

## Programme Specification

### Programme Title: BSc (Hons) Business Management Top-up (Full-time and Part-time)

<b>Awarding Institution:</b>	University of Bolton		
<b>Teaching Institution:</b>	University of Bolton		
<b>Division and/or Faculty/Institute:</b>	Bolton Business School		
<b>Professional accreditation</b>	Professional body	Professional body URL	Status of graduates
	None		
<b>Final award(s):</b>	BSc (Hons)		
<b>Interim award(s)</b>	None		
<b>Exit or Fallback award(s)</b>	None		
<b>Programme title(s)</b>	Business Management (Top-up)		
<b>UCAS Code</b>	N100 BSc/BM		
<b>JACS Code</b>	N100		
<b>University Course Code(s)</b>			
<b>QAA Benchmark Statement(s)</b>	Business and Management 2007		
<b>Other internal and external reference points</b>	<p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p>		
<b>Language of study</b>	English		
<b>Mode of study and normal period of study</b>	<p>Full Time – 1 year</p> <p>Part Time – 1.5 years</p>		
<b>Admissions criteria</b>			
<p>Applicants will normally require a recognised business related qualification comprising at least 120 HE4 and 120 HE5 credits, for example Diploma of Higher Education, Higher National Diploma or Foundation Degree.</p>			

Acceptance will also usually be subject to passing a satisfactory interview (face-to-face, by telephone or by Skype). The interview will allow us to determine your commitment to and suitability for the programme, as well as allow you to clarify any queries you may have. Applicants for whom English is not the 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**

You will be required to submit evidence of their qualifications by providing original certificates and a reference from your previous education institute.

Each applicant's prior learning will be assessed on its individual merits by the Admissions Tutors

#### **Fitness to practise declaration**

Not applicable

#### **Aims of the programme**

This is a top-up programme designed to build on your general understanding of business and management gained in your approved entry qualification. Your prior knowledge of business and management theories will be consolidated in order to further develop knowledge and skills with the aim of enabling you to apply that knowledge and those skills to your current or future business environment.

Specifically the programme seeks to develop:

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

#### **Distinctive features of the programme**

This is a Top-up programme is designed to allow you to progress from a prior approved qualification to an honours level degree.

The programme begins with a programme of induction in which you will develop the skills required to transition to honours level study.

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

Employability skills are developed through practical activities and guest speakers to ensure that graduates have a competitive advantage when entering 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.
7. the development, management and exploitation of information systems and their impact upon organisations
8. the development of sustainable 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. Create, evaluate and assess a range of options together with the capacity to 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 numerical and quantitative skills of data analysis, interpretation and extrapolation
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 consider sensitive issues in relation to diversity in terms of people, culture, business and management
5. Develop a learning-to-learn approach and appetite for reflective, adaptive and collaborative learning

### Programme structure

Module Code	Core/ Option/ Elective (C/O/E)	Length (1, 2 or 3)	Title	Credits
BAM6001	C	2	Dissertation	40
BAM6002	C	1	Strategic Management	20
BAM6003	O	1	Global Marketing	20
BAM6004	O	1	International Human Resource Management	20
BAM6005	O	1	Information Systems for Business Strategy	20
BAM6006	O	1	Supply Chain Management	20
BAM6007	O	1	Work and the Employment Relationship	20
BAM6008	O	1	Financial Reporting for Management	20

### 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.

It is important to realise that the time spent with a tutor during formally scheduled activities is only a small part of the learning time identified for a module. In addition, a significant amount of time is spent in guided independent study, which is spent, for example, engaging in general background reading, preparing for seminar activities and working on assignments.

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. The learning and teaching strategy for each individual module is detailed in the module guides that you will receive at the beginning of each trimester

**Learning activities (KIS entry)**

	Course Year
	<b>Three</b>
Scheduled learning and teaching activities	26%
Guided independent study	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 and that each method is only used once per trimester. The variety of assessment methods is to maximise the opportunity for students to demonstrate their ability to meet learning outcomes and to maximise key transferable skills to enhance employability. Each module will normally require two different assessment methods to be adopted in each module.

