

## Programme Specification: Post Graduate Taught

### For students starting in Academic Year 2023/24

#### 1. Course Summary

<b>Names of programme and award title(s)</b>	MSc Investment Management Postgraduate Diploma Investment Management Postgraduate Certificate Investment Management
<b>Award type</b>	Taught Masters
<b>Mode of study</b>	Full-time Part-time
<b>Framework of Higher Education Qualification (FHEQ) level of final award</b>	Level 7
<b>Normal length of the programme</b>	1 year full-time or 2 years part-time
<b>Maximum period of registration</b>	The normal length as specified above plus 3 years
<b>Location of study</b>	Keele Campus
<b>Accreditation (if applicable)</b>	No accreditation body. However, the Chartered Financial Analysts Institute (CFA) can be approached for approval once the programme is established.
<b>Regulator</b>	Office for Students (OfS)
<b>Tuition Fees</b>	<p><b>UK students:</b></p> <p>Full-time fee for 2023/24 is £11,500</p> <p>Part-time fee for 2023/24 is £6,400 per annum*</p> <p><b>International students:</b></p> <p>Full-time fee for 2023/24 is £19,900</p>

**How this information might change:** Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

\*We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

#### 2. Overview of the Programme

The MSc Investment Management equips students with the skills needed to tackle the challenges in the twenty first century capital markets. This programme is designed to attract students who will become leaders in the financial services sectors playing key roles such as analysts, fund managers and bankers. It will prepare students to sit the CFA exams to qualify as analysts. It will also prepare students for a career in research in Economics, Finance and Banking.

The programme delivers a rigorous examination of core finance and investment theories alongside solid training in quantitative methods with extensive use of software such as R and STATA. Across the programme, students learn to work confidently both individually as well as a member of team. Students will

also make extensive use of data sources such as Bloomberg Professional Services Platforms and DataStream. Students will also be encouraged to prepare for level I of the CFA exams whilst they are completing their MSc. Thus ideally by the time students graduate, they should not only have been awarded the MSc, but will also be one third qualified CFA analyst.

The MSc in Investment Management equips students with the knowledge, skills and techniques needed for a successful career in the financial services sector. This is achieved through: (i) tracking the CFA syllabus, (ii) following the latest research in the field of finance and investment, and (iii) hands on testing of theories and methods by making extensive use of databases and advanced software packages. Fundamental to the design of this programme is the emphasis on practical skills needed by students to work in the financial markets. The starting point in designing this programme is the Keele Business School six fundamentals; digital, sustainability, ethics, innovation, enterprise and creativity.

The programme provides students with a rigorous understanding of modern investment techniques that are required in the capital markets. It equips students to succeed and thrive in a competitive and demanding international environment. It lays the foundation for a professional qualification that is seen as the global gold standard. It will prepare students for senior roles within the fund management industry.

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

By the end of the programme, successful students will gain:

- In-depth understanding of investment management curriculum appropriate to global contemporary business environments.
- Knowledge of previous studies and experiences by facilitating a comprehensive and systematic understanding of complex investment management problems within a global context.
- Comprehensive insights into the challenges facing the investment management industry.
- Manage ethical dilemmas facing the fund management industry.
- Critical qualitative and quantitative skills required to be success in the fund management industry.
- Significant experience of using advanced software and databases.

### **4. What you will learn**

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

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

#### **Subject knowledge and understanding**

Successful students will be able to:

- Gain critical insight into the challenges faced by financial services organisations in dynamic and competitive environments and the role that investment management plays in addressing these challenges.
- Gain an in-depth overview of the nature of the modern firm and the critical differences in the capital structure between modern firms and banks.
- Demonstrate knowledge of the key investment models that are used in academia and industry to judge investment performance.
- Critically assess the economic and financial factors that cause volatility in the financial markets.
- Appreciate the complexity and importance of the fixed income market.
- Develop the ability to test and apply complex financial analysis in a business context.
- Understand the uncertain payoff from complex financial instruments and how they can cause market failure.

