

## Programme Specification: Undergraduate

### For Academic Year 2026/27

#### 1. Course Summary

<b>Names of programme and award title(s)</b>	BSc (Hons) Banking and Finance BSc (Hons) Banking and Finance with International Year (see Annex for details) BSc (Hons) Banking and Finance with Work Placement Year (see Annex for details) BSc (Hons) Banking and Finance with Entrepreneurship Year (see Annex for details)
<b>Award type</b>	Single Honours
<b>Mode of study</b>	Full-time
<b>Framework of Higher Education Qualification (FHEQ) level of final award</b>	Level 6
<b>Normal length of the programme</b>	3 years; 4 years with either the International Year, Placement Year or Entrepreneurship Year between years 2 and 3
<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>	n/a
<b>Regulator</b>	Office for Students (OfS)
<b>Tuition Fees</b>	<p><b>UK students:</b></p> <p>Fee for 2026/27 is £9,790*</p> <p><b>International students:</b></p> <p>Fee for 2026/27 is £18,200**</p> <p>The fee for the international year abroad is calculated at 15% of the standard year fee</p> <p>The fee for either the work placement year or entrepreneurship year is calculated at 20% of the standard year fee</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.

\* 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/>

\*\* These fees are for new students. 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 more or less exclusively on this subject. In keeping with Keele's commitment to breadth in the curriculum, the programme also gives you the opportunity to take some modules 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

If you've got an analytical mind, and a knack for numbers and are looking for a rewarding career, our BSc (Hons) Banking and Finance programme at Keele Business School is your pathway to success. Studying banking and finance opens doors to high-level careers in areas such as accountancy, finance, banking, insurance, business start-ups, family businesses, corporate enterprises, and small companies, as well as also providing a solid foundation for understanding how financial service businesses operate and make decisions. You'll develop a wide range of valuable skills, including financial analysis, budgeting, risk management, strategic thinking, banking theory and practices and proficiency in industry-standard software, making you an invaluable asset in various business contexts.

Our BSc (Hons) Banking and Finance programme is designed to go beyond traditional education, integrating practical experiences and professional development to prepare you for a successful career.

### Innovative Learning Approach:

Our teaching is practical and career-focused, with input from industry partners. You'll build expertise that employers look for in areas such as financial analysis, budgeting, risk management and banking. You'll work with industry-standard tools like Microsoft Excel to explore emerging technologies like automation and artificial intelligence that will shape the future of accounting.

At Keele Business School, our approach to learning is highly practical and applied, ensuring that what you study is relevant to the real-world scenarios you'll encounter in your career. Assessments are designed to mirror the challenges and tasks you will face in the professional world. This means you'll learn theoretical concepts and then apply them through hands-on experiences, case studies, and projects that simulate real business environments. This practical focus helps you develop the expertise and confidence needed to excel in the world of work.

### Professional and Academic Development:

- A standout feature of our programme, our unique Professional and Academic Development Programme will help you build your professional identity from the ground up. From the first year, you will explore your individual strengths, put them into practice, and hone your performance. You'll also learn about the contemporary employment market, create a compelling online presence, and practise for recruitment processes. If entrepreneurship is your goal, we provide ample support to help you start your own business.

### Engagement with Companies:

Keele Business School offers the unique benefit of close ties with industry. Our building is shared with multiple businesses, and our picturesque campus houses a business innovation park. This provides hands-on practical experience and valuable insights from industry professionals. You will have the opportunity to participate in company visits, giving you first hand experience of how businesses operate and allowing you to network with professionals in the field.

### Placement and Study Abroad Opportunities:

We strongly encourage you to develop your personal skills and confidence by undertaking a year-long work placement in your third year and/or studying abroad for a term or a year. These experiences significantly enhance your academic studies and provide invaluable real-world experience. Already working? we can recognise the learning you gain from your job and integrate it into your academic journey.

### Global Perspective and Ethics:

- As a signatory of the PRME (Principles of Responsible Management Education), Keele Business School ensures you consider the ethical implications of business decisions and sustainability. You'll learn how banking and finance can be forces for good, driving forward agendas that leave a positive impact on the world. Additionally, you can study on Keele University's unique Global Challenge Pathway alongside your studies.

### International Opportunities:

- We are an international business school, offering opportunities to study with our global partners or learn a new language through Keele's Languages programme. These experiences will broaden your skills and enhance your global career prospects.

