

## Programme Specification: Undergraduate For Academic Year 2026/27

### 1. Course Summary

<b>Names of programme and award title(s)</b>	BSc (Hons) Finance and Management [Top-Up Degree]
<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>	1 year
<b>Maximum period of registration</b>	The normal length as specified above plus 1 year
<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>	NB: Fees applicable to students studying at Horizon Campus, Sri Lanka are regulated by the Sri-Lankan Government and determined by Horizon Campus. Please refer to the Horizon Campus webpages for information on fees in relation to this programme.

**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**

The Finance and Management top-up degree builds on the existing BSc Business Management and Finance Programme, which enables students to specialise in Finance within the broader context of studying business management. Both subjects are well established Social Science disciplines and at level 6 students can develop further knowledge on topics related to international business, economics and finance. The latter provides students with an opportunity to learn about decision making of investors and the role of financial markets in an economy, with a wide range of practical applications. Business Management modules offer the opportunity to develop a scientifically informed overview of management of a range of organisation types, including alternative business forms. Students are encouraged to think critically about what they learn, challenge received wisdom, and reflect about the validity of the theories to which they are exposed, seeking evidence to support or refute them.

The Finance and Management top-up programme provides direct access to Level 6 for students arriving to Keele University through less conventional routes such as Further Education colleges, and international students in programmes that include one year abroad. The development of the programme emerges from our commitment to the responsibilities of business and their managers, as well as financial investors, to wider social improvement. As a signatory to the Principles of Responsible Management Education, we promote reflection on a broad range of issues that have informed research interests here for over 20 years, including the promotion of gender equality, developing socially responsible practices and respect for difference and diversity.

The Finance and Management top-up degree at Keele provides students with an opportunity to complete a quality education with high staff support level. In addition, students will have the opportunity to work collaboratively with entrepreneurs and business owners in the new Smart Innovation Hub, designed to support the creation and growth of new businesses and encourage more innovation-led business growth. The unique environment also aims to stimulate a new, more collaborative approach to business and management research which will benefit businesses locally and globally.

Our undergraduate programme is taught by colleagues from across the School and exposes students to new areas of research and development in the discipline. The Level 6 programme concentrates on the qualitative study of contemporary topics related to organisations and their strategies, including business strategy and international perspectives. This is supported by modules offering students the possibility to deepen the knowledge in specific areas such as investment management. Students will be also working on an Individual Study Project (ISP) aimed at reinforcing their research, management and consultancy skills. The programme is academically rigorous and is delivered in a supportive and challenging learning environment.

Our Finance and Management top-up programme offers students a variety of areas of study, with the option to tailor their ISP according to their interests, so that their personal and academic development is enhanced following the knowledge gained in their prior studies. It will provide solid foundations for either business careers or further study. Our teaching also allows students to engage directly with real problems faced by large scale, small scale and alternative organisations in the classroom, exposing students to a variety of experiences and challenges to help them develop the knowledge, self-confidence and self-awareness to pursue their future goals.

### **4. Aims of the programme**

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

- Study the disciplines of business management and finance and benefit from their complementary perspectives.
- Describe and explain a diverse range of business- and finance-world phenomena in terms of a small set of unifying principles drawing from the disciplines of management and finance.
- Understand, evaluate and combine theoretical models and analysis with up-to-date factual knowledge about finance and real business and management phenomena.
- Become familiar with the features of organisations and evaluate how they respond to external developments.
- Develop an understanding of the impacts of the ways in which organisations operate, and the role of management in this activity.
- Develop a critical awareness of current issues in business management and finance including their practical implementation in a global context.
- Become familiar with the main methods of finance and management research and develop the ability to use professional software tools for the analysis of real economic and business data.
- Develop the capability to undertake and report on their own research using relevant management and finance concepts and methods in a well-balanced and concise manner, exercising appropriate levels of scholarship.
- Acquire knowledge and skills that enable them to develop independence and self-confidence in their work and the ability to cooperate with colleagues.