#### **Subject specific skills**

Successful students will be able to:

- Synthesise and critically evaluate recent and current literature on a wide range of investment management theories and issues in order to develop and apply conceptual frameworks.
- Gain in-depth understanding of financial markets, institutions and instruments.
- Utilise the methods and theories that have been developed in finance and economics in making complex financial decisions by banks, fund management companies and other financial service firms.
- Utilise databases and software packages in a constructive way and analyse complex multi-dimensional

- problems faced by investment and other financial services firms.
- Apply strict ethical criteria in the financial decision making process.

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

Successful students will be able to:

- Work individually and in teams to clarify objectives and evaluate data in terms of the problems presented.
- Locate and synthesise information from a range of published literature and electronic sources and present this effectively in both oral and written forms.
- Solve problems effectively using appropriate qualitative and/or quantitative skills.
- Take responsibility for managing their time to meet deadlines and for personal learning and continuous professional development.
- Communicate effectively through a variety of media to different audiences.
- Reflect on their own performance, demonstrate professional standards in relation to behaviour and ongoing development.
- Advocate the use of good practice within and outside the organisation.

## **Keele Graduate attributes**

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

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

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

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

- Traditional lectures where the lecturer provides students with a framework for reading and independent study. Some lecture classes may feature activities such as group discussion, quizzes that involve voting, or other interactive activities.
- Small group tutorials and seminars where key issues can be explored and discussed in more depth. Students are expected to play a full part, and on some occasions, to lead these discussions. Some tutorials and seminars consist largely of student presentations and many are based on the application of business ideas to case studies drawn from the media and the findings of relevant academic research.
- Practical, computer-based, lab classes where students acquire the hands-on skills associated with analysing, interpreting and synthesising of relevant economic and business data.
- In-depth lectures on research methods for quantitative finance to ensure that all students have a strong background in financial research
- Independent study based on directed reading from textbooks, research monographs, academic journals, business case studies, official government publications and the media.
- Web-based learning using the University's virtual learning environment (VLE). The VLE is used to give students easy access to a wide-range of resources and research tools, and as a platform for online discussions, quizzes and blogs.

The final 45 credits of the programme offer you a choice between dissertation, consultancy project, placement or entrepreneurship.

- The dissertation requires independent thought and action and encourages the integration of course material with areas of individual expertise and interest. The context, data, analysis and conclusions of the study are to be presented for assessment in a dissertation. Completion of the dissertation is supported by an academic supervisor. Students will be encouraged to take a critical approach and will be encouraged to further develop their programming skills and their appreciation of the finance literature.
- For the consultancy project, the aim is to encourage and enable students to reflect on an applied research placement and to develop and apply their skills within the financial services industry. Participation in the Consultancy Project is only available after a comprehensive selection process. Masters students who meet the criteria will be attached to an organisation/company for a period of between 8-12 weeks. During this time students will need to undertake, in conjunction with the School

and Organisation, a research project on behalf of the organisation/company. The research period plus their report, presentation, a reflective piece and an organisation/company assessment will constitute the module's summative assessment.

- Placement project - it will be the student's responsibility, with the support of the School's Placement Officer, to find and secure the placement which can last between 6-12 months. The placement should be a paid work placement at a suitable level for Master's study. During your time on the placement students will be required to complete an extended project on behalf of the organisation. The project report, presentation, a reflective piece and an organisation assessment will constitute the module's summative assessment.
- Entrepreneurship project[1] - The aim of this module is to allow students time and space to develop their own business idea. Students will have access to facilities and expertise for a period of 6-12 months. During this time students will be required to complete a portfolio of evidence, presentation to an external stakeholder and a reflective piece which will constitute the module's summative assessment.