## Benefits of Studying at Keele Business School:

- Hands-on Experience: Our close ties with businesses provide real-world insights and practical experience, including company visits.
- Placement Opportunities: Enhance your studies with a placement year, gaining invaluable experience in the field.
- Comprehensive Development: Our programme is designed to build your professional identity and equip you with the skills needed for a successful career in banking and finance.
- Skills Aligned with Industry Needs: Develop expertise in financial analysis, budgeting, banking, risk management, and strategic thinking, using industry-standard software that meets the demands of today's business world.
- Global Perspective: Study with international partners or learn a new language to broaden your career prospects.
- Ethical and Sustainable Focus: As a PRME signatory, we integrate sustainability and ethical considerations into your learning experience.

Join us at Keele Business School and embark on a transformative educational journey with our BSc (Hons) Banking and Finance programme. We'll help you achieve your career goals and prepare you for a successful future in the dynamic world of finance and banking.

## 4. Aims of the programme

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

- Master fundamental concepts and key techniques in banking and finance.
- Master fundamental concepts of data analysis.
- Acquire comprehensive analytical skills essential for banking and finance, utilising state of the art tools and software.
- Understand the core areas of the broader context of organisations and the external environment of the banking and finance sectors including principles of banking, economics and fundamentals of business.
- Apply a range of costing techniques and forecasting methods to support decision making and financial planning in various business scenarios.
- Explore the structure and function of financial markets and institutions and understand the impact of technology on financial operations and risks.
- Learn professional ethics and Corporate Social Responsibility within the banking sector.
- Engage with modern finance areas like Financial Analysis with Bloomberg preparing for emerging trends and sectors.
- Explore advanced topics in Corporate Strategic Finance and understand modern asset valuation, capital structure, and performance management techniques.
- Explore advanced techniques on bank risk and bank risk management
- Understand the demands and challenges in modern banking due to digital innovations.
- Provide students with structured opportunities to explore various career options within accounting and finance by understanding your own strengths and building a portfolio of relevant skills and experiences.

## 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:

1. the foundational and advanced principles of banking and finance, including the fundamentals of modern banking including banking regulations, banking procedures, banking risk and financial services ethics.
2. strategic financial management techniques, encompassing asset valuation, capital structure analysis, and performance management within various financial frameworks including green finance and financial technology.
3. the critical role of the banking profession in modern business facilitating business transactions and operating as a financial intermediary.
4. the process of ongoing professional development, including the ability to identify personal and professional strengths, growth opportunities, engage in continuous learning, and apply new skills and knowledge in

practical contexts to enhance their career progression.

## Subject specific skills

Successful students will be able to:

1. apply critical and analytical thinking, drawing on relevant banking and finance contextual information, to problem-solve, make decisions and innovate.
2. communicate ideas and data effectively, tailoring messages to context, media and audience.
3. apply the latest international rules and guidance in the preparation and presentation of published risk management statements.
4. use a range of professional software tools to access and analyse data, and onward develop these to support interpretation and enable effective decision making.
5. review available information to accurately produce and evaluate business proposals.
6. conduct critical appraisal of banking and finance methods and procedures.
7. demonstrate an awareness of own intellectual, professional, and personal resources as a foundation for career management.
8. advocate for strategic and behavioural change to promote ethics, sustainability and responsibility in the profession.
9. confidently read, interpret, and appraise financial information.

## Key or transferable skills (including employability skills)

Successful students will be able to:

1. work with numerical data from a wide range of sources.
2. reflect on own personal effectiveness and strengths, engaging in proactive behaviours.
3. engage in networking activity with external bodies (such as organisations).
4. demonstrate flexibility and agility.
5. work effectively with information/ digital technology.
6. manage their own learning, reflect on, and plan their own academic work thus demonstrating academic independence.

The programme is academically rigorous and delivered in a supportive, student-friendly and inclusive environment. It equips students with a range of skills and capabilities that are highly valued by prospective employers. In addition to subject-specific knowledge, it develops reasoning ability skills, research and reading skills (international rules and regulations) introductory empirical skills (data collection, statistical analysis and effective presentation), time-management and capacity for independent study. It therefore arms graduates with intellectual, professional, and personal resources which they can draw on throughout their lives.

## Keele Graduate Attributes

The Keele Graduate Attributes are the qualities (skills, values and mindsets) which you will have the opportunity to develop during your time at Keele through both the formal curriculum and also through co- and extra-curricular activities (e.g., work experience, and engagement with the wider University community such as acting as ambassadors, volunteering, peer mentoring, student representation, membership and leadership of clubs and societies). Our Graduate Attributes consist of four themes: **academic expertise, professional skills, personal effectiveness, and social, environmental and ethical responsibility**. You will have opportunities to engage actively with the range of attributes throughout your time at Keele: through your academic studies, through self-assessing your own strengths, weaknesses, and development needs, and by setting personal development goals. You will have opportunities to discuss your progress in developing graduate attributes with, for example, Academic Mentors, to prepare for your future career and lives beyond Keele.

