



Course Handbook

BA (Hons) Business Administration (BABA) 3rd. year Top-up

2020/21

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Lancashire School of Business and Enterprise



Please read this Handbook in conjunction with the University's Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and **MUST** not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean of School. This applies to the materials in their entirety and to any part of the materials.

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1. Welcome to the course

Let me take this opportunity to welcome you at the start of your undergraduate degree programme, to the University of Central Lancashire.

The object of this handbook is to introduce to you to some of those people you are likely to meet, as well as the range of university services and facilities available to assist you over the duration of your programme. It will highlight some general rules and guidelines that apply and provide you with guidance on where you can go for; not only academic but personal advice, which may or may not be associated with the University.

Throughout your time with us I would encourage you to take advantage of a variety of opportunities which you may find available to you. Whether these be Research groups, Sports teams or general Social Networks, they will all contribute to making your experience an exciting and rewarding one whilst demonstrating that *your* Business School is a truly great place to learn. I would encourage you to familiarise yourself with the University website as a great point of reference for information concerning events and activities across the University, in which you may wish to involve yourself.

The transition into University life should be one of excitement and determination but it can also be one of the most daunting and I hope this handbook helps you understand the breadth of learning and well-being support available to you. However, if you do have any questions not covered by this handbook, please do not hesitate to approach me, as your course leader or your personal tutor for answers. *We are all here to help you.*

Your induction pack contains a large amount of information and during induction week our staff and students will go through this information in more detail. When you first arrive at the University, to help you to settle into your new surroundings as well as the programme you have chosen to study, we have designed a week-long induction timetable for you, which details the various activities taking place. Beside formal enrolment, library and computer registration, we have planned a number of informational and social events, which you are encouraged to attend. You will receive this induction and teaching timetable at our first meeting.

I cannot stress enough the importance of your becoming involved in induction week, as the activities in which you will take part, have been designed, not only to familiarise you with the University, Lancashire School of Business and Enterprise and the City of Preston but also to help you to feel comfortable with your colleagues, soon to become new friends. You will quickly become more familiar with your surroundings and meet less formally the people who are here to support you.

There are many opportunities and challenges offered to you in this programme of study. We hope you respond to them with enthusiasm and commitment and that your education here is a valuable and rewarding experience. If there is any additional information that you need to know, please ask - we will do our best to help.

Let me take this opportunity to wish you every success in your undergraduate administration and that you enjoy a happy, effective and extremely memorable time with us.

Penelope M Marshall-Kalina

1.1 Rationale, aims and learning outcomes of the course



The programme of study will be directed towards the attainment, assessment and evaluation of knowledge and skills required by you, the business graduate.

The intention is to create an intellectually challenging degree that will prepare you as a graduate, for a career in a specific business discipline, or for further academic study.

The purpose of the BA (Hons) Business Administration course is threefold:

- The study of organisations, their management, and the changing external environment in which they operate,
- Preparation for and development of a career in business and management,
- Enhancement of lifelong learning skills and personal development to contribute to society at large.

The aims and objectives of the degree course are as follows:

- To develop an understanding of different domains of knowledge and the different perspectives brought to bear in the study and practice of business
- To enhance critical thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and organisations
- To enhance the learner's intellectual and transferable skills through an academically rigorous programme of study
- To encourage engagement in business/management research in general
- To encourage the learner to contextualise learning in practice

The BA (Hons) Business Administration Top up degree is designed to produce graduates who are readily employable and able to contribute immediately to organisations, who are flexible in attitude and approach, broad in perspective and rigorous in analysis.

Learning Outcomes:

- A1. Evaluate the complexity and pace of change within the internal and external environments
- A2. Evaluate and critique the meaning, process and practice of business and organisations
- A3. Evaluate, respond to and communicate with relevant stakeholders and markets
- A4. Demonstrate the ability to apply the principles of resource management within the process of organisational development
- A5. Critically appraise strategy and policy development within a range of dynamic and changing organisations

- B1. Critically evaluate the main activities of business
- B2. Critically evaluate internal and external factors for business

- B3. Critically evaluate the nature and role of operational and strategic techniques within business and other organisations
- B4. Critically analyse business in relation to the changeable and dynamic international environment
- B5. Conduct research into both real and simulated business and management issues, either individually or within a group
- B6. Develop effective networking skills (for academic and employability purposes), within a business and management context.