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

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

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

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

## 6. Teaching Staff

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

Most members of the permanent teaching staff have PhDs or equivalent. All programme team members engage with continuing professional development as academic teachers. All established members of teaching staff have substantial teaching experience and/or formal teaching qualifications. All probationary appointments receive an intensive one-year training programme on Higher Education Practice and they are members (Fellows/Senior Fellows) of the Higher Education Academy. The availability of the programme teaching staff may vary year on year. The web pages of KBS academic staff are available at: <https://www.keele.ac.uk/kbs/staff/academicstaff/>

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

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

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

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

### For the September starters:

All modules during semester 1 are compulsory. They are: Portfolio Management and Investment Analysis; Corporate Finance; Financial Ethics and Regulations and Economics for Investment Analysis and Business. During semester 2, Fixed Income Securities and Credit Risk and Derivative Instruments are compulsory. Research Methods is compulsory and is taught in semester 2.

### For the January starters:

During semester 1, Fixed Income Securities and Credit Risk and Derivative Instruments are compulsory. Research Methods is compulsory and is taught in semester 2.

All modules during semester 2 are compulsory. They are Portfolio Management and Investment Analysis; Corporate Finance; Financial Ethics and Regulations and Economics for Investment Analysis and Business.

The availability of optional modules will be determined by demand and staff availability. Total credits obtained during semester 1 and 2 is 105.

### For the part-time mode:

Options are chosen to bring the number of credits taken over the course of the programme in Semester 2 of the second year. The 15 credit bearing Research Methods module is taken over the first 18 months of study. For the September intake part-time mode the substantive 45 credit dissertation/project is taken in the final semester. For the January intake part-time mode the substantive 45 credit dissertation/project is taken in the penultimate semester.

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

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

## Module Lists

### Level 7

Compulsory modules	Module Code	Credits	Period
Economics for Investment Analysis and Business	ECO-40006	15	Semester 1
Portfolio Management and Investment Analysis	FIN-40041	15	Semester 1
Corporate Finance	FIN-40043	15	Semester 1
Financial Ethics and Regulations	FIN-40045	15	Semester 1
Derivative Instruments	FIN-40037	15	Semester 2
Fixed Income Securities and Credit Risk	FIN-40039	15	Semester 2
Research Methods	FIN-40055	15	Semester 2

Optional modules	Module Code	Credits	Period
International Financial Reporting	ACC-40001	15	Semester 2
Multinational Accounting and Control	ACC-40002	15	Semester 2
Contemporary Issues in Accounting	ACC-40004	15	Semester 2
Bank Risk Management	FIN-40047	15	Semester 2
FinTech and Mobile Banking	FIN-40051	15	Semester 2
Green Finance	FIN-40053	15	Semester 2
Dissertation-Finance	FIN-40057	45	Semester 3
Finance Consultancy Project	FIN-40059	45	Semester 3
Finance Placement Project	FIN-40061	45	Semester 3
Finance Entrepreneurship Project	FIN-40063	45	Semester 3

### For the part time mode:

Year 1:

- ECO-40006
- FIN-40041
- FIN-40043
- FIN-40045
- FIN-40055 (*or study this at year 2*)

Year 2:

- FIN-40037
- FIN-40039
- Option 1 semester 2
- Option 2 semester 2
- FIN-40055 (*if not studied at year 1*)
- Project or dissertation module: FIN-40057, FIN-40059, FIN-40061 or FIN-40063

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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 7***

<b>Subject Knowledge and Understanding</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Gain critical insight into the challenges faced by financial services organisations in dynamic and competitive environments and the role that investment management plays in addressing these challenges.	Corporate Finance - FIN-40043 Economics for Investment Analysis and Business - ECO-40006 Financial Ethics and Regulations - FIN-40045
Gain an in-depth overview of the nature of the modern firm and the critical differences in the capital structure between modern firms and banks.	Corporate Finance - FIN-40043
Demonstrate knowledge of the key investment models that are used in academia and industry to judge investment performance	Portfolio Management and Investment Analysis - FIN-40041 Fixed Income Securities and Credit Risk - FIN-40039 Derivative Instruments - FIN-40037 FinTech and Mobile Banking - FIN-40051 Green Finance - FIN-40053
Critically assess the economic and financial factors that cause volatility in the financial markets.	Derivative Instruments - FIN-40037 Fixed Income Securities and Credit Risk - FIN-40039 Financial Ethics and Regulations - FIN-40045 Portfolio Management and Investment Analysis - FIN-40041
Appreciate the complexity and importance of the fixed income market	Fixed Income Securities and Credit Risk - FIN-40039
Develop the ability to test and apply complex financial analysis in a business context	Economics for Investment Analysis and Business - ECO-40006 Portfolio Management and Investment Analysis - FIN-40041
Understand the uncertain payoff from complex financial instruments and how they can cause market failure	Portfolio Management and Investment Analysis - FIN-40041 Corporate Finance - FIN-40043 Economics for Investment Analysis and Business - ECO-40006