## 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:

- Interactive Lectures: Set the framework for analysing content material and its applications, including activities like group discussion and interactive quizzes.
- Independent Study: Students are encouraged to engage in directed reading from a variety of sources like textbooks, academic journals, and business case studies, deepening understanding of the material introduced in lectures and promoting individual ownership of learning.
- Small Group Tutorials: Cover key issues from lectures in more depth. Students are encouraged to participate actively and possibly lead discussions. This can involve the application of business ideas to case studies and academic research, enhancing comprehension through interaction.
- Web-based Learning: The University's virtual learning environment (KLE) provides a guide to study for each

module and access resources. Students will engage in online discussions and participate in quizzes and blogs that promotes individual and collaborative learning supporting both the academic and social aspects of learning and fostering a community of learners.

- Peer Assisted Learning: Students are actively supported to learn from each other, reinforcing their knowledge through teaching and collaboration. This peer interaction can solidify learning and foster communication skills.
- Practical, Computer-based Lab Classes: Provide hands-on experience with tools necessary for descriptive and soft data analysis. This practical application of theoretical knowledge helps bridge the gap between theory and practice.
- Simulation of Business-Related Contexts: Allow students to practice decision-making within simulated environments. This safe context helps them apply learning in a controlled but realistic setting.
- Interaction with Businesses and Organisations: Through guest lectures and company visits, students will engage directly with real-world applications of their studies. They will work on live issues with organizations offering invaluable practical insights.
- Reflection on Learning: Students are encouraged to critically assess their learning experiences and integrate new knowledge with existing understanding. This reflection enhances cognitive growth and helps in making the learning process more conscious and tailored to individual needs.

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 Academic Mentors or module lecturers on a one-to-one basis.

## 7. Teaching Staff

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

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 programme to programme, 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 two 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;

### Global Challenge Pathways

This programme includes the option for you to take a Global Challenge Pathway. These modules offer you an exciting opportunity to work with students and staff from different disciplines to explore topical global issues such as power and conflict, health inequalities, climate change, generative AI, social justice, global citizenship, and enterprise from different perspectives.

Global Challenge Pathways can either be taken as one 15-credit module at Levels 4, 5 and 6, or one 15-credit module at Levels 5 and 6. For more information about our Global Challenge Pathways please visit:

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

### Modern Languages or Certificate in TESOL

Alternatively, you could choose to study modules with the University Language Centre. The Language Centre offers three pathways; The Language Specialist, The Language Taster, and The Trinity Certificate in Teaching English to Speakers of Other Language (TESOL). Language Centre modules are available separately for students at Levels 4 and 5. At Level 6 they are included within the Global Challenge Pathways.

If you choose the Language Specialist pathway, you will automatically be enrolled on a Semester 2 Modern Language module as a continuation of your language of choice at Levels 5 and 6 (at Level 4 this is a faculty funded 'additional' module). Undertaking a Modern Languages module in Semester 2 is compulsory if you wish to continue to the Language Specialist Global Challenge Pathway the following academic year.

For more information about Language Centre option modules available to you please visit the following webpages.

For Level 4 and 5 students please visit: <https://www.keele.ac.uk/study/languagecentre/languagecentreoptions/>

For Level 6 students please visit: <https://www.keele.ac.uk/students/academiclife/global-challenge-pathways/>

For further information on the content of modules currently offered, please visit: <https://www.keele.ac.uk/recordsandexams/modulecatalogue/>

A summary of the credit requirements per year is as follows:

Year	Compulsory	Optional	
		Min	Max
Level 4	105	15	15
Level 5	105	15	15
Level 6	75	45	45

## Module Lists

### Level 4

Compulsory modules	Module Code	Credits	Period
Methods for Finance and Accounting	FIN-10001	30	Semester 1
Professional and Academic Development 1	MAN-10071	15	Semester 1
Principles of Financial and Management Accounting	ACC-10003	30	Semester 1-2
Data, Decisions and Visualisation	MAN-10079	30	Semester 2

Optional modules	Module Code	Credits	Period
Teams, People and Performance	MAN-10081	15	Semester 2

### Level 4 Module Rules

Global Challenge Pathway (GCP) module can be selected for 15 credits as an alternative to MAN-10081 Teams, People and Performance in SEM2

### Level 5

<b>Compulsory modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Period</b>
International Money, Banking and Digital Currencies	ECO-20059	30	Semester 1
Financial Analysis with Bloomberg	FIN-20005	30	Semester 1
Financial Markets, Institutions and Technology	FIN-20007	30	Semester 2
Professional and Academic Development 2	MAN-20199	15	Semester 2

<b>Optional modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Period</b>
Professional Placement or Project (Level 5)	MAN-20179	15	Semester 2
Contemporary Business Ethics Debates	MAN-20209	15	Semester 2

### **Level 5 Module Rules**

Professional Placements or Project can be taken at either level 5 (MAN-20179) or Level 6 (MAN-30147).

