

Programme Specification

1	Awarding body	University of London
2	Teaching Institution	Birkbeck College
3	Programme Title(s)	Foundation Degree in Management
4	Programme Code(s)	UFAMNGMO_C Management (Foundation Degree): 3-year, part-time, central London, October start
5	UCAS code	N/A
6	Home Department	Management
7	Exit Award(s)	College Certificate; Cert Higher Education
8	Duration of Study (number of years)	3 years part-time This programme can be completed in 9 academic terms, spread over 3 academic years.
9	Mode of Study	FT/PT
10	Level of Award (FHEQ)	5
11	Other teaching depts or institution	N/A
12	Professional, Statutory Regulatory Body(PSRB) details	<i>(include URL to PSRB)</i> N/A
13	QAA Benchmark Group	Foundation Degree

14	Programme Rationale & Aims
	<ul style="list-style-type: none"> • To broaden access to higher education by offering a Foundation Degree programme in Management to students who would not normally enrol for an undergraduate honours degree in management. • To provide a Foundation Degree programme in Management that is suitable for students who are in full-time employment or have other daytime commitments. • To offer an academically rigorous undergraduate non-honours degree programme that fosters the development of a broad-based knowledge and understanding of the theory and practice of a number of subject areas in the field of management, and their complex inter-relationships and to integrate these closely with work-based and work-related learning and Personal Development Planning (PDP). In this objective, the programme hopes to fulfil one of the aims of the College's Learning and Teaching Strategy to "enhance student learning by building on the students' knowledge and experience". • To provide through academic and work-based learning a broad-based and academically grounded undergraduate management education that develops competencies in the processes of management and harnesses critical thinking and independent judgment to confront a whole range of management and management-related problems in business, both in conceptual and practical terms. • To impart employment-related training involving personal skills development or generic skills that is transferable to a wide range of research, teaching and work situations. • To harness the knowledge, skills and capabilities required to progress, if desired, to one

	<p>of the undergraduate honours degree programmes at Birkbeck.</p> <p>Distinctive Features:</p> <ul style="list-style-type: none"> • The programme is offered by the Department of Management in the School of Business, Economics and Informatics of Birkbeck that is gaining a strong reputation for both teaching and research in management and business. • The part-time programme embodies Birkbeck's mission which concerns the education of mature students in full-time employment or have other daytime commitments and who may have missed out on earlier educational opportunities. • Entry permitted to students without standard qualifications from diverse educational and cultural backgrounds. • Face-to-face instruction conducted during the evening. • The assessment of most modules is by means of an appropriate mix of examination, coursework, and / or project report. • Opportunities for further higher education beyond the Foundation Degree in Management are offered by the Department of Management in the School of Business, Economics and Informatics of Birkbeck.
15	<p>Entry Criteria</p> <p>Applicants should be at least 18 years of age, but are not required to satisfy the general entry requirements for First degrees.</p> <p>Applicants will normally be expected to have grade 'C' GCSE level English and Maths. Applicants who do not hold this level of qualification may be required to carry out a skills audit at a selection evening, which comprises Maths and English. This audit assesses an applicant's potential to cope with and benefit from a particular programme of study.</p>
16	<p>Learning Outcomes</p> <p>Upon the successful completion of this programme students should be able to:</p> <ul style="list-style-type: none"> • describe the different organisational structures and the connections between different management functions; • explain how accounting integrate with the business world and its functions in business decision making; • discuss the micro economic theory and its interaction with businesses and society; • integrate the knowledge gained in the programme with their work place; • perform basic numerical and statistical analyses and apply the quantitative techniques in dealing with business problems; • evaluate the quality of empirical evidence presented in both management reports and academic journal articles; and • work in groups and present materials in class.
17	<p>Learning, teaching and assessment methods</p> <p>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</p>

	<p>knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills.</p> <p>This programme is assessed through a range of assessment methods. Modules that emphasise the 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.</p>
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18	Programme Description
	This programme starts in Autumn term each year and takes 3 years to complete as a part-time programme.

19	Programme Structure - FDA Management			
Part time				
Year 1				
Level	Module Code	Module Name	Credits	Status*
4	BUMN077H4	Management Studies I	15	Compulsory
4	BUMN078H4	Management Studies II	15	Compulsory
4	MOMN022H4	Quantitative Methods	15	Compulsory
4	FFHE012H4	Information and Communication Technologies	15	Compulsory
4	BUMN138H4	Personal and Academic Skills for Success	15	Compulsory
4	MOMN071H4	Mathematics for Business	15	Compulsory
Year 2				
Level	Module Code	Module Name	Credits	Status*
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Compulsory
4	BUMN131H4	Introduction to Accounting	15	Compulsory
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Compulsory
5	BUMN109H5	Groupwork in Practice	15	Compulsory
5	FDPD023S5	Work-Based Learning Module	30	Compulsory
Year 3				
Level	Module Code	Module Name	Credits	Status*
5		Option modules - free choice from modules in the Department of Management	60	Optional

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

20	Regulations
	<p>Admissions</p> <p>This programme adheres to the College Admissions Policy http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf</p> <p>Credit Transfer</p>

	<p>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</p> <p>Programme Regulations</p> <p>This programme adheres to the College Common Awards Scheme http://www.bbk.ac.uk/registry/policies/regulations</p> <p>Programme Specific Regulations (if applicable) N/A</p>
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21	Student Attendance Framework – in brief
	<p>The full version of the 'Student Attendance Framework' is available http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf .</p> <p>Principle</p> <p>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.</p> <p>Attendance expectation</p> <p>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.</p> <p>E-Registers</p> <p>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.</p>

22	Student Support and Guidance
	<p>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</p>

23	Methods of Enhancing Quality and Standards
	<p>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.</p> <p>For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality</p>

24	Programme Director	Nick Pronger
25	Start Date (<i>term/year</i>)	Spring 2002
26	Date approved by TQEC	Spring 2001
27	Date approved by Academic Board	Spring 2001
28	Date(s) updated/amended	November 2018