

Programme Specification

Programme Title: BSc (Hons) with Foundation Year Business Management (Full-Time)

Awarding Institution:	University of Bolton		
Teaching Institution:	University of Bolton		
Division and/or Faculty/Institute:	On Campus Division		
Professional accreditation	Professional body	Professional body URL	Status of graduates
	None		
Final award(s):	BSc (Hons)		
Interim award(s)	Certificate in Higher Education in Business Management Diploma in Higher Education in Business Management		
Exit or Fallback award(s)	None		
Programme title(s)	Business Management with Foundation Year		
UCAS Code	N100 BSc/BMFY		
JACS Code	N100		
University Course Code(s)			
QAA Benchmark Statement(s)	Business and Management 2007		
Other internal and external reference points	QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice UK Quality Code for Higher Education University of Bolton awards framework		
Language of study	English		
Mode of study and normal period of study	Full Time – 4 years		

Admissions criteria

For UCAS tariff points please refer to our website (www.bolton.ac.uk).

You will have at least one but preferably two A2-levels (or equivalent) in any subjects. In addition 5 GCSEs at Grade C or above including English will usually be required.

Applicants for whom English is not their first language will be required to achieve at least a score of IELTS 6.0, or equivalent, upon entry to the programme..

Additional admissions matters

Interviews will usually be conducted on a one to one basis either in person or via telephone by a member of the course team. Applicants may at some point be required to show a portfolio and may be asked a variety of questions designed to assess their suitability for the course.

Fitness to practise declaration

Not applicable

Aims of the programme

The overall aim of the programme is to prepare you for a career in business and management. You will develop essential knowledge and skills within a regional, national and international context.

Specifically the programme seeks to develop:

- knowledge of organisations, their management and the external contexts in which they operate
- intellectual capabilities of analysis, evaluation and synthesis, culminating in a final year dissertation
- academic and professional skills to allow opportunities for study at further levels, as well as career and business development.
- lifelong learning skills and personal development in order to work independently and as part of a team

Distinctive features of the programme.

On the BSc (Hons) Foundation Year there will be a practical focus with theory introduced gradually to encourage you to build on existing experience, knowledge and understanding. High contact hours are inbuilt to enhance the academic and support services we offer to our students at this level.

Teaching is conducted by a highly dedicated and supportive team, with specialist knowledge in a wide range of subject areas, and close links to business and industry.

Contemporary research is used to inform teaching practice, to ensure that students are provided with a robust academic underpinning of the areas of Business Management.

Course materials are available online, allowing students to prepare work at home and also ensuring that in-class learning is highly interactive.

Developing key employability skills is a theme throughout the programme to ensure that graduates have a unique competitive advantage when entering employment or self-employment.

Programme learning outcomes
K. Knowledge and understanding
On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of:
1. the contextual and environmental forces acting on organisations at regional, national and international levels
2. the development of markets for goods and services; meeting expectations of customers and equivalent stakeholders
3. financial resource management within different organisations
4. the management and development of people within organisations
5. approaches to organisational analysis, the significance of organisational context, structure, and culture
6. the management of operations in a regional, national and international context
7. the development and management of information systems and their impact upon organisations
8. the development of sustainable business policies and strategies within a changing environment, to meet stakeholder interests
9. pervasive issues in sustainability, globalisation, corporate social responsibility, diversity, business innovation, creativity, and enterprise development
C. Cognitive, intellectual or thinking skills
On completion of the programme successful students will be able to demonstrate the ability to:
1. Use cognitive skills of critical thinking, analysis and synthesis. Including the capability of identifying assumptions, evaluating statements in terms of evidence in order to detect false logic or reasoning, to identify implicit values and define terms adequately
2. problem solve and make decisions using appropriate quantitative and qualitative skills; including identifying, formulating and providing solutions for business problems
3. Develop and assess a range of options and apply ideas and knowledge to a range of situations
P. Practical, professional or subject-specific skills
On completion of the programme successful students will be able to demonstrate the ability to:
1. communicate effectively, both orally and in writing, using a range of media which are widely used in business, such as the preparation and presentation of reports
2. use and apply theoretical models to business situations; demonstrate qualitative research skills
3. use quantitative skills of data analysis and interpretation
4. effectively use communication and information technology for business applications
T. Transferable, key or personal skills
On completion of the programme successful students will be able to demonstrate the ability to:
1. effectively self-manage in terms of time, planning and behaviour, motivation, initiative and enterprise
2. perform effectively within a team
3. listen, negotiate, persuade and present effectively
4. self-reflect and recommend strategies for own skills development
5. use effective employability skills and demonstrate commercial awareness
Learning and teaching strategies

A variety of teaching and learning strategies is employed throughout the programme to ensure the acquisition and development of appropriate concepts, knowledge and skills and achievement of the stated learning outcomes. Some of these will be experienced during formally timetabled classes with a tutor; others may be adopted personally to facilitate your own learning.