Global Challenge Pathway (GCP) study can continue from the first year for 15 credits as an alternative to MAN20209 Contemporary Business Ethics Debates (15 credits) or MAN-20179 Professional Placement or Project (Level 5) (15 credits) in SEM2.

### **Level 6**

<b>Compulsory modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Period</b>
Corporate Strategic Finance	FIN-30003	30	Semester 1
Bank Risk Management and Operations	FIN-30005	30	Semester 2
Professional Academic Development 3	MAN-30163	15	Semester 2

<b>Optional modules</b>	<b>Module Code</b>	<b>Credits</b>	<b>Period</b>
Banking Technology and Mobile Banking	FIN-30007	30	Semester 1
Investment Management and Financial Engineering	FIN-30009	30	Semester 1
Professional Placement or Project (Level 6)	MAN-30147	15	Semester 2
Digital Showcase	MAN-30183	15	Semester 2

### **Level 6 Module Rules**

SEM1, students must select either FIN-30037 Banking Technology and Mobile Banking or FIN-30009 Investment Management and Financial Engineering (30).

Professional Placements or Project can be taken at either level 5 (MAN-20179) or Level 6 (MAN-30147)

Global Challenge Pathway (GCP) study can continue from the first and second year for 15 credits as an alternative to MAN-30183 the Digital Showcase (15 credits) or MAN-30147 Professional Placement or Project (Level 6) (15 credits) in SEM2.

## 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 4

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 4

In Year 1 (Level 4) and Year 2 (Level 5) these learning outcomes are achieved in the compulsory modules which all students are required to take. Some of these outcomes may also be achieved or reinforced in elective modules together with other outcomes not stated here. In Year 3 (Level 6) the stated outcomes are achieved by taking any of the modules offered in each semester.

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
the foundational and advanced principles of banking and finance, including the fundamentals of modern banking including banking regulations, banking procedures, banking risk and financial services ethics.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
strategic financial management techniques, encompassing asset valuation, capital structure analysis, and performance management within various financial frameworks including green finance and financial technology.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
the critical role of the banking profession in modern business facilitating business transactions and operating as a financial intermediary.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
the process of ongoing professional development, including the ability to identify personal and professional strengths, growth opportunities, engage in continuous learning, and apply new skills and knowledge in practical contexts to enhance their career progression. [Assurance of Learning Goal: 2.1]	Professional and Academic Development 1 - MAN-10071

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
apply critical and analytical thinking, drawing on relevant banking and finance contextual information, to problem-solve, make decisions and innovate.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
communicate ideas and data effectively, tailoring messages to context, media and audience	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071
apply the latest international rules and guidance in the preparation and presentation of published risk management statements.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
confidently read, interpret, and appraise financial information.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
use a range of professional software tools to access and analyse data, and onward develop these to support interpretation and enable effective decision making.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071
review available information to accurately produce and evaluate business proposals.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071
conduct critical appraisal of banking and finance methods and procedures.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
demonstrate an awareness of own intellectual, professional, and personal resources as a foundation for career management.	Professional and Academic Development 1 - MAN-10071
advocate for strategic and behavioural change to promote ethics, sustainability and responsibility in the profession.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
work with numerical data from a wide range of sources	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001
reflect on own personal effectiveness and strengths, engaging in proactive behaviours	Professional and Academic Development 1 - MAN-10071
engage in networking activity with external bodies (such as organisations)	Professional and Academic Development 1 - MAN-10071
demonstrate flexibility and agility	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071
work effectively with information/ digital technology	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071
manage their own learning, reflect on, and plan their own academic work thus demonstrating academic independence.	Principles of Financial and Management Accounting - ACC-10003 Methods for Finance and Accounting - FIN-10001 Professional and Academic Development 1 - MAN-10071

