**Programme Specification**

|  |
| --- |
| **Please note:** This 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 passes the programme. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the programme handbook. The accuracy of the information contained in this specification is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education. |

|  |
| --- |
| **BA/BSc (Joint Hons) in Management And One Other Subject**  **or**  **BA/BSc\* (Joint Hons) in One Other Subject And Management** |

|  |  |
| --- | --- |
| 1. **Awarding Institution/Body** | University of Kent |
| 1. **Teaching Institution** | University of Kent |
| 1. **School responsible for management of the programme** | Kent Business School |
| 1. **Teaching Site** | Canterbury |
| 1. **Mode of Delivery** | Full-time  Part-time (only for programmes without a Year Abroad/Industry) |
| 1. **Programme accredited by** | Chartered Management Institute (CMI Level 5 – Leadership and Management) |
| 1. **a) Final Award** | BA/BSc (determined by the categorisation of the non-management subject) |
| 7. **b) Alternative Exit Awards** | BA/BSc Management and One Other Subject or One Other Subject and Management (if less than 90 credits achieved at Level 6 in Stage 3)  Diploma in Management and One Other Subject or One Other Subject and Management (exit after passing stage 2) and Certificate in Management and One Other Subject or One Other Subject and Management (exit after passing stage 1) or as above |
| 1. **Programme** | Management and One Other Subject  One Other Subject and Management |
| 1. **UCAS Code (or other code)** | Dependent on Subject |
| 1. **Credits/ECTS Value** | 360 credits (180 ECTS) |
| 1. **Study Level** | Undergraduate |
| 1. **Relevant QAA subject benchmarking group(s)** | Subject Benchmark Statement Business and Management February 2015 |
| 1. **Date of creation/revision** | Feb 2016/revised June 2016/ FSO Dec 2017 |
| 1. **Intended Start Date of Delivery of this Programme** | September 2018 |

|  |
| --- |
| 1. **Educational Aims of the Programme**   The programme aims to: |
| The aim of the degree is to produce graduates who understand the role and interrelationship between strategic management, human resource management and operations management and who can effectively pursue operational line management positions in a range of diverse organisations. Graduates will have an appreciation of the global challenges facing managers from both an operational and a strategic perspective and will be sensitive to the need for mainstreaming of business ethics and corporate social responsibility into management policy and practice. They will develop their leadership skills in relation to decision making, problem solving, team working, and negotiation and will also be sensitive to issues relating to cultural/inter-cultural diversity and equality. The programme syllabus is guided by the QAA’s Business and Management Subject Benchmark Statement (Feb 2015) as well as the Leadership and Management Standards (2015) endorsed by the Chartered Management Institute (CMI) to reflect current thinking in and within the field of management.  For the Management component the aims are:   * To develop in students the relevant knowledge, skills and ethical awareness to succeed in the modern global business environment as managers * To blend academic theory with practical application in order to develop students who can make a positive difference in the workplace from the very beginning of their careers * To enable students to work autonomously whilst seeking to self-improve through reflection   To provide a sound academic base from which students may continue to benefit from formal and informal management education and experiential learning |

|  |
| --- |
| **16 Programme Outcomes**  The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas.  The programme outcomes have references to the subject benchmarking statement Business and Management (February 2015)*.* |

1. **Knowledge and Understanding of:**
2. A systematic knowledge and understanding of the modern and dynamic business environment, including the evolving nature of organisations and the external, cross border environment in which they must operate (SBS 3.2, 3.4 and 3.5).
3. A systematic knowledge and understanding of the effective management of organisations, including cutting edge theories, models and frameworks which inform current practice in an international context (SBS 3.6).
4. A systematic knowledge and understanding of the key pervasive issues within modern business and management practice, such as sustainability, globalisation and corporate social responsibility, digital business and of the need to consider such issues when formulating strategy and making business decisions (SBS 3.7).

**Skills and Other Attributes**

1. **Intellectual Skills**
2. Critically analyse and evaluate information and arguments presented in a variety of formats and draw appropriate conclusions (SBS 3.9).
3. Conduct research using a variety of sources and methodologies and synthesise the data collected for use in the support of rational arguments and conclusions (SBS 3.9).
4. Reflect self-critically on their performance and how they come across to others with a view to ongoing learning, development and improvement (SBS 3.9).

**C. Subject-specific Skills:**

1. Apply the knowledge and understanding set out above to the solving of complex and multi-faceted real-life practical problems in the modern globalised business and managerial environment (SBS 3.9).
2. Demonstrate the ability to work effectively in a team environment and contribute to the generation of appropriate management strategies, informed by an awareness of issues such as diversity, sustainability and the ethical implications of economic activity (SBS 3.9).
3. Manage relationships with internal and external stakeholders using appropriate communication channels, whilst demonstrating empathy and sensitivity to their needs (SBS 3.9).
4. **Transferable Skills:**
5. Communicate information, ideas, problems and solutions effectively in a professional manner using appropriate media, with an awareness of the needs of their intended recipients (SBS 3.9).
6. Present themselves in a way which maximises their personal impact, demonstrating an awareness of different business cultures and environments and adaptability in meeting the challenges posed.
7. Demonstrate strong interpersonal skills, including effective listening and oral communication skills, as well as the associated ability to persuade, present and negotiate (SBS 3.9).
8. Collaborate effectively, both on a personal and potentially also organisational level, as part of a business entity working with others (including ‘competitors’) to achieve its goals (SBS 3.9).
9. Demonstrate the numeracy and literacy (including IT literacy) skills necessary to function effectively in the modern business environment (SBS 3.9).
10. Work autonomously and independently on projects with minimal guidance from others, taking responsibility for their own work and learning (SBS 3.9).
11. Work with resilience under pressure, producing set outputs within a definite time-limited period with minimal access to external resources (SBS 3.9).

**Teaching/learning and assessment methods and strategies used to enable the programme learning outcomes to be achieved and demonstrated**

Teaching/learning:

Lectures; student and tutor-led seminars; tutor-led tutorials/clinics; problem-based learning scenarios and management simulations; individual projects; group projects; individual and group oral presentations; computer application activities; the use of research-based teaching materials and methods; the use of Moodle VLE materials; the use of appropriate software packages for information resource planning; podcasting and blogs. Guest speaker and Masterclasses. Professional mentoring by Members and Fellows from the CMI. Digital learning and team-based learning. Company visits and enterprise related pitch it schemes. Business Start-Up and business mentoring.

Assessment:

Coursework; written unseen examinations; essays; reports; student oral presentations (individual and team); seminar discussion papers; personal reflections and learning diaries; case study analysis; situational audits and business plans; portfolios; dissertation; project; management brief; consultancy tender; debates including participation in online discussion forums

|  |
| --- |
| For more information on the skills developed by individual modules and on the specific learning outcomes associated with any Certificate, Diploma or BA/BSc non-honours awards relating to this programme of study, see the module mapping table, located at the end of this specification. |

|  |
| --- |
| **17 Programme Structures and Requirements, Levels, Modules, Credits and Awards**  This programme is studied over three years full-time (four years if programme has a year abroad) or six years part-time, although for the ‘Year Abroad’ degrees, it is not generally possible to arrange for that particular year to be taken part-time.  The programme is divided into three stages (four where the Year