- C1. Select, collate, analyse and synthesise information from a range of sources
- C2. Interpret and critically review theoretical, research and experiential data
- C3. Critically relate relevant conceptual material to evidence from practical applications and developments
- C4. Evaluate problem-solving tools and techniques specific to the process of management
- C5. Plan and conduct research projects and effectively communicate the outcomes using a range of media.

- D1. Use verbal and non-verbal communication skills effectively
- D2. Collate, evaluate and transfer information using a range of media
- D3. Work independently and as a member of a team
- D4. Manage own personal development and growth
- D5. Manage self in terms of time, planning, motivation and individual initiative

1.2 Course Team <i>Subject to change depending on optional modules and staff availability.</i> Staff Name	Staff Role	Contact details
Penelope M Marshall-Kalina	Course Leader 'BA (Hons) Business Administration Top-up' Course Tutor for the above Delivers BU3033 on the programme	Room: Greenbank Building GR055 Email: pmmarshall-kalina@uclan.ac.uk Tel: ext. 4532
Giles Mcclelland	Division Leader (BEIB), Business Economics & International Business/Delivers various modules on the programme	Room: Greenbank Building, GR050 Email: GPMcclelland@uclan.ac.uk Telephone Extension: 4639
Samantha Hollinhurst	Lecturer/Tutor for various modules inc. 'Contemporary Issues in Business'	Room: Greenbank Building, GR055 Email: shollinhurst1@uclan.ac.uk Tel. ext: 4658
Joe Riordan	Lecturer who delivers some of the economic modules contained within the degree programme	Room: Greenbank Building, Email: JRiordan@uclan.ac.uk Tel. ext: 4689
Victoria Jackson	Course Leader BA (Hons) Business Studies & BA (Hons) Business Administration. Delivers various modules within the programme	Room GR046 Email: vjackson@uclan.ac.uk

Dr Douglas Martin	Lecturer in who delivers some of the Human Resource Management modules contained within the degree programme Human Resource modules	Room: Greenbank Building, GR248 Email: wdmartin@uclan.ac.uk Tel. ext: 4709
Lisa Winder	International Student Support Tutor/Lecturer	Room: Greenbank Building, GR123 Email: lwinder@uclan.ac.uk Tel. ext: 5040
Stephen Murray	Course/Module Leader- BA (Hons) Business Administration- Lecturer/Tutor – various modules throughout the course.	Room: Greenbank Building GR046 Email: smurray7@uclan.ac.uk
Maxine Rawlings	Module Leader/ Lecturer & seminar tutor HR3030	Room: Greenbank Building GR034 mrawlings@uclan.ac.uk

1.3 Expertise of staff

The Course Team is well-developed in terms of teaching and learning practice established over many years and builds upon the previous business and industry experience of individuals, whilst maintaining good links with commerce and the professional bodies. A number of staff are active in research.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic advice and support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, providing insight and direction to enable you to realise your potential.



1.5 Administration details

Course Administration Service provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Greenbank Building

Sport and Wellbeing

Management

Business

telephone: 01772 891992/891993

email: GreenbankHub@uclan.ac.uk

1.6 Communication



The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

E-mail is the accepted means of communication with you the student generally about your course and for matters relating to you

individually. This is to your UCLan e-mail address.

In some circumstances telephone will be used: you should ensure that you update your mobile phone number.

In some circumstances letter will be used e.g. re-sit notices. These will be sent to your home address, unless you notify the Greenbank Hub.

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the External Examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The External Examiner for this course is Scott Bambrick from Manchester Metropolitan University.