**Assessment methods (KIS entry)**

	Course Year
	<b>Three</b>
Written exams	8.3% (33.3%)
Coursework	83.4% (41.7%)
Practical exams	8.3% (25%)

**Assessment regulations**

- Assessment Regulations for Undergraduate Modular Programmes.

**Grade bands and classifications**

In order to satisfy the requirements for the award of a Degree with Honours, students must obtain a minimum of 360 credits, including at least 120 credits at Level HE6 (in addition to the Level HE4 and HE5 requirements defined above.)

At least 20 credits at Level HE6 must normally be achieved through the completion of a module requiring the student to engage in substantial independent enquiry such as a project, dissertation or other form of independent learning resulting in an appropriately individualised assessment representing the exercise of independent critical thinking.

In order to satisfy the requirements for the award of a Pass Degree, students will be required to obtain a minimum of 300 credits, including at least 60 credits at Levels HE6 (in addition to the Level HE4 and HE5 requirements defined above). The award of a Pass Degree shall be made at the discretion of the Assessment Board normally to students who have taken the full programme of Honours modules but who have failed to meet the standard required for the award of an Honours Degree. Students who are awarded a Pass Degree following failure to obtain an Honours Degree will not be allowed to upgrade their award to Honours.

In order to satisfy the requirements for an Ordinary Degree, students will be required to obtain a minimum of 300 credits, including at least 60 credits at Levels HE6 (in addition to the Level HE4 and HE5 requirements defined above). Students who are awarded an Ordinary Degree may be allowed to upgrade their award to Honours within the same programme of study, according to criteria defined in approved programme regulations. The award of an Ordinary Degree with Distinction may be made to students where their overall average mark is at least 70 percent, normally calculated from the marks for those modules worth at least 180 credits at Levels HE5 and HE6 combined.

A student will normally be awarded the honours classification resulting from application of the following algorithms:

Rule ACM6: A simple average of the equally weighted marks from modules worth 120 credits at Level HE6 which represent the best marks achieved by a student at that Level.

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 80 credits, then a student shall be awarded an honours degree in the classification category one higher than that indicated by their average.

Where a student has marks available for fewer than 120 credits at Level HE6, honours classification shall normally be based solely on a simple average of the available marks for modules at Level HE6, subject to there being marks for a minimum of 60 credits awarded by the University.

Upgrading of the honours classification will not normally be available to students for whom there are marks available for fewer than 120 credits at Level HE6, unless this is explicitly approved through one of the methods described below. In those wholly exceptional and infrequent cases where an Assessment Board uses its discretion and academic judgement (which may only be in a student's favour) to make an award which departs from that arrived at through one of the above algorithms, then the Board shall ensure that its decision is fully justified and is recorded accordingly in the Board's minutes.

Exceptionally, Faculties may propose honours degree classification algorithms which vary from those described above, for instance in order to satisfy professional body requirements, or to accommodate the need to design programmes of study which do not follow the normal pattern of credits and/or levels. The proposed variation will be the subject of an explicit programme variance request to be made to the Academic Quality and Standards Committee or equivalent body prior to programme approval (see Annex G of the Validation Handbook). Variations approved prior to the date of publication of this version of the Assessment Regulations will, where necessary, be considered for re-approval by the Pro Vice Chancellor

(Academic) following consultation with the Chair of the relevant Final Awards Board.

Individually negotiated programmes of study may also need to apply a variation in the honours classification algorithm for particular students (e.g. for students admitted with credit for prior learning). Such individual variations should be put to the Pro Vice Chancellor (Academic) for approval. Agreed procedures will be implemented by the Head of Student Data Management on request from the Pro Vice Chancellor (Academic), who may in any case seek approval from the Academic Quality and Standards Committee or equivalent body as deemed appropriate.

