seeking to give you a rich learning environment, drawing actively upon leading edge research, as well as current business practice.

Successful completion of this programme results in the attainment of PG Certificate in Business Skills. This qualification can be used to support your application for graduate jobs, alternatively, you could choose to continue your studies within KBS, by applying to join our MSc in Management (through recognition of prior learning (RPL). For more details on RPL:

<https://www.keele.ac.uk/qa/programmesandmodules/accreditationofpriorlearning/>.

3. Aims of the programme

By fully engaging with this programme, you will be able to develop a range of attributes and skills that not only set you apart from other graduates and will help you to prepare for gaining graduate employment, but that will stay with you for the rest of your working life.

The broad aims of the programme, through full engagement in the programme and its associated professional development activities, are to enable you to:

- Demonstrate enhanced development of employability skills such as leadership, creative problem solving, managing time and resources effectively
- Solve current problems in business by applying a range of different theories, creative approaches and techniques, and developing the judgement skills to choose between them
- Gain an appreciation of the social, environmental and global implications of how organisations operate and the capability to act as a responsible manager or employee
- Demonstrate relevant knowledge of organisations and their role in pursuing sustainable business in the context in which they operate
- Gain work experience through a live project within an organisation
- Effectively utilise relevant information and communication skills

These aims fit with the benchmark standards detailed in the Master's Awards in Business and Management (QAA revised 2015) which are:

- The advanced study of organisations, their management and the changing external context in which they operate;
- Preparation for and/or development of a career in business and management by developing skills at a professional level or as preparation for research or further study in the area;
- Development of the ability to apply knowledge and understanding of business and management to complex issues, both systematically and creatively, to improve business and management practice;
- Development and enhancement of a range of general transferable skills and attributes, which, while being highly appropriate to a career in business, are not restricted to this.
- Development of lifelong learning skills, including engendering an enthusiasm for business and for learning more generally as part of continuing personal and professional development.

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:

- Demonstrate an increased level of knowledge of business/commercial awareness
- Demonstrate an appreciation of the personal characteristics, behaviours and styles of leadership and how these insights relate to their own leadership, learning styles and development as a leader/future leader
- Demonstrate relevant knowledge of organisations and their role in pursuing sustainable business in the context in which they operate
- Demonstrate a critical awareness of current issues in the current global world of business
- Reflect on important ethical dilemmas as they affect society and organisations

Subject specific skills

Successful students will be able to:

- Demonstrate increased business/commercial awareness
- Integrate, analyse and evaluate data and situations using a range of appropriate techniques and transform this into valid options and solutions
- Interpret financial information and critically assess the management of financial resources

Key or transferable skills (including employability skills)

Successful students will be able to:

- Demonstrate increased business/commercial awareness
- Develop a personal set of transferable skills that can be utilised in any comparable organisation through the successful completion of a live project
- Produce creative and realistic solutions to complex problems
- Transfer techniques and solutions from one discipline to another
- Manage time and resources effectively in order to achieve intended goals
- Learn independently with open-mindedness and critical enquiry

FULL TIME ROUTE OPTIONS

For those choosing the option Accounting for Decision Making, successful students will be able to:

- Demonstrate knowledge of managerial and financial decision making techniques
- Analyse financial statements
- Demonstrate an understanding of sources of finance available to a business
- Use methods and tools for making capital investment decisions

For those choosing the option International Business Context, successful students will be able to:

- Critically evaluate the arguments relating to global economic, political, cultural and technological factors that shape international business
- Demonstrate an enhanced understanding of current events and their impacts on international business
- Analyse the international environment in which international business decisions are made

For those choosing the option Marketing Management in the Digital Age, successful students will be able to:

- Appropriately use and apply the marketing mix and relevant digital and non-digital resources
- Critically evaluate and synthesise appropriate responses to marketing problems and challenges
- Critically analyse the problems and challenges facing marketers as they match capabilities to markets

PART TIME ROUTE OPTIONS

For those choosing the option Contemporary Challenges in Global Business, successful students will be able to:

- Diagnose how organisations can make a positive contribution to society
- Understand the complex and dynamic influences and the expectations that impact the relationship between global business and stakeholders in society

For those choosing the option Strategy and Information Management, successful students will be able to:

- Explore the role of information management in both implementing strategy and informing its development
- Gain an understanding and ability to apply techniques for critically analysing organisations, formulating strategy and ensuring an organisation's technology and information infrastructure is aligned with delivering its strategic goals

For those choosing the option Brands, successful students will be able to:

- Understand the strategic importance of an organisation brand

For those choosing the option Strategic Human Resource Management, successful students will be able to:

- Understand the nature and impact of contemporary management strategies and practices on the employment relationship
- Describe and explain the portfolio of contemporary Human Resource Management strategies and practices

5. How is the programme taught?

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

- **Lectures** - Keele Business School (KBS) uses a range of different lecture styles including pre-recorded uploaded lectures, face-to-face lectures and live online broadcasts
- **Tutorials** focus on a range of formative activities, including class discussions, online discussions, group activities, group or individual presentations, case studies, question and answer sessions
- **Case study workshops** include class participation activities related to presentations given by academics and external speakers
- **Assignment guidance sessions** are provided for students to discuss their approach to the assignment
- **Web-based learning** using the University's virtual learning environment (KLE) and Microsoft Teams. The KLE is used to give students easy access to a wide-range of resources and research tools. Microsoft Teams is used for group activities and discussions
- **Independent study** based on directed reading from text books, research monographs, and academic and professional journals

Apart from these formal activities, you will be also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs you may have, with your Personal Tutor or module lecturers on a one-to-one basis.