### **5. What you will learn**

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

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

### **Subject knowledge and understanding**

Successful students will be able to:

- Demonstrate knowledge and understanding of key concepts and theories in finance and financial economics and use them to understand financial decision-making, the behaviour of financial firms and developments in financial markets.
- Be familiar with up-to-date factual knowledge about financial markets and organisations.
- Employ a variety of theory-based and model-based analytical methods in financial economics.
- Use a range of tools, including verbal, graphical, and mathematical representation of ideas in finance, and the capability to manipulate and interpret relevant financial data.
- Demonstrate knowledge and understanding of organisations, the external environment in which they operate and how they are managed.
- Demonstrate knowledge and understanding of markets and the agents that operate in markets, including the organisations and the people they employ, their operations, business policy and strategies.
- Demonstrate knowledge and understanding of issues affecting the business environment such as globalisation, innovation, corporate social responsibility and diversity.

### **Subject specific skills**

Successful students will be able to:

- Demonstrate advanced reasoning capabilities, using surveys of existing theories, critical and analytical thinking and formal tools and methods including graphical and mathematical tools.
- Demonstrate the ability to organise, present and communicate logical reasoning, policy analysis and accompanying data in an effective way.
- Write in a scholarly manner.
- Utilise a variety of theories to analyse developments in the management of organisations.
- Utilise a variety of methods of communicating ideas in management including graphical, poster-based, and essay exposition.
- Apply logical reasoning based on knowledge of management to a variety of theoretical and applied topics and problems.
- Organise, present and analyse data using a methodology appropriate to social research.
- Frame a research problem, deciding upon the quality and limitations of a given approach.

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

Successful students will be able to:

- Communicate using a variety of medium to a range of audiences.
- Work effectively both as an individual and as part of a group or a team, recognising and respecting the viewpoints of others.
- Work with numerical data from a wide range of sources.
- Work effectively with information technology.
- Demonstrate effective skills in problem-solving.
- Demonstrate and sustain effective approaches to learning and study, including time management, flexibility, creativity and intellectual integrity.

### **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:

- **Lectures** accompanied by suggested reading for independent study, intended to provide a core framework of subject knowledge on which a systematic understanding of major principles can be built. Some lecture classes may feature activities such as mock auctions, quizzes that involve voting, or other interactive activities.
- **Tutor-led seminars** where students contribute to or lead a discussion on key topics or make a presentation on a specific point so as to develop critical thinking.
- **Problem-based tutorials** (often based on scenarios rooted in the real world) in which students are expected to offer answers or solutions to previously provided problems but which also offer opportunity for students to direct specific questions to tutors and develop better understanding of the issues in question.
- **Practical, computer laboratory based** classes where students acquire the hands-on skills associated with describing, analysing and interpreting business data.
- **Directed independent study** where students are referred to specific materials or asked to research and find information independently, which may extend to undertaking an independent research project under the supervision of an experienced tutor.
- Students may undertake **web-based self-study** exercises using the University's virtual learning environment (KLE). The KLE gives students easy access to a wide range of resources and research tools and permits the use of online discussion, quizzes and 'blogs' in teaching and learning whilst permitting students to develop improved IT knowledge.
- Other opportunities for directed independent study are available in our computer laboratories which are equipped with Bloomberg information terminals and Sage accounting software allowing students to interact with real world data and situations.

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 of professors, readers, senior lecturers and lecturers with expertise in Management, Human Resource Management, International Business, Marketing, Finance, Economics and Accounting. Most staff members have teaching qualifications and those that do not are actively working to attain them. A number of staff have PhD qualifications and a number have professional qualifications.

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. All members of staff seek to ensure that module content represents up to date research, including the results of their own research.

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;

For further information on the content of modules currently offered, please visit:

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

Year	Compulsory	Optional	
		Min	Max
Level 6	90	30	30

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## Module Lists

### Level 6

Compulsory modules	Module Code	Credits	Period
International Finance	ECO-30037	15	Semester 1
Development Finance	FIN-30001	15	Semester 1
Business Strategy	MAN-30048	15	Semester 1
Risk Management with Derivatives	ECO-30048	15	Semester 2
Managing International Projects	MAN-30065	15	Semester 2
The Political Economy of Brexit - The UK outside the EU	MAN-30111	15	Semester 2

Optional modules	Module Code	Credits	Period
Academic English for Business Students ( 2)	ENL-90004	15	Semester 1
Advanced Business English Communication	ENL-90005	15	Semester 1
Academic English for Business Students (Part 1)	ENL-90003	15	Semester 1-2
Managing Diversity - ISP	MAN-30071	30	Semester 1-2
Enterprise Business Plan - ISP	MAN-30123	30	Semester 2

### Level 6 Module Rules

Students must choose one module from the following: MAN-30071 Managing Diversity - ISP, MAN-30123 Enterprise Business Plan - ISP. Students who do need to complete the Language module will take it instead of FIN-30001 in Semester 1.