2. Structure of the course

2.1 Overall structure

				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6		The following three modules are compulsory.		Bachelor Honours Degree BA (Hons) Business Administration (Top up) requires 120 credits at level six BA Business Administration (Top up) requires 80 credits at level 6 * Please note that these modules are compulsory at Hugh Baird College only
	BU3033	Personal and Professional Development for Business	20	
	BU3016	Contemporary Issues in Business	20	
	BU3413	Business Strategy	20	
		Optional modules: Choose 3 modules from this list		
	AC3410	Financial Management for Business	20	
	MG3013	Logistics and Supply Chain Management	20	
	MD3000	*Enterprise Project	20	
	HR3030	Human Resource Management in Multi-national Organisations	20	
	HR3406	*Coaching and Mentoring	20	
MK3106	Contemporary Retail Marketing	20		
MK3111	*International Marketing	20		

2.2 Modules available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.

2.3 Course Requirements

Please see table indicated in section 2.1

- You must study SIX modules including all three COMPULSORY modules.
- You should study THREE modules from the options available based upon your previous programme of study.
- There is no elective requirement.

2.4 Module Registration Options

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.5 Study Time

2.5.1 Weekly timetable

A timetable will be available once you have enrolled on the programme, through the student portal.

2.5.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study.



2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to:

Greenbankhubattendance@uclan.ac.uk

If you are an international student from outside the EU and governed by the UK Border Agency (UKBA), Points Based System (PBS) - you **MUST** attend your course of study regularly; under PBS, UCLan is obliged to tell UKBA if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance.

You can monitor your attendance record on the SAM system at UCLan.

3. Approaches to teaching and learning

3.1 Learning and teaching methods

Students are supported by the electronic Blackboard system where materials are made available to them by module to support their learning. They are expected to complete guided self-study for each module in parallel to the taught inputs and other tutor-led work. It is expected that students will enhance their cognition of their subjects over the duration of the course and both acquire and enhance their skills.

Acquisition of core knowledge and understanding is through a variety of teaching and learning methods including lectures, seminars and workshops. Group activities are used to encourage social learning and interaction. Particular emphasis is placed on applied, active learning with students participating in case studies, exercises and live project work. Explicit use of experiential learning will help to deepen understanding and encourage reflective practice.

For the teaching and learning of subject specific material for both business and marketing the practice, theories and models will be explained in lectures. and practiced and applied during the seminars and workshops. Students will undertake guided self-study. Students will learn to formulate, test and appraise their ideas through both individual work and group work in both exercises and assessed work.

For thinking skills the use of critical perspectives and applied marketing examples will be used in lectures, supported by seminars in which students have the opportunity to apply perspectives to case material, simulations and role plays. Interactive style workshops at all levels allow the students to actively solve problems and apply principles and data to their own research projects.

Students will learn study skills from lecture, seminar and workshop activities and from both directed and student initiated self-study. The use of experiential learning and learner-centred activities such as role plays, presentations, the dissertation and projects, together with encouraging both self-analysis and evaluation will enable continuous personal and professional development. Students will engage in presentations on a regular basis and when possible will be offered leadership, teamwork and outdoor experiences.

3.2 Study skills

Study Skills - 'Ask Your Librarian'

https://www.uclan.ac.uk/students/support/study/it_library_trainer.php

You can book a one to one session with a subject Librarian via Starfish. These sessions will help with questions such as "My lecturer says I need a wider variety of sources in my references, what do I do?"

"I need to find research articles, where do I start?"

"How do I find the Journal of ...?"

"How do I use RefWorks?"

It is expected that students will over the duration of the course both acquire new skills and enhance their existing skills. Students will learn from lecture, seminar and workshop activities and from both directed and student initiated self-study. The use of experiential learning and learner-centred activities such as role plays, presentations, the dissertation and projects, together with encouraging both self-analysis and evaluation will enable continuous personal and professional development. Students will engage in presentations on a regular basis and when possible will be offered leadership, teamwork and outdoor experiences.

In particular students are recommended to take advantage of the UCLan support services such as WISER and M and M (student mentoring). International students have access to a dedicated LBS support service for support with learning and study skills

Website – the “I”

The electronic version of the “I” is the Student Lobby and a very useful site to direct you to sources of help and to aid your studies. Often you can find the answer here as a useful point to go to and which will direct you to important information. If you don't know something then it is probably here. Go to:

https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id= 33_1

Wiser Wiser offers specialist advice and guidance to ALL students at the University, no matter what area of study, undergraduate or postgraduate; and for students of all levels of ability.