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

- Lectures and independent study enable you to gain a systematic understanding of business and how its methods of analysis may be used to investigate a variety of contemporary business and social problems
- Seminars and tutorials provide opportunities for you to ask questions about, and suggest answers to problems in a responsible way, and to present your own ideas to members of staff and other students using an appropriate medium of communication
- Seminars and tutorials encourage you to reflect on your 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 a consultancy project allows you the opportunity to gain work experience and apply the skills developed during the taught modules in a real-life business setting.

6. Teaching Staff

The Postgraduate Certificate in Business Skills is delivered by Keele Business School (KBS). KBS staff have extensive teaching, research and work experience in their fields. The School maintains a strong commitment to excellence and innovation in teaching and research. All current permanent staff have PhDs or other higher degrees or professional qualifications. All staff members engage with continuing professional development as academic teachers. All established staff have substantial teaching experience and/or formal teaching qualifications. All probationary appointments receive an intensive training programme on Teaching in Higher Education. Dedicated postgraduate administrative support is also provided.

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?

Keele University operates a module credit system, where each taught module on the Postgraduate Certificate is worth 15 credits. This corresponds to 150 hours of study, which is normally broken down into taught contact hours, assessment preparation, class preparation and independent study. The programme design presumes that students attend all assigned teaching and contact times as advertised, devote adequate time to assignment preparation and supplementary readings.

The full time programme starts in September and lasts 4 months. There are three taught modules and one live project module.

The part time route is taken over two semesters, starting in September. Two compulsory taught modules are taken in semester one, with the optional module and live project taken in semester two.

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Level 7	45	15	15	0	0

Module Lists

Level 7

Compulsory modules	Module Code	Credits	Period
Professional Skills and Practice in HRM	HRM-40041	15	Semester 1
Leadership	MAN-40056	15	Semester 1
Live project	MAN-40156	15	Semester 1

Optional modules	Module Code	Credits	Period
Accounting For Decision Making	ACC-40003	15	Semester 1
International Business Context	MAN-40114	15	Semester 1
Marketing Management in the Digital Age	MAN-40128	15	Semester 1
Strategic Human Resource Management	HRM-40044	15	Semester 2
Strategy and Information Management	MAN-40036	15	Semester 2
Contemporary Challenges in Global Business	MAN-40118	15	Semester 2
Branding	MAN-40126	15	Semester 2

Full time route options available are:

- MAN-400114 International Business Context
- ACC-40003 Accounting for Decision Making
- MAN-40128 Marketing Management in the Digital Age

Part time route options available are:

- MAN-40118 Contemporary Challenges in Global Business
- MAN-40036 Strategy and Information Management
- MAN-40126 Branding
- HRM-40044 Strategic Human Resource Management

Students whose first language is not English are offered language classes, facilities and services by the University's Language Centre. In addition to credit-bearing modules on English for academic study, students also have access to one-to-one tutorials for individual help and advice, and to a wealth of resources for self-study and practice. Students requiring English language support (on testing) will be required to take one of the following modules in addition to the modules above:

- ENL-40001: Academic English for Postgraduate Students 1 - semester 1
- ENL-40002: Academic English for Postgraduate Students 2 - semester 1

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

Subject Knowledge and Understanding	
Learning Outcome	Module in which this is delivered
Demonstrate improved Business/commercial awareness	All modules including all the optional modules
Demonstrate an appreciation of the personal characteristics, behaviours and styles of leadership and how these insights relate to your own leadership, learning styles and development as a leader	Professional Skills and Practice in HRM - HRM-40041 Leadership - MAN-40056
Demonstrate relevant knowledge of organisations and their role in pursuing sustainable business in the context in which they operate	Marketing Management in the Digital Age - MAN-40128 Live project - MAN-40156 Contemporary Challenges in Global Business - MAN-40118 Strategy and Information Management - MAN-40036 Strategic Human Resource Management - HRM-40044 Professional Skills and Practice in HRM - HRM-40041 Leadership - MAN-40056 International Business Context - MAN-40114 Accounting For Decision Making - ACC-40003
Demonstrate a critical awareness of of current issues in the current global world of business	Contemporary Challenges in Global Business - MAN-40118 Accounting For Decision Making - ACC-40003 Live project - MAN-40156 Marketing Management in the Digital Age - MAN-40128 Professional Skills and Practice in HRM - HRM-40041 Leadership - MAN-40056 International Business Context - MAN-40114