## **Level 5**

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
the foundational and advanced principles of banking and finance, including the fundamentals of modern banking including banking regulations, banking procedures, banking risk and financial services ethics.	Financial Analysis with Bloomberg - FIN-20005
strategic financial management techniques, encompassing asset valuation, capital structure analysis, and performance management within various financial frameworks including green finance and financial technology.	Financial Analysis with Bloomberg - FIN-20005
the critical role of the banking profession in modern business facilitating business transactions and operating as a financial intermediary.	Financial Analysis with Bloomberg - FIN-20005
the process of ongoing professional development, including the ability to identify personal and professional strengths, growth opportunities, engage in continuous learning, and apply new skills and knowledge in practical contexts to enhance their career progression.	Professional and Academic Development 2 - MAN-20199

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
apply critical and analytical thinking, drawing on relevant banking and finance contextual information, to problem-solve, make decisions and innovate.	Financial Analysis with Bloomberg - FIN-20005
communicate ideas and data effectively, tailoring messages to context, media and audience	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199
apply the latest international rules and guidance in the preparation and presentation of published risk management statements.	Financial Analysis with Bloomberg - FIN-20005
confidently read, interpret, and appraise financial information.	Financial Analysis with Bloomberg - FIN-20005
use a range of professional software tools to access and analyse data, and onward develop these to support interpretation and enable effective decision making.	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199
review available information to accurately produce and evaluate business proposals.	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199
conduct critical appraisal of banking and finance methods and procedures.	Financial Analysis with Bloomberg - FIN-20005
demonstrate an awareness of own intellectual, professional, and personal resources as a foundation for career management.	Professional and Academic Development 2 - MAN-20199
advocate for strategic and behavioural change to promote ethics, sustainability and responsibility in the profession.	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
work with numerical data from a wide range of sources	Financial Analysis with Bloomberg - FIN-20005
reflect on own personal effectiveness and strengths, engaging in proactive behaviours	Professional and Academic Development 2 - MAN-20199
engage in networking activity with external bodies (such as organisations)	Professional and Academic Development 2 - MAN-20199
demonstrate flexibility and agility	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199
work effectively with information/ digital technology	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199
manage their own learning, reflect on, and plan their own academic work thus demonstrating academic independence.	Financial Analysis with Bloomberg - FIN-20005 Professional and Academic Development 2 - MAN-20199

## **Level 6**

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
the foundational and advanced principles of banking and finance, including the fundamentals of modern banking including banking regulations, banking procedures, banking risk and financial services ethics.	Bank Risk Management and Operations - FIN-30005
strategic financial management techniques, encompassing asset valuation, capital structure analysis, and performance management within various financial frameworks including green finance and financial technology.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005
the critical role of the banking profession in modern business facilitating business transactions and operating as a financial intermediary.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005
the process of ongoing professional development, including the ability to identify personal and professional strengths, growth opportunities, engage in continuous learning, and apply new skills and knowledge in practical contexts to enhance their career progression.	Professional Academic Development 3 - MAN-30163

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
apply critical and analytical thinking, drawing on relevant banking and finance contextual information, to problem-solve, make decisions and innovate.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005
communicate ideas and data effectively, tailoring messages to context, media and audience	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163
apply the latest international rules and guidance in the preparation and presentation of published risk management statements.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005
confidently read, interpret, and appraise financial information.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005
use a range of professional software tools to access and analyse data, and onward develop these to support interpretation and enable effective decision making.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163
review available information to accurately produce and evaluate business proposals.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163
conduct critical appraisal of banking and finance methods and procedures.	Bank Risk Management and Operations - FIN-30005
demonstrate an awareness of own intellectual, professional, and personal resources as a foundation for career management.	Professional Academic Development 3 - MAN-30163
advocate for strategic and behavioural change to promote ethics, sustainability and responsibility in the profession.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
work with numerical data from a wide range of sources	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005
reflect on own personal effectiveness and strengths, engaging in proactive behaviours	Professional Academic Development 3 - MAN-30163
engage in networking activity with external bodies (such as organisations)	Professional Academic Development 3 - MAN-30163
demonstrate flexibility and agility.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163
work effectively with information/ digital technology	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163
manage their own learning, reflect on, and plan their own academic work thus demonstrating academic independence.	Corporate Strategic Finance - FIN-30003 Bank Risk Management and Operations - FIN-30005 Professional Academic Development 3 - MAN-30163

## 9. Final and intermediate awards

Credits required for each level of academic award are as follows:

<b>BSc (Hons) Banking and Finance</b>	360 credits	You will require at least 120 credits at levels 4, 5 and 6 You must accumulate at least 270 credits in your main subject (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 this subject.
<b>Diploma in Higher Education</b>	240 credits	You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher
<b>Certificate in Higher Education</b>	120 credits	You will require at least 120 credits at level 4 or higher

**International Year option:** in addition to the above students must pass a module covering the international year in order to graduate with a named degree including the 'international year' wording. Students who do not complete, or fail the international year, will be transferred to the three-year version of the programme.