Learn how to study more effectively, write better and get the marks you deserve, so even the confident able student can use the services to gain those extra marks.

WISER tutorials offer:

1-to-1 help in Fylde 315;

Feedback on your writing (either personally face to face or on-line);

Advice on your specific study problems.

WISER can help you generally in your study and specifically to develop the communication skills that can contribute to your PDP portfolio and will be invaluable in future employment.

Go to:

http://www.uclan.ac.uk/information/services/sss/the_i/course_stuff/study_skills.php



3.3 Learning resources

3.3.1 Learning and Information Services (LIS)

The best place to start when exploring the Library resources available to you is;

- Your ‘Subject Guide’ can be found in the [Library Resources](#)
- Your ‘My Library’ tab in the [Student Portal](#)

- [Library search](#)

Extensive [resources](#) are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

Business and Marketing are both available at:

<https://portal.uclan.ac.uk/webapps/portal/frameset.jsp>

Here there are an increasing number of textbooks available electronically as well as the physical collection in the library itself. There are a number of databases with specialist publications for the business and marketing sector and academic sources including academic articles from academic journals.

3.3.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

3.4 Personal development planning

There are PDP modules during your programme.



3.5 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability

Essentials” take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

It's your future: take charge of it!

Careers offers a range of support for you including:-

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

4. Student Support

Information on the support available is at: <https://www.uclan.ac.uk/students/>

The 'i' is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the 'i' shop and UCLan Financial Support Bursary (first year students only).



4.1 Academic Advisors

The Academic Advisor is there to help you with advice about both the academic and administrative aspects of your course. If there is anything which you are not sure about then ask them.

They are someone to go to if you have any personal difficulties which are affecting your ability to study on the course, certainly in the first instance. It is wise to inform them at the earliest opportunity

4.2 Students with disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk - or let one of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments. Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, disability@uclan.ac.uk
The Lead for disability in LSBE is Penelope Marshall-Kalina pmmarshall-kalina@uclan.ac.uk

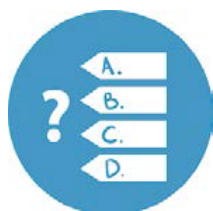
4.3 Students' Union

The Students' Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website:

<http://www.uclansu.co.uk/>

5. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.



5.1 Assessment Strategy

Assessment is an important part of your development as a student both to test understanding and knowledge and as ever developing base upon which to build. The learning achieved from completing an assessment and from the feedback received, especially about how to improve are very valuable.

Each learning outcome of the course has to be assessed and this is achieved in the various modules. The level of difficulty increases each year. There is scope for modules to have more formative work or more summative work to be assessed as befits the module. Most modules are assessed purely by course work, but some modules have examinations at the end of semesters; some have time-constrained assessments during semester.

5.2 Notification of assignments and examination arrangements

Students will be notified on Blackboard of the requirements for individual assessments and the deadlines for submission. Examination arrangements will be given on Blackboard too.

The respective module leaders will do so through the Module Information Packs and Assessment Briefs, which may be contained within the MIP or published separately. Students are advised to take note of any special or separate communication from individual module leader's as announcements by e.g. e-mail or in lectures. Assessments will always be notified in writing.

Short Tests and Examinations may be set within the semester or at the end of a semester/year and students should ensure that they are fully aware of when and where these are.

Students should take note that some pieces of work have to be submitted by or on a particular day and sometimes by a particular set time on that day e.g. 9.00 am.

Each assessment will have particular criteria specified in the assessment brief. This will be published either as part of the Module Information Pack, or as a separate assessment document.

5.3 Referencing

Students are expected to use the Harvard referencing system. See the guide to standard referencing at 'Refworks', available to you through the UCLan website.

5.4 Confidential material

Students do not generally have to use confidential material but there are some situations in which they need to be cognisant of the legal and ethical requirements of protecting confidentiality e.g. when conducting research with respondents.