Subject Specific Skills	
Learning Outcome	Module in which this is delivered
Demonstrate improved Business/commercial awareness	Marketing Management in the Digital Age - MAN-40128 Live project - MAN-40156 Accounting For Decision Making - ACC-40003 Professional Skills and Practice in HRM - HRM-40041 Leadership - MAN-40056 International Business Context - MAN-40114
Interpret financial information and critically assess the management of financial resources	Accounting For Decision Making - ACC-40003 Professional Skills and Practice in HRM - HRM-40041

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
Integrate, analyse and evaluate data and situations using a range of appropriate techniques and transform this into valid options and solutions	Accounting For Decision Making - ACC-40003 Professional Skills and Practice in HRM - HRM-40041 Strategy and Information Management - MAN-40036 Branding - MAN-40126 Live project - MAN-40156
Develop a personal set of transferable skills that can be utilised in any comparable organisation through the successful completion of a live project	Live project - MAN-40156
Produce creative and realistic solutions to complex problems	Leadership - MAN-40056 Professional Skills and Practice in HRM - HRM-40041 Marketing Management in the Digital Age - MAN-40128 Live project - MAN-40156 Strategic Human Resource Management - HRM-40044 Contemporary Challenges in Global Business - MAN-40118 Accounting For Decision Making - ACC-40003 International Business Context - MAN-40114 Strategy and Information Management - MAN-40036
Transfer techniques and solutions from one discipline to another	Leadership - MAN-40056 Live project - MAN-40156 Professional Skills and Practice in HRM - HRM-40041
Manage time and resources effectively in order to achieve intended goals	International Business Context - MAN-40114 Leadership - MAN-40056 Professional Skills and Practice in HRM - HRM-40041 Marketing Management in the Digital Age - MAN-40128 Live project - MAN-40156 Accounting For Decision Making - ACC-40003 Branding - MAN-40126 Contemporary Challenges in Global Business - MAN-40118 Strategy and Information Management - MAN-40036 Strategic Human Resource Management - HRM-40044
Learn independently with open-mindedness and critical enquiry	International Business Context - MAN-40114 Leadership - MAN-40056 Professional Skills and Practice in HRM - HRM-40041 Marketing Management in the Digital Age - MAN-40128 Strategic Human Resource Management - HRM-40044 Accounting For Decision Making - ACC-40003 Branding - MAN-40126 Contemporary Challenges in Global Business - MAN-40118 Strategy and Information Management - MAN-40036 Live project - MAN-40156

8. Final and intermediate awards

To gain the Postgraduate Certificate you will require 60 credits at Level 7, including the Live Project.

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:

- **Essays**, including those based on case study material, 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 system of referencing.
- **Exercises** test a student's ability to frame and solve analytical and numerical questions. They demonstrate student competence and familiarity with a range of mathematical techniques that form the everyday tool-kit of the modern economist.
- **Literature reviews and research reports** test a student's knowledge of different research methodologies and the limits and provisional nature of knowledge. They also enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy.
- **Oral presentations and reflective report** assess a student's subject knowledge and understanding. They also test the ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development.
- **Unseen examinations** in different formats test students' core and in-depth knowledge as well as their ability to apply that knowledge responsibly in understanding social problems. Examinations may consist of essay, short answer and/or multiple choice questions.
- **Consultancy project** tests students' ability to work independently and with business clients on a project of benefit to the organisation. In doing so, the student will develop an appropriate research methodology and demonstrate mastery of the subject by applying to a business context. Through the final report and presentation, the student will demonstrate the ability to draw together all the strands of a particular argument into the approach to the solution to a business problem.

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

This programme does not have accreditation from an external body.

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/kbs/studyatkbs/postgraduatestudy/>

13. How are students supported on the programme?

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

Module 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. Module leaders have set student consultation hours each week and students are encouraged to attend these hours to get specific help and support for their learning. Module leaders are available to see students at other times by appointment (usually via email).

The Programme Director assumes responsibility for monitoring overall student progress through the subject, undertaking progress reviews and providing a general point of contact for students on the course. The Programme Director 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 can act as a first point of contact for students on non-academic issues.

Personal tutors can also act as a 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's Student Services Centre.

Additional help for international students is also available from the Language Centre.

Within the School there is a Learning Support Tutor who can help with various aspects of improving study skills and a Placement Officer

to support with placements and employability activity.

14. Learning Resources

Teaching on the Postgraduate Certificate in Business Skills will either be online or in the Smart Innovation Hub (SIH) which is a new state-of-the-art home for Keele Business School (KBS)

SIH consists of lecture theatres, Think Lab, Business Lounge, Big-Data laboratory, Business Incubator, and Creative Playroom, offering students opportunities to think, create and commercialise. The SIH is also home to a range of small businesses and start-up organisations, giving you the opportunity to study and work alongside organisations.

The learning resources available to students on the Programme include:

The extensive collection of business and management materials relevant to postgraduate study held in the University Library. Built up over an extensive period of delivering business subjects at this level, 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.

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.

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 - Business and Management (2015): https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-business-and-management-15.pdf?sfvrsn=1997f681_16
- c. Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

Version History

This document

Date Approved: 28 July 2020

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
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