The underlying principle guiding approval of all variations will be that students subject to atypical honours classification algorithms will be neither advantaged nor disadvantaged compared to students whose honours classification is calculated through the normal methods described above.

### **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. Students 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
- All students are allocated a personal tutor who supports students in a pastoral role
- Personal tutoring and PDP are embedded in core modules throughout the programme.
- An induction programme introduces the student 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](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**

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<b>Effective from:</b>	
<b>Document History:</b>	



BSc (Hons) Business Management Top up – Full and part-time

Learning Outcomes Maps

Module title	Module Code	Status C/O/E	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	C1	C2	C3	P1	P2	P3	P4	T1	T2	T3	T4	T5	T6
Dissertation	BAM6001	C	D								DTA			DTA	DTA	DTA	DTA	DA	DA	DA		DA	DA	DTA	DTA	DTA
Strategic Management	BAM6002	C	DT	D	DTA									DTA	DTA	DTA	D		D	D		D	DA			
Global Marketing	BAM6003	O	DA	DTA	DTA				D					DTA	DTA	DA	DTA		D			DA	DA			
International Human Resource Management	BAM6004	O	DA		DTA									DTA	DTA	DA	DTA		D	D	DA	DA	DA	DTA	DA	
Information Systems for Business Strategy	BAM6005	O	D		DTA				DTA					DTA	DTA	DA	DA	D	DTA			DA	DA	D		
Supply Chain Management	BAM6006	O	DTA	D	DTA	DTA			DTA					DTA	DTA	DA	DA		DTA	D	DA	DA	DA		DA	
Work and the Employment Relationship	BAM6007	O	DTA		DTA				D					DTA	DTA	DA			D	D		D	DA	DTA	D	
Financial Reporting for Management	BAM6008	O	D		D	DTA								DTA	DTA	DA		DTA	DTA				DA			

**K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills**

**Complete the grid using the following (Developed = D, Taught = T, Assessed = A)**

**Annexe R Module Listings**

Module title	Mod Code	New	Level	Credits	Type	Core/Option /Elective C/O/E	Pre-requisite Module	Assessment 1			Assessment 2		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
Dissertation	BAM6001	✓	6	40	DISS	Core	N	CW	75		PRA	25	Y
Strategic Management	BAM6002	✓	6	20	STAN	Core	N	CW	50		EX	50	Y
Global Marketing	BAM6003	✓	6	20	STAN	Option	N	CW	100	Y			
International Human Resource Management	BAM6004	✓	6	20	STAN	Option	N	CW	50		PRA	50	Y
Information Systems for Business Strategy	BAM6005	✓	6	20	STAN	Option	N	CW	50		PRA	50	Y
Supply Chain Management	BAM6006	✓	6	20	STAN	Option	N	CW	50		PRA	50	Y
Work and the Employment Relationship	BAM6007	✓	6	20	STAN	Option	N	CW	50		EX	50	Y
Financial Reporting for Management	BAM6008	✓	6	20	STAN	Option	N	CW	30		EX	70	Y

### Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Dissertation	BAM6001		DTA	DTA		DTA	DTA	DTA	DTA	DTA	DA	D	D		D	DA
Strategic Management	BAM6002			DTA	D	D						DA		DA		DA
Global Marketing	BAM6003			DTA	D	D		D	D			DA		DTA	D	D
International Human Resource Management	BAM6004			DTA	DTA	D		DA	D	DA		DA	D	DTA	DA	DTA
Information Systems for Business Strategy	BAM6005			DTA		D	D	DA	D	DA		DA		DA	DTA	DT
Supply Chain Management	BAM6006			DTA	DTA	D	D	DA	D			DA	D	DA	DTA	DT
Work and the Employment Relationship	BAM6007			DTA	D	D			D			DA		D	D	DT
Financial Reporting for Management	BAM6008			DTA		D	DTA	DTA	D			DA				