5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

5.6 How do I know that my assessed work had been marked fairly?

Assessment is an integral part of the course. Module staff work closely together to design assessments, agree the marking criteria and approve final versions of assessments to ensure that these are appropriate. The criteria for assessment will be communicated to you clearly during the module teaching.

All module staff engage in development and training in assessment, marking and feedback. Once the assessments have been completed the module team will discuss the assessment methods and marking criteria, prior to starting to mark, so that there is a common understanding of what is expected of students. All assessed modules have moderation built into the marking process. Moderation involves sampling students' assessed work to make sure that the learning outcomes and agreed marking criteria have been interpreted and applied in the same way. This ensures that you and your fellow students are treated equitably and that the academic standards are applied consistently. During the marking process the module leader will co-ordinate moderation to ensure that at least 10% of assessed work (or a minimum of three pieces) has been reviewed by other markers and any concerns about consistency or accuracy addressed with the whole module team. Your work may or may not be part of this

sample, but the processes for developing assessments and marking criteria as well as moderation mean that you can be confident that teaching staff are marking assessments to the same criteria. Module teams may then use feedback from moderation to improve clarity about the nature and purpose of future assessment, or to make changes if required.

Modules are also moderated externally. The module leader will arrange for the external examiner to receive a sample of work for review and comment. External examiners cannot change individual grades but can act as 'critical friends' and confirm that marking standards are in line with other, similar courses in the sector. If, on reviewing the sample, external examiners feel that the marking criteria have not been applied consistently the work of the whole cohort will be reviewed.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.



7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

For instance as a result of student feedback it became clear that taking this course out of the Business Joint courses and making it into a Single Honours course would bring benefits to the student experience, allowing both a closer contact with students and some added flexibility in tailoring modules to student needs specific to the subjects of Business.

The Students Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means,

The Union's Student Affairs Committee (SAC), members of Students' Council and School Presidents each have particular representative responsibilities, and are involved with decision making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

You will also get the opportunity to fill out Module Evaluation Questionnaires (MEQs).

7.1 Student Staff Liaison Committee meetings (SSLCs)

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Your Course Leader will facilitate the meetings using [guidelines](#) and provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner’s report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, personal tutoring arrangements and The Card;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

8. Appendices

8.1 Programme Specification(s)

UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution and Location of Delivery	UCLan Preston UCLan Burnley Wigan and Leigh College Hugh Baird College
3. University School/Centre	Lancashire School of Business and Enterprise
4. External Accreditation	None
5. Title of Final Award	BA(Hons) Business Administration top up
6. Modes of Attendance offered	1 year full-time / 2 years part-time* *Available study option at Hugh Baird College only.
7. UCAS Code	C30 CLANC N202 BA/BA N101
8. Relevant Subject Benchmarking Group(s)	Business and Management (BM)
9. Other external influences	None
10. Date of production/revision of this form	February 2017 updated March 2019
11. Aims of the Programme	
To develop an understanding of different domains of knowledge and the different perspectives brought to bear in the study and practice of business	

To enhance critical thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and organisations

To enhance the learner's intellectual and transferable skills through an academically rigorous programme of study

To encourage engagement in business/management research in general

To encourage the learner to contextualise learning in practice

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

On successful completion of this programme a student will be able to:

A1. Evaluate the complexity and pace of change within the internal and external environments

A2. Evaluate and critique the meaning, process and practice of business and organisations

A3. Evaluate, respond to and communicate with relevant stakeholders and markets

A4. Demonstrate the ability to apply the principles of resource management within the process of organisational development

A5. Critically appraise strategy and policy development within a range of dynamic and changing organisations

Teaching and Learning Methods

Acquisition of core knowledge and understanding (A1-A5) is mainly through lectures and seminars or workshops. Group activities, projects and case study analysis are used to encourage independent and active learning and interaction. Additional support and resources are available using the VLE platform – Blackboard. Particular emphasis is placed on active learning with students undertaking a one year full-time placement and/or participating in live project work.

At UCLan Burnley Campus, the course will be delivered in three two-week intensive blocks supported by webinars and online material.