<b>Subject Specific Skills</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Synthesise and critically evaluate recent and current literature on a wide range of investment management theories and issues in order to develop and apply conceptual frameworks.	Fixed Income Securities and Credit Risk - FIN-40039 FinTech and Mobile Banking - FIN-40051 Financial Ethics and Regulations - FIN-40045 Green Finance - FIN-40053 Research Methods - FIN-40055
Gain indepth understanding of financial markets, institutions and instruments.	Derivative Instruments - FIN-40037 Corporate Finance - FIN-40043 Fixed Income Securities and Credit Risk - FIN-40039 Green Finance - FIN-40053 Bank Risk Management - FIN-40047
Utilise the methods and theories that have been developed in finance and economics in making complex financial decisions by banks, fund management companies and other financial service firms.	Research Methods - FIN-40055 Fixed Income Securities and Credit Risk - FIN-40039
Utilise databases and software packages in a constructive way and analyse complex multi-dimensional problems faced by investment and other financial services firms.	Finance Placement Project - FIN-40061 Finance Entrepreneurship Project - FIN-40063 Research Methods - FIN-40055 Dissertation-Finance - FIN-40057 Finance Consultancy Project - FIN-40059
Apply strict ethical criteria in the financial decision making process.	Financial Ethics and Regulations - FIN-40045



<b>Key or Transferable Skills (graduate attributes)</b>	
<b>Learning Outcome</b>	<b>Module in which this is delivered</b>
Work individually and in teams to clarify objectives and evaluate data in terms of the problems presented.	Dissertation-Finance - FIN-40057 Finance Consultancy Project - FIN-40059 Finance Placement Project - FIN-40061 Research Methods - FIN-40055 Finance Entrepreneurship Project - FIN-40063
Locate and synthesise information from a range of published literature and electronic sources and present this effectively in both oral and written forms.	Dissertation-Finance - FIN-40057 Research Methods - FIN-40055 Finance Entrepreneurship Project - FIN-40063 Finance Placement Project - FIN-40061 Finance Consultancy Project - FIN-40059
Solve problems effectively using appropriate qualitative and/or quantitative skills.	All modules
Take responsibility for managing their time to meet deadlines and for personal learning and continuous professional development.	Finance Consultancy Project - FIN-40059 Finance Entrepreneurship Project - FIN-40063 Dissertation-Finance - FIN-40057 Finance Placement Project - FIN-40061
Communicate effectively through a variety of media to different audiences.	Finance Consultancy Project - FIN-40059 Finance Entrepreneurship Project - FIN-40063 Dissertation-Finance - FIN-40057 Finance Placement Project - FIN-40061
Reflect on their own performance, demonstrating professional standards in relation behaviour and ongoing development. Advocate the use of good practice within and outside the organisation.	Financial Ethics and Regulations - FIN-40045
Advocate the use of good practice within and outside the organisation.	All modules

## 8. Final and intermediate awards

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

## 9. How is the Programme Assessed?

The wide variety of assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used on your programme:

The wide variety of assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as students' 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 students' did not understand and helps students' to improve your performance. The following list is representative of the variety of assessment methods used on your programme:

- **Unseen closed and open book examinations** in different formats test students' knowledge of

principles in accounting and financial management and their ability to apply that knowledge responsibly in understanding global financial markets and matters. Examinations may consist of essay, short answer and/or multiple choice questions.