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

**Entrepreneurship Year option:** in addition to the above students must pass a non-credit bearing module covering the entrepreneurship placement year in order to graduate with a named degree including the 'with Entrepreneurship Year' wording. Students who do not complete, or fail the work placement year, will be transferred to the three-year version of the programme.

## 10. 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 assessment ethos of this programme is founded on the principle of authentic assessment, designed to build skills and reinforce learning through practical, real-world tasks. This approach ensures that assessments are not merely theoretical but are deeply intertwined with the communication methods and professional tasks that graduates will encounter in the workplace.

Assessments are typically crafted to reflect the subject area and to mimic real-world scenarios, thereby fostering a direct link between classroom learning and professional application. The types of assessments include:

- Examinations, both computer based and paper based: These reflect the style of assessments used by accounting professional bodies and will be time constrained and invigilated.
- Portfolios and Project Reports: These offer students the opportunity to compile their achievements and reflections in a format that is valuable for both academic evaluation and as a showcase to potential employers.
- Case Studies and Essays: These assessments require students to navigate complex ethical considerations and apply strategic thinking, enhancing analytical and written communication skills.
- Reports: Focused on fostering formal writing and deep analytical skills as students produce detailed analyses on various topics.
- Simulations and Group Assessments: These allow students to engage in collaborative problem-solving and strategic negotiations, replicating typical workplace interactions.
- Presentations: Used to hone presentation skills and effective communication, preparing students to articulate ideas and proposals clearly and persuasively.

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

	<b>Scheduled learning and teaching activities</b>	<b>Guided independent Study</b>	<b>Placements</b>
<b>Year 1 (Level 4)</b>	16.7%	83.3%	0%
<b>Year 2 (Level 5)</b>	20.4%	79.6%	0%
<b>Year 3 (Level 6)</b>	16.2%	83.8%	0%

## 12. Accreditation

This programme does not have accreditation from an external body.

## 13. 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:

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'.

## 14. 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/>

### English for Academic Purposes

Please note: All new international students entering the university will provide a sample of Academic English during their registration. Using this sample, the Language Centre may allocate you to an English language module which will become compulsory. This will replace any GCP modules. *NB:* students can take an EAP module only with the approval of the English Language Programme Director and are not able to take any other Language modules in the same academic year.

English Language Modules at Level 4:

- Business - ENL-90003 Academic English for Business Students (Part 1); ENL-90004 Academic English for Business Students (2)
- Science - ENL-90013 Academic English for Science Students
- General - ENL-90006 English for Academic Purposes 2; ENL-90001 English for Academic Purposes 3; ENL-90002 English for Academic Purposes 4

English Language Modules at Level 5:

- Business - ENL-90003 Academic English for Business Students (Part 1); ENL-90004 Academic English for Business Students (2)
- Science - ENL-90013 Academic English for Science Students
- General - ENL-90006 English for Academic Purposes 2; ENL-90001 English for Academic Purposes 3; ENL-90002 English for Academic Purposes 4

English Language Modules at Level 6:

- Business - ENL-90003 Academic English for Business Students (Part 1); ENL-90004 Academic English for Business Students (2); ENL-90005 Advanced Business English Communication
- Science - ENL-90013 Academic English for Science Students
- General - ENL-90006 English for Academic Purposes 2; ENL-90001 English for Academic Purposes 3; ENL-90002 English for Academic Purposes 4

**Recognition of Prior Learning (RPL)** is considered on a case-by-case basis and those interested should contact the Programme Director. The University's guidelines on this can be found here:

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

## 15. 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 coordinated by the University.
- Each student is allocated an Academic Mentor for the duration of their studies. The Mentor provides individual student support in accordance with the University guidelines.
- Students whose first language is not English 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.

## 16. Learning Resources

Teaching on the programme largely takes place in the Smart Innovation Hub 7, which is a new state-of-the-art home for Keele Business School. The learning resources available to students on the programme include:

- The extensive collection of materials held in the University Library, including books and journals; often in digitised form (e-books, online journals) accessible online to Keele students with their Keele credentials.
- The Keele Learning Environment (KLE) provides easy access to a 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.
- Extensive online datasets are given by the Bloomberg Portal as mentioned, and by Thomson Reuters Eikon and Data-stream, an industry-standard source of economic, financial, and business data. This is available via a computer link located in the KBS Multifunctional IT suite.
- Students will have the opportunity to use statistical/econometric software packages to perform complex numerical analysis in their essays and projects module.
- Microsoft Office & Teams - students have access to the Microsoft Office and KBS uses the Microsoft Teams platform for many of its online learning activities.