Assessment methods

For outcomes A1-A5, a range of assessment methods are used including academic essays, business reports, reflective pieces, case study analysis, group-work and group-based assessments, discussions, presentations and examinations. Some of these methods involve virtual / online elements to develop digital skills.

B. Subject-specific skills

An ability to

B1. Critically evaluate the main activities of business

B2. Critically evaluate internal and external factors for business

B3. Critically evaluate the nature and role of operational and strategic techniques within business and other organisations

B4. Critically analyse business in relation to the changeable and dynamic international environment

B5. Conduct research into both real and simulated business and management issues, either individually or within a group

B6. Develop effective networking skills (for academic and employability purposes), within a business and management context.

Teaching and Learning Methods

For the teaching of organisational functions and their subject-specific theories, models and methodologies, students will learn through modules that focus specifically on an organisational activity e.g. Finance or Marketing. Modules have also been designed to analyse the interdependency of organisational functions. This approach will offer the learner the opportunity to apply the principles, techniques from the lectures to subsequent seminar

work or workshops, whilst gaining a greater understanding of organisations as complex systems. Some of the sessions (seminars/workshops) take place in dedicated computer rooms to facilitate information technology practice and enhance digital skills. Students can also participate in business and management research, either via a real or simulated project to produce independent and or practical research. For the placement year, students keep a reflective learning log and with support from visiting tutors, evaluate the content of this log during the placement period. Students will learn through the formal placement, observations, advice, research and practice.

There is an expectation that as active learners, students will bring their own experiences into the classroom. These experiences may be as consumers of goods and services, from part-time work experience, from summer internships or from a 12-month placement. Work experience is actively encouraged throughout the degree.

Assessment methods

For outcomes B1 – B6 a variety of assessments are used in either an individual or group context, which include: case study analysis, production of professional development plans, portfolios, presentations, academic essays, company reports, projects, reflective accounts, examinations and, for some students, dissertations.

C. Thinking Skills

An ability to:

- C1. Select, collate, analyse and synthesise information from a range of sources
- C2. Interpret and critically review theoretical, research and experiential data
- C3. Critically relate relevant conceptual material to evidence from practical applications and developments
- C4. Evaluate problem-solving tools and techniques specific to the process of management
- C5. Plan and conduct research projects and effectively communicate the outcomes using a range of media.

Teaching and Learning Methods

For learning outcomes C1 – C5, critical perspectives and case study problem examples will be used in lectures. This will be supported by seminars/workshops in which students have the opportunity to apply perspectives to case material. Facilitated seminars/workshops at all levels, allow the students to discuss, actively solve problems and apply theoretical principles to case studies, simulations and their own research projects and experiential learning. The placement allows the students to actively engage in solving problems, applying theoretical principles and data to their own research projects.

Assessment methods

Critical essays, business reports, dissertation and research projects provide students with a means to apply thinking skills C1- C5 both on a theoretical and applied basis. Students may choose the dissertation's application of research tools to a theoretical hypothesis, or a business report detailing a practical solution to a complex client problem.

D. Other skills relevant to employability and personal development

An ability to:

- D1. Use verbal and non-verbal communication skills effectively
- D2. Collate, evaluate and transfer information using a range of media
- D3. Work independently and as a member of a team
- D4. Manage own personal development and growth
- D5. Manage self in terms of time, planning, motivation and individual initiative

Teaching and Learning Methods

For all students, learner-centred activities that focus on employability and personal development such as skills audits, role plays and presentations, together with encouraging both peer self-analysis and evaluation will enable continuous personal and professional development.

Assessment methods

This may take the form of skills audits, reflective portfolios, case studies and learning contracts. Group-based problem solving activities are assessed from both a process and output perspective. Presentations and group reflective reports and individual learning journals, in addition to developing functional plans will assist in the assessment of transferable skills.

