Programme Specification

1	**Awarding body**	University of London
2	**Teaching Institution**	**Birkbeck College**
3	**Programme Title(s)**	**BSc Business with Foundation Year**
4	**Programme Code(s)**	UUBFBUSN_C (full-time) UBFBUSNS_C (part-time)
5	**UCAS code**	N100 (full-time)
6	**Home Department**	**Management**
7	**Exit Award(s)**	Certificate of Higher Education (Foundations of Business and IT) Certificate of Continuing Education Certificate of Higher Education Diploma of Higher Education
8	**Duration of Study (number of years)**	4 years Full Time 6 years Part Time
9	**Mode of Study**	FT **X** PT **x** DL
10	**Level of Award (FHEQ)**	6
11	**Other teaching depts or institution**	Central Administration College Secretariat (FY only) Economics, Mathematics and Statistics
12	**Professional, Statutory Regulatory Body(PSRB) details**	N/A
13	**QAA Benchmark Statement**	General Business and Management

14	**Programme Rationale & Aims**

Main aims for Foundation Year:

- To enable students to develop the foundational knowledge and skills required for successful completion of a degree in a range of business-related disciplines
- Provide support to those students who do not meet the formal entry requirements for direct entry to the degree, but who can demonstrate ability for degree level study

Main aims for degree:
This programme aims to provide an understanding of the different functional areas of business and a solid foundation for a career in Business Management. The programme is distinctive in its flexibility, giving students the option to gain a general business degree.

Earlier modules in the degree focus on generic business skills. They are designed to provide students with the basic understanding of the business environment.

The programme's main aims are:

- To enable students to develop knowledge and understanding of the theory and practice of business and management
- To enable students to interpret complex material and relate theory to practice in a

number of subject areas in the field of business and management

- To enable students to develop a range of analytical skills that will enable them to critically appraise and challenge existing managerial and/or business practices
- To enable students to develop an understanding of organisations, their management, the environment in which they operate and how decisions are made in organisations
- To enable students to acquire quantitative skills that can be applied in the analysis of management and accounting problems
- To provide a context within which students can further develop their communication and interpersonal skills
- To encourage lifelong learning

15	**Entry Criteria**

We welcome applicants without traditional entry qualifications as we base decisions on our own assessment of qualifications, knowledge and previous work experience. We may waive formal entry requirements based on judgement of academic potential.

Applicants will normally be expected to have grade C or new grade 4 in GCSE-level English and mathematics. Applicants who do not hold this level of qualification may be required to carry out a skills audit at a selection evening, which comprises English and mathematics. This audit assesses an applicant's potential to cope with, and benefit from, a particular programme of study.

UCAS tariff points: 48

The UCAS tariff score is applicable where applicants have recently studied a qualification that has a UCAS tariff equivalence.

16	**Learning Outcomes**

Learning outcomes for Foundation Year: Successful completion of the Foundation Year will enable students to:

- Demonstrate knowledge of the foundational concepts and principles associated with business and IT, and an ability to evaluate and interpret these within the relevant areas of study
- Present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument
- Make sound judgements in accordance with basic theories and concepts of the subjects under study
- Evaluate the appropriateness of different approaches to solving problems related to their proposed area of study and/or work
- Communicate the results of their study/work accurately and reliably, and with structured and coherent arguments
- Undertake further study at undergraduate level and develop new skills

Learning Outcomes for the degree: Successful completion of this programme will enable students to:

1. Demonstrate knowledge and understanding of the contexts in which business and management operate

2. Demonstrate the knowledge and understanding of the theory of business and management
3. Understanding the practice and language of business and management
4. Evaluate and critically appraise business and management practices
5. Understand and evaluate recent developments in business and management research and practice
6. Approach problems systematically and to present reasoned responses
7. Read and synthesise literature
8. Formulate testable hypotheses
9. Formulate and pursue research problems
10. Adopt a broad and informed approach to a range of policy related problems
11. Demonstrate cognitive skills including the capacity to critically evaluate arguments and evidence
12. Use quantitative and qualitative data in problem solving
13. Structure and communicate ideas effectively
14. Demonstrate the capacity for independent and self- managed learning
15. Demonstrate a range of library skills
16. Demonstrate essay writing skills
17. Demonstrate IT skills
18. Locate, extract and analyse data
19. Present data in a variety of formats and to a variety of audiences
20. Demonstrate well developed communication (oral and written) skills
21. Work in teams
22. Improve interpersonal skills
23. Apply decision making skills