## 17. Other Learning Opportunities

### Study abroad (semester)

Students on the programme have the potential opportunity to spend a semester abroad in their second year studying at one of Keele's international partner universities. Please note that students cannot take both a Global Challenge Pathway (GCP) and the semester abroad option.

Exactly which countries are available depends on the student's choice of degree subjects. An indicative list of countries is on the website (<http://www.keele.ac.uk/studyabroad/partneruniversities/>); however this does not guarantee the availability of study in a specific country as this is subject to the University's application process for studying abroad.

No additional tuition fees are payable for a single semester studying abroad but students do have to bear the costs of travelling to and from their destination university, accommodation, food and personal costs. Depending on the destination they are studying at additional costs may include visas, study permits, residence permits, and compulsory health checks. Students should expect the total costs of studying abroad to be greater than if they study in the UK, information is made available from the Global Education Team throughout the process, as costs will vary depending on destination.

Whilst students are studying abroad any Student Finance eligibility will continue, where applicable students may be eligible for specific travel or disability grants. Students who meet external eligibility criteria may be eligible for grants as part of this programme. Students studying outside of this programme may be eligible for income dependent bursaries at Keele. Students travel on a comprehensive Keele University insurance plan, for which there are currently no additional charges. Some governments and/or universities require additional compulsory health coverage plans; costs for this will be advised during the application process.

### Study Abroad (International Year)

A summary of the International Year, which is a potential option for students after completion of year 2 (Level 5), is provided in the Annex for the International Year.

### 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 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. Eligibility rules are included in the Annex.

Students wishing to take the work placement year should meet with the Programme Director to obtain their signature to confirm agreement before they will be allowed to commence their placement.

International students who require a Tier 4 visa must check with the Immigration Compliance Team prior to commencing any form of placement.

A summary of the Work Placement Year, which is a potential option for students after completion of year 2 (Level 5), is provided in the Annex for the Work Placement Year.

## Entrepreneurship Year

Students have the opportunity to apply directly for the 4-year 'with Entrepreneurship 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 entrepreneurship year, students must have a good University attendance record. They must also have passed all Year 1 and Year 2 Semester 1 modules. Students must have met the progression requirements to proceed to their final year of study prior to commencing a placement.

Students wishing to take the entrepreneurship year should meet with the Programme Director to obtain their signature to confirm agreement before they will be allowed to commence their placement.

International students who require a Tier 4 visa must check with the Immigration Compliance Team prior to commencing any form of placement.

A summary of the Entrepreneurship Year, which is a potential option for students after completion of year 2 (Level 5), is provided in the Annex for the Work Placement Year.

## 18. Additional Costs

There may be travel costs associated with placements depending on their location.

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.

## 19. 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 Revalidation 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 National Student Survey (NSS), 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 in all three years of 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/>

## 20. 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: [Subject Benchmark Statement: Finance](#)

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

d. Any accreditation-related documents [CBI | Homepage](#)

## 21. Annex - International Year

### BSc (Hons) Banking and Finance with International Year

<p><b>International Year Programme</b></p> <p>Students registered for this Single Honours programme may either be admitted for or apply to transfer during their period of study at Level 5 to the International Year option. Students accepted onto this option 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.</p> <p>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 standard programme and progress to Level 6 on that basis. The failure will be recorded on the student's final transcript.</p> <p>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 the International Year option.</p>
<p><b>International Year Programme Aims</b></p> <p>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:</p> <ol style="list-style-type: none"><li>1. Personal development as a student and a researcher with an appreciation of the international dimension of their subject</li><li>2. Experience of a different culture, academically, professionally and socially</li></ol>
<p><b>Entry Requirements for the International Year</b></p> <p>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.</p> <p>The criteria to be applied are:</p> <ul style="list-style-type: none"><li>• Academic Performance (an average of 55% across all modules in Semester 1 at Level 5 is normally required. Places on the International Year are then conditional on achieving an average mark of 55% across all Level 5 modules. Students with up to 15 credits of re-assessment who meet the 55% requirement may progress to the International Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)</li><li>• 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 Academic Mentor, 1st and 2nd year tutors and programme director)</li></ul> <p>Students may not register for both an International Year and a Placement Year.</p>
<p><b>Student Support</b></p> <p>Students will be supported whilst on the International Year via the following methods:</p> <ul style="list-style-type: none"><li>• Phone or Skype conversations with Study Abroad tutor, in line with recommended Academic Mentoring meeting points.</li><li>• Support from the University's Global Education Team</li></ul>
<p><b>Learning Outcomes</b></p>

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:

1. Describe, discuss and reflect upon the cultural and international differences and similarities of different learning environments
2. Discuss the benefits and challenges of global citizenship and internationalisation
3. Explain how their perspective on their academic discipline has been influenced by locating it within an international setting.