13. Programme Structures*

14. Awards and Credits*

Level	Module Code	Module Title	Credit rating	
Level 6		The following modules are compulsory.		Bachelor Honours Degree BA (Hons) Business Administration (Top up) requires 120 credits at level six BA Business Administration (Top up) requires 80 credits at level 6 * Please note that these modules are compulsory at Hugh Baird College only +Please note that this module is not compulsory at UCLan Burnley # Please note that these modules are compulsory at UCLan Burnley only
	BU3033	+Personal and Professional Development for Business	20	
	MD3063	#Leadership and Management	20	
	BU3016	Contemporary Issues in Business	20	
	BU3413	Business Strategy	20	
		Optional modules:		
	AC3912	#Financial and Management Accounting for Business	20	
	MG3013	Logistics and Supply Chain Management	20	
	MD3000	*Enterprise Project	20	
	HR3030	#Human Resource Management in Multi-National Organisations	20	
	HR3406	*Coaching and Mentoring	20	
	MK3106	Contemporary Retail Marketing	20	
	MK3111	**International Marketing	20	

15. Personal Development Planning

Personal Development Planning exists as a compulsory module on the programme, with the exception of UCLan Burnley, in which the learners ability to reflect upon his/her skills base and plan for future personal development is developed, practiced, monitored and assessed. Within the module there will be a strong focus on developing the individual employability and lifelong learning skills. The personal tutor system additionally provides each student with an individual whom they can consult on a wide variety of issues over the term of their study.

16. Admissions criteria

Full-Time Students Entering at Level 6.

The University's minimum standard entry requirements for degree level study on a top up programme is completion of study up to a level that is equivalent to the first two years of a university degree programme in that topic.

e.g.

HND Business

FDA Business studies

Diploma of Higher Education (following two years of advanced study)

Or Equivalent UK or Overseas award.

Applications from individuals with non-standard qualifications, relevant work or life experience and who can demonstrate the ability to cope with and benefit from this degree-level programme are welcome and these applicants will be interviewed. If applicants have not studied recently they may need to undertake an Access programme first.

17. Key sources of information about the programme

- **Course Leader email:** PMMarshall-Kalina@uclan.ac.uk
- **Course Handbook available online** www.uclan.ac.uk
- **Information about The Lancashire School of Business and Enterprise:**
<http://www.uclan.ac.uk/faculties/business-law-applied-social-studies.php>
- **Information about the university** www.uclan.ac.uk
- **Open days and campus tours**
- **University Admissions Team:**
- **Information about the city of Preston:**
http://www.uclan.ac.uk/visit/about_preston.php

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (Comp), or Option (O)	Programme Learning Outcomes																				
				Knowledge and understanding					Subject-specific Skills					Thinking Skills					Other skills relevant to employability and personal development					
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	D1	D2	D3	D4	D5
Level 6	BU3413	Business Strategy	COMP	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X		X
	BU3016	Contemporary Issues in Business	COMP	X	X				X	X		X			X	X	X	X		X	X	X		X
	BU3033	+ Personal and Professional Development for Business	COMP			X									X	X			X	X	X	X	X	X
	MD3063	#Leadership and Management	COMP			X								X	X				X	X	X	X	X	X
	MD3000	*Enterprise Project	COMP		X			X	X		X		X	X	X	X			X		X			X
	AC3912	# Financial and Management Accounting for Business	COMP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	HR3406	*Coaching and Mentoring	COMP			X	X							X		X		X	X	X	X	X	X	X
	MK3111	*International Marketing	COMP		X	X		X		X	X	X				X	X		X		X			X
	HR3030	# Human Resource Management in Multinational Organisations	COMP	X	X				X			X				X	X	X		X			X	

* Please note that these modules are compulsory at Hugh Baird College only

+Please note that this module is **not** compulsory at UCLan Burnley

Please note that these modules are compulsory at UCLan Burnley only

Note: Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks

19. LEARNING OUTCOMES FOR EXIT AWARDS:

Learning outcomes for the award of: BA Business Administration (level 6)

1. A broad and comparative knowledge of the general scope of Business, its different functions and disciplines, and its interactions with related subjects.
2. A detailed knowledge of a defined business function or discipline through specialised study that is informed by current developments in the subject.
3. A critical understanding of the essential theories, principles and concepts of Business.
4. Well-developed skills for the gathering, evaluation, analysis and presentation of information, ideas, concepts and quantitative and/or qualitative data, drawing on a wide range of current sources.