\* ENL-90003 Academic English for Business Students (1): Open only to non-native speakers of English on recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year.

\*ENL-90004 Academic English for Business Students (2): Open only to non-native speakers of English on recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year.

\*ENL-90005 Advanced Business English Communication: Open only to third year non-native speakers of English on recommendation of the Language Centre. Cannot be taken with other ENL- module (English Language module) in the same academic year.

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## 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 6

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.

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>
Demonstrate knowledge and understanding of key concepts in Economics related to the functioning of markets, the behaviour of actors such as individuals/households and firms and the effects of government intervention in the economy	Managing Diversity - ISP - MAN-30071
Show familiarity with up-to-date factual knowledge about the economy and public policy	International Finance - ECO-30037 Development Finance - FIN-30001 The Political Economy of Brexit - The UK outside the EU - MAN-30111
Utilise a variety of theoretical, analytical and empirical methods in economics;	Risk Management with Derivatives - ECO-30048 Development Finance - FIN-30001
Use a range of tools and methods for the formulation and presentation of economic arguments, the analysis of real-world problems and the evaluation and formulation of policy proposals.	International Finance - ECO-30037 Development Finance - FIN-30001 The Political Economy of Brexit - The UK outside the EU - MAN-30111
Demonstrate knowledge and understanding of organisations, the external environment in which they operate and how they are managed	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123
Demonstrate knowledge and understanding of markets and the agents that operate in markets, including the organisations and the people they employ, their operations, business policy and strategies	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123
Demonstrate knowledge and understanding of issues affecting the business environment such as globalisation, innovation, corporate social responsibility and diversity	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Demonstrate advanced reasoning capabilities, using surveys of existing theories, critical and analytical thinking and formal tools and methods including graphical and mathematical tools	Risk Management with Derivatives - ECO-30048 Development Finance - FIN-30001
Demonstrate an ability to organise, present and communicate their reasoning, policy analysis and accompanying data in an effective way	Development Finance - FIN-30001 The Political Economy of Brexit - The UK outside the EU - MAN-30111
Demonstrate an ability to write in a scholarly manner	All modules at this level
Utilise a variety of theories to analyse developments in the management of organisations	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123
Utilise a variety of methods of communicating ideas in management including graphical, poster-based, and essay exposition	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123
Apply logical reasoning based on knowledge of management to a variety of theoretical and applied topics and problems	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123
Organise, present and analyse data using a methodology appropriate to social research	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123
Frame a research problem, deciding upon the quality and limitations of a given approach	Business Strategy - MAN-30048 Managing Diversity - ISP - MAN-30071 Enterprise Business Plan - ISP - MAN-30123

<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Communicate using a variety of media to a range of audiences	All modules at this level
Work effectively both as an individual and as part of a group	All modules at this level
Work effectively with information technology	Development Finance - FIN-30001 Business Strategy - MAN-30048
Demonstrate effective skills in problem-solving	International Finance - ECO-30037 Development Finance - FIN-30001
Demonstrate and sustain effective approaches to learning and study, including time management, flexibility, creativity and intellectual integrity	All modules at this level
Work with numerical data from a wide range of sources	Development Finance - FIN-30001 Business Strategy - MAN-30048

## 9. Final and intermediate awards

This is a Level 6 only programme so students are not eligible for intermediate awards. On completion of the 120 credits at Level 6, students will graduate with a BSc (Hons) Finance and Management degree. If a student leaves the award prior to completion of the relevant credits no qualification will be awarded. Module credits will be awarded on successful completion of the relevant modules.

## 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 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 you to demonstrate your ability to carry out basic bibliographic research and to communicate your ideas effectively in writing in an appropriate scholarly style using the Harvard system of referencing.
- **In-class tests and Final examinations**, in different formats, test your knowledge and understanding of the module. Examinations may consist of essay, short answer, multiple choice questions and computational answers depending on the module.
- **Individual and Group presentations**, where you (individually or in collaboration with fellow students) present your findings to other students on the module and the module tutor.
- **Individual and Group reports**, where you (on your own or collaborating with fellow students) produce a document that sets out your response to the task, including your recommendations and conclusions.
- **Portfolios** where you assemble pieces of work to demonstrate your engagement with and understanding of a topic, either individually or in a group.
- **Independent Study Project (ISP)**, where you demonstrate your ability to apply appropriate research techniques to answer a research question related to real business and management issues, and present your results effectively in writing using appropriate scholarly referencing style (Harvard).