A variety of teaching and learning methods provide access to learning to meet a range of learner needs and are aimed at; widening participation amongst learners, avoiding exclusion and developing learner skills in both academic and workplace arenas. The methods employed include: lectures; workshops; tutorials (group and individual); guest speakers; development of information literacy; and personal development planning (PDP). However individual tutors are free to introduce techniques that they view as especially suitable in aiding learning in their specialist area.

In addition to formal class contact you are expected to spend time studying independently, for example engaging in general background reading, preparing for seminar activities and working on assignments.

Learning activities (KIS entry)

	Course Year			
	1	2	3	4
Scheduled learning and teaching activities	32%	26%	26%	26%
Guided independent study	68%	74%	74%	74%

Assessment strategy

The assessment strategy for the programme is designed to ensure that you achieve the overall aims and learning outcomes of the programme, as well as the learning outcomes for individual modules. The strategy ensures that both individual and group assessments are used at each level. The variety of assessment methods is to maximise the opportunity for you to demonstrate their ability to meet learning outcomes and to maximise key transferable skills to enhance employability.

Assessment serves several functions. The obvious and primary function is to evaluate your achievement. However, assessment also serves to help you organise and develop your learning. Feedback from assessment serves an important educational function and can help you develop your skills and understanding of your own strengths and weaknesses.

The types of assessment you will be required to complete fall into two general categories, formative and summative.

Formative assessments are activities that do not contribute to your overall module grade. They are however an integral part of the learning strategy for a module and you are required to complete them. They will be marked and you will receive feedback on your level of

achievement.

Summative assessments are those assessment activities for which the marks will contribute to the overall module grade. You will also receive feedback on these assessments so that you will know what you have done well and where you can improve.

Assessment methods (KIS entry)

	Course Year			
	1	2	3	4*
Written exams	0	17%	17%	35%
Coursework	60%	50%	58%	40%
Practical exams	40%	33%	25%	25%

* may vary according to Option Modules studied

Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes.

Grade bands and classifications

Grade Description	Mark Hons	Degree Class
Work of Exceptional Quality	70+	i
Work of Very Good Quality	60-69	ii.i
Work of Good Quality	50-59	ii.ii
Work of Satisfactory Quality	40-49	iii
Borderline Fail	35-39	

Fail below 35

Honours classification

You will normally be awarded the honours classification resulting from the application of Rule ACM20.

Rule ACM20

A weighted average of the marks from modules worth a total of 200 credits at Levels HE5 and HE6 combined, including the marks from modules worth no more than 80 credits at least at Level HE5 (weighted 30 percent) and marks from modules worth at least 120 credits at Level HE6 (weighted 70 percent), which represent the best marks achieved by a student at

those Levels.

Where the average falls unequivocally into one of the following bands: 48.00 - 49.99, 58.00-59.99, 68.00 - 69.99; and a student has achieved marks clearly in an honours classification category higher than their average for modules worth at least 120 credits, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

See: <http://www.bolton.ac.uk/Quality/QAECContents/APPR/Documents/pdf/UGAssRegs-maindocv56.pdf>

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process. You will be able to view external examiner reports on the programme web site.

Support for student learning

The programme is managed by the Academic Co-ordinator who is an experienced member of Bolton Business School staff

You are allocated a personal tutor who provides support in a pastoral role.

An induction programme introduces you to the University of Bolton, their programme of study and fellow students

Feedback is given on formative and summative assessments

University of Bolton support services include counselling, and disability advice.

A Chaplaincy is provided at the University main campus

Library and IT services are available

Programme Handbooks provide information about the programme and University of Bolton regulations

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module evaluations by students
- Students surveys – both national and University of Bolton
- External Examiner reports
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), School Quality Enhancement Plan (SQEP)
- Peer review/observation of teaching
- Professional development programme for staff

Other sources of information

Student portal (<http://www.bolton.ac.uk/Students/Home.aspx>)

Students Union (<http://www.ubsu.org.uk>)

Programme Handbook ([add link](#))
Module database (http://data.bolton.ac.uk/academicaffairs/view_modulelist.asp)
Moodle
External examiners reports
<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Document control

Author(s)	Susan Rabbitt
Approved by:	
Date approved:	
Effective from:	
Document History:	