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.

## **Regulations**

Students registered for the International Year are subject to the programme-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 module with significant overlap to the Level 6 modules they will study 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](http://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 who meet external eligibility criteria 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.

## **22. Annex - Work Placement Year**

### **BSc (Hons) Banking and Finance with Work Placement Year**

#### **Work Placement Year summary**

Students registered for this programme may either be admitted for or apply to transfer during their studies to the 'with Work Placement Year' option (NB: for Combined Honours students the rules relating to the work placement year in the subject where the placement is organised are to be followed). Students accepted onto this programme will have an extra year of study (the Work Placement Year) with a relevant placement provider after they have completed Year 2 (Level 5) at Keele.

Students who successfully complete both the second year (Level 5) and the Work Placement Year will be permitted to progress to Level 6. Students who fail to satisfactorily complete the Work Placement Year will normally revert to the 3-year 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 the Work Placement Year option.

### **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**

Admission to the Work Placement Year is subject to successful application, interview and references from appropriate staff. 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, (\* or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

\* We recommend where possible students undertake a placement of between 9 - 12 months on a full-time basis to maximize academic and personal growth. However, the Work Placement Year mandates a minimum of 24 weeks in duration, ideally on a full-time basis, but no less than 21 hours per week. This enables those undertaking an unpaid placement to work on a part-time basis alongside.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- Academic Performance (an average of 50% across all modules in Semester 1 at Level 5 is normally required. Places on the Work Placement Year are then conditional on achieving an average mark of 50% across all Level 5 modules. Students with up to 15 credits of re-assessment who meet the 50% requirement may progress to the Work Placement Year. Where no Semester 1 marks have been awarded performance in 1st year marks and ongoing 2nd year assessments are taken into account)
- 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 and a Work Placement Year.

### **Student Support**

Students will be supported whilst on the Work Placement Year via the following methods:

- Regular contact between the student and a named member of staff who will be assigned to the student as their University supervisor. The University supervisor will be in regular contact with the student throughout the year, and be on hand to provide advice (pastoral or academic) and liaise with the Placement supervisor on the student's behalf if required.
- Two formal contacts with the student during the placement year: the University supervisor will visit the student in their placement organization at around 5 weeks after the placement has commenced, and then visit again (or conduct a telephone/video call tutorial) at around 15 weeks into the placement.
- Weekly supervision sessions will take place with the placement supervisor (or his/her nominee) throughout the duration of the placement.

## **Learning Outcomes**

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete the 'with Work Placement Year' option will be able to:

1. 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;
2. Develop, through practice on placement, the employment-related skills identified through their SWOT analysis and Intended Learning Outcomes;
3. Reflect on and apply academic themes, concepts and theory as explored at Level 4 and Level 5 to complex real situations on work placement;
4. Reflect on and critically evaluate their learning from the work placement and previous learning;
5. Explain how their chosen professional or placement sector operates and what skills are needed to develop their career.

These learning outcomes will be assessed through the non-credit bearing Work Placement Year module (MAN-30068) which involves:

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

## **Regulations**

Students registered for the 'with Work Placement Year' option are subject to programme-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 Work Placement module (MAN-30068)
- In order to ensure a high quality placement experience, each placement agency will sign up to a placement contract (analogous to a service level agreement).
- Once a student has been accepted by a placement organisation, the student will make a pre-placement visit and a member of staff identified within the placement contract will be assigned as the placement supervisor. The placement supervisor will be responsible for ensuring that the placement experience meets the agreed contract agreed with the University.
- The placement student will also sign up an agreement outlining his/her responsibilities in relation to the requirements of each organisation.

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](http://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.

A small stipend may be available to students from the placement provider during the placement but this will need to be explored on a placement-by-placement basis as some organisations, such as charities, may not have any extra money available. Students should budget with the assumption that their placement will be unpaid.

Eligibility for student finance will depend on the type of placement and whether it is paid or not. If it is paid, this is likely to affect student finance eligibility, however if it is voluntary and therefore unpaid, should not affect student finance eligibility. 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.

## Version History

### This document

**Date Approved:** 10 April 2026

### Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1.1	2025/26	TRACY CLEWLOW	21 January 2026	Replace ACC-10005 Foundation of Business and Economics (SEM2) with MAN-10079 Data, Decisions and Visualisation (SEM2)
1	2025/26	GHULAM SORWAR	23 July 2025	