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 3 (Level 6)</b>	15.2%	84.8%	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:

<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'.

## **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/>

Applicants who are not currently undertaking any formal study or who have been out of formal education for more than 3 years and are not qualified to A-level or BTEC standard may be offered entry to the University's Foundation Year Programme.

Applicants for whom English is not a first language must provide evidence of a recognised qualification in English language. The minimum score for entry to the Programme is Academic IELTS 6.0 or equivalent.

Please note: All non-native English speaking students are required to undertake a diagnostic English language assessment on arrival at Keele, to determine whether English language support may help them succeed with their studies. An English language module may be compulsory for some students during their first year at Keele.

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 tutors are responsible for providing support for learning on the modules. They also give individual feedback on module assessments and more general feedback on examinations.
- Every student is allocated an academic mentor who is responsible for reviewing and advising on students' academic progress.
- Academic Mentors also act as a first point of contact for students on non-academic issues that may affect their learning and can refer students on to a range of specialist health, welfare and financial services coordinated by the University's Student Services.
- Student Voice Representatives - provide a focus for issues at module and year level to be raised. Students for whom English is not their first language 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.
- All members of teaching staff on the programme are available to see students during office hours, if available, and by appointment.
- Student Experience and Support Officer (SESO) - students can access advice, guidance, and one to one support from the Student Experience and Support team of their Faculty, which has a dedicated team member in every School.
- In addition to the previous standard support, in recognition that students on this programme may be less familiar with university environments and standards, specific support sessions will be scheduled prior to the beginning of the academic year and during welcome week, and both academic mentors and module tutors will pay special attention to the integration of these students with existing cohorts, to ensure a positive student experience.

## **16. Learning Resources**

Teaching takes place in a variety of lecture theatres and tutorial rooms all of which have appropriate audiovisual equipment. Copies of set texts are available in the campus library with an increasing number available as e-books, together with electronic access to a wide variety of relevant academic journals.

All modules make extensive use of the Keele Learning Environment meaning that students have access to detailed module materials (lecture notes, tutorial activities, journal articles and so on) anywhere and anytime that they have access to the internet. Microsoft Teams is also used as a method of communication.

SAGE accounting software is installed in a variety of PC labs within KBS building and campus library and Bloomberg information terminals are available in the KBS building.

## **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.

## **18. Additional Costs**

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 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/>

## 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: Business Management (2023): [https://www.qaa.ac.uk/docs/qaa/sbs/sbs-business-and-management-23.pdf?sfvrsn=8370a881\\_10](https://www.qaa.ac.uk/docs/qaa/sbs/sbs-business-and-management-23.pdf?sfvrsn=8370a881_10)
- c. Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>
- d. QAA Subject Benchmark Statement Finance (2019): [https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-finance.pdf?sfvrsn=f8f3c881\\_7](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-finance.pdf?sfvrsn=f8f3c881_7)

## 21. Annex - International Year

### Award title 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>

Students may apply to the 4-year programme during Level 5. Admission to the International Year is subject to successful application, interview and references from appropriate staff.

The criteria to be applied are:

- Academic Performance (an average of 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)
- 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)

Students may not register for both an International Year and a Placement Year.

### **Student Support**

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

- Phone or Skype conversations with Study Abroad tutor, in line with recommended Academic Mentoring meeting points.
- Support from the University's Global Education Team

### **Learning Outcomes**

In addition to the learning outcomes specified in the main text of the Programme Specification, students who complete a Keele undergraduate programme with International Year will be able to:

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.
4. ADD subject-specific ILOs

In addition, students who complete the International Year will be able to:

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 (or Industrial Placement Year or Entrepreneurship Year)**

**Award title with Work Placement Year [NB: please adapt this section as necessary]**

### **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. ADD

### **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 (minimum 30 weeks full time (1,050 hours), or equivalent, work placement), will be automatically transferred onto the 3-year degree programme.

The criteria to be applied are:

- A good University attendance record and be in 'good academic standing'.
- 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. ADD

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

1. ADD

## **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 'ADD TITLE' module (ADD CODE)
- 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:** 15 April 2026

### **Previous documents**

<b>Version No</b>	<b>Year</b>	<b>Owner</b>	<b>Date Approved</b>	<b>Summary of and rationale for changes</b>
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