- **Essays and Assignments**, including those based on case study material, also test the quality and application of subject knowledge. In addition they allow students' to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using the Harvard, or recognised alternative, system of referencing.
- **Exercises** test a student's ability to frame and solve analytical and numerical problems. They demonstrate student competence and familiarity with a range of qualitative and quantitative techniques, with software such as STATA and databases such as Bloomberg.
- **Class tests** taken either conventionally or online via the Keele Virtual Learning Environment(KLE) assess a student's subject knowledge and their ability to apply it to problems in a structured and focused way.
- **Short research papers** test students' knowledge of different research methodologies. They also enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy.
- **Dissertations** test students' ability to undertake independent study, framing a problem, critically evaluating relevant literature including alternative methodologies and methods, applying a clear methodology through to conclusion, and presenting the results in a coherent, logical manner.
- **Consultancy, placement or entrepreneurship projects** test students' ability to develop and apply their skills within the investment industry and to gain work experience from real business life.

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

## 10. Accreditation

This programme at this stage is not validated by the Chartered Financial Analyst Institute (CFA). However, once this programme has been successfully delivered, the CFA can be approached for approval status as this programme covers in excess of 70% of the Core Body of Knowledge (CBOK) of the CFA syllabus.

## 11. University Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: <http://www.keele.ac.uk/student-agreement/>

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

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

See the relevant course page on the website for the admission requirements relevant to this programme: <https://www.keele.ac.uk/study/>

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/>

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

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

- Module and tutorial group leaders are responsible for providing support for learning on the modules and in the tutorial groups for which they are responsible. They also give individual feedback on in-course assessments and more general feedback on examinations.
- The Programme Director monitors overall student progress, undertakes progress reviews and provides a general point of contact for students.
- The Programme Director is also responsible for all aspects of programme coordination. They may be consulted on a wide range of issues and, among other things, commonly may be approached to provide a reference for job and other applications.
- The Programme Director acts as first point of contact for students on non-academic issues which may affect their learning and can refer students to a range of specialist health, welfare and financial services co-ordinated by the University.
- Each student is allocated an Academic Mentor who provides individual student support in accordance

with the University guidelines.

- Non-native English-speaking students are offered language classes, facilities and services by the University's Language Centre. Students have access to one-to-one tutorials for individual help and advice and to a wealth of resources for self-study and practice.
- Additional help with University level study skills is available from the Learning Support Officer in Keele Business School.
- All members of teaching staff on the Programme are available to see students during advertised weekly office hours and at other times by appointment.

## 14. Learning Resources

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

The learning resources available to students on the Programme include:

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

## 15. Other Learning Opportunities

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

## 16. Additional Costs

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

Students will need to pay to sit CFA Level 1 exam. However, students who score 60%, 65%, 70%+ on the taught component of the programme can claim back from the university, 50%, 75% and 100% of the CFA

exam fee up to a maximum of \$1200 (USD).

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

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this programme.

## 17. Quality management and enhancement

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

- The School Education Committee is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.
- Individual modules and the programme as a whole are reviewed and enhanced every year in the annual programme review which takes place at the end of the academic year.
- The programmes are run in accordance with the University's Quality Assurance procedures and are subject to periodic reviews under the 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 Postgraduate Taught Experience Survey (PTES), and from regular surveys of the student experience conducted by the University, are subjected to careful analysis and a planned response at programme and School level.
- Feedback received from representatives of students on the programme is considered and acted on at regular meetings of the Student Staff Voice Committee.

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

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

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

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

## 18. The principles of programme design

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

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

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

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

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

**d.** The following accreditation-related document:

<https://www.cfainstitute.org/en/programs/cfa/curriculum/study-sessions>

## Version History

### This document

**Date Approved:** 17 April 2023

### Previous documents

<b>Version No</b>	<b>Year</b>	<b>Owner</b>	<b>Date Approved</b>	<b>Summary of and rationale for changes</b>
1	2022/23	ROBINA IQBAL	20 July 2022	
1.1	2021/22	ELAINE FERNELEY	25 May 2021	Minor amendment to allow for January starts. Research methods module now split over 3 semesters.
1	2021/22	GHULAM SORWAR	12 November 2020	