17	**Learning, teaching and assessment methods**
	Teaching and Learning Methods for Foundation Year:

Teaching and Learning Methods for Foundation Year:
Students will be taught in interactive, tutorial style classes that support the phased development of knowledge, skills and confidence.

Pedagogies in the Foundation Year are designed to give students the space to gain familiarity with the requirements of undergraduate study, and to develop their learning strategies.

Teaching and Learning Methods for degree:
The programme of study has been designed so that as well as receiving information in the form of formal lectures, a student can take charge of their own learning by adopting a participative approach to learning. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciate of the subject matter; improve their communicative style; and develop their interpersonal skills.

This programme is assessed through a range of assessment methods. Modules that emphasise learning of numerical skills lean toward the use of mid-term tests coupled with unseen, formal examination at the end of each term. Mid-term tests are short tests set

	during the term and are designed to provide early feedback on performance. Other modules use individual or group presentations, written essays, or formal end of term examinations, as sole assessments or in combination. In the final year of studies, students independently design and complete a large written assignment, in the form of a research project/dissertation.

18	**Programme Description**
	This programme provides students with the opportunity to fully develop foundation skills before starting the BSc Business. The degree itself provides an understanding of the different functional areas of business and a solid foundation for a career in Business Management. The programme provides students with an understanding of the business environment while, at the same time, allowing them to select modules according to interest.

19	**Programme Structure**

Full Time programme – 4 years

Foundation Year (0)

Level	Module Code	Module Title	Credits	Status*
3	CASE002S3	Fundamentals of Study: Learning through the Global City	30	Core
3	BUMN170H3	Leadership and Team Building (Level 3)	15	Core
3	BUMN166H3	Mathematics for Business (Level 3)	15	Core
3	BUMN169H3	Managing Change (Level 3)	15	Core
3	BUMN168H3	Strategy and Business Planning (Level 3)	15	Core
3	BUEM120H3	The Modern British Economy (Foundation Year)	15	Core
3	BUMN167H3	Understanding Organisations (Level 3)	15	Core

Year 1

Level	Module Code	Module Title	Credits	Status*
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Compulsory
4	BUMN051H4	Business Information Systems	15	Compulsory
4	BUMN138H4	Personal and Academic Skills for Success	15	Compulsory
4	BUMN131H4	Introduction to Accounting	15	Compulsory
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Compulsory
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Compulsory

Year 2

Level	Module Code	Module Title	Credits	Status*
5	MOMN033H5	Macroeconomics for Business	15	Compulsory
5	BUMN150H5	Critical Perspectives on People Management	15	Compulsory
5	BUMN147H5	Management of Innovation (level 5)	15	Compulsory
5	BUMN067H5	Buyer Behaviour	15	Compulsory
5	BUMN151H5	International Business (level 5)	15	Compulsory
5		Option modules - free choice from modules in the Department of Management	45	Option

Year 3				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
6	BUMN057H6	Entrepreneurship and Small Business	15	Comp
6	BUMN140S6	Business Project	30	Comp
6		Option modules - free choice from modules in the Department of Management	75	Option

Part Time programme – 6 years				

Foundation Year (0a)				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
3	CASE002S3	Fundamentals of Study: Learning through the Global City	30	Core
3	BUMN170H3	Leadership and Team Building (Level 3)	15	Core
3	BUMN166H3	Mathematics for Business (Level 3)	15	Core

Foundation Year (0b)				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
3	BUMN169H3	Managing Change (Level 3)	15	Core
3	BUMN168H3	Strategy and Business Planning (Level 3)	15	Core
3	BUEM120H3	The Modern British Economy (Foundation Year)	15	Core
3	BUMN167H3	Understanding Organisations (Level 3)	15	Core

Year 1				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Compulsory
4	BUMN051H4	Business Information Systems	15	Compulsory
4	BUMN138H4	Personal and Academic Skills for Success	15	Compulsory
4	BUMN131H4	Introduction to Accounting	15	Compulsory

Year 2				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Compulsory
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Compulsory
5	MOMN033H5	Macroeconomics for Business	15	Compulsory
5	BUMN150H5	Critical Perspectives on People Management	15	Compulsory
5	BUMN147H5	Management of Innovation (level 5)	15	Compulsory
5		Option modules - free choice from modules in the Department of Management	15	Option

Year 3				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
5	BUMN151H5	International Business (level 5)	15	Compulsory
5	BUMN067H5	Buyer Behaviour	15	Compulsory
5		Option modules - free choice from modules in the Department of Management	30	Option
6		Option modules - free choice from modules in the Department of Management	30	Option

Year 4				
6	BUMN057H6	Entrepreneurship and Small Business	15	Comp
6	BUMN140S6	Business Project	30	Comp
6		Option modules - free choice from modules in the Department of Management	45	Option

Indicative list of module options				
Level	Module Code	Module Title	Credits	Status
5	MOMN018H5	Commercial Law for Business	15	Option
5	BUMN109H5	Groupwork in Practice	15	Option
5	BUMN094H5	International Marketing	15	Option
5	BUMN093H5	Marketing Communications	15	Option
5	MOMN019H5	Operations Management	15	Option
5	BUMN096H5	Services and Retail Marketing	15	Option
5	BUMN097H5	Sustainability and Stakeholder Marketing	15	Option
5	BUMN145S5	Financial Management (level 5)	30	Option
5	BUMN133S5	Financial Reporting (level 5)	30	Option
5	BUMN134S5	Management Accounting (30 credits)	30	Option
5	FDPD023S5	Work-Based Learning Module	30	Option
6	MOMN042H6	Auditing	15	Option
6	BUMN065H6	Brand Development	15	Option
6	MOMN084H6	Introduction to Corporate Governance and Ethics	15	Option
6	BUMN113H6	Investing in Securities Markets	15	Option
6	MOMN044H6	Marketing Strategy	15	Option
6	MOMN069H6	Strategic Management (Undergraduate)	15	Option
6	MOMN040H6	Taxation	15	Option
6	BUMN111S6	International Financial Management	30	Option

Status*

CORE – Module must be taken and passed by student; COMPULSORY – Module must be taken, mark can be reviewed at sub-exam board; OPTIONAL – Student can choose to take this module.

21	**Regulations**
	Admissions This programme adheres to the College Admissions Policy: http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf ***Credit Transfer*** Accredited Prior Learning will be considered in line with the College Policy on Accredited Prior Learning http://www.bbk.ac.uk/registry/policies/documents/accreditation-prior-learning.pdf ***Programme Regulations*** This programme adheres to the College Common Awards Scheme http://www.bbk.ac.uk/mybirkbeck/services/rules/casregs.pdf ***Programme Specific Regulations (or not applicable)***

	To progress from year 0 (foundation year) to year 1 of the programme, students must have passed **all 120 credits** (i.e. every module) with a mark of 40 or above.

22	**Student Attendance Framework** *– in brief*
	The full version of the 'Student Attendance Framework' is available http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf . **Principle** Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded. **Attendance expectation** Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations. **E-Registers** All Birkbeck students are issued with student cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students.

22	**Student Support and Guidance**
	All Birkbeck students have access to a range of student support services, details can be found on our website here: http://www.bbk.ac.uk/mybirkbeck/services/facilities

23	**Methods of Enhancing Quality and Standards**
	The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner's reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input. For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality

24	**Programme Director**	Neil Pyper
25	**Start Date (term/year)**	September 2017
26	**Date approved by TQEC**	Spring 2017
27	**Date approved by Academic Board**	Summer 2017
28	**Date(s) updated/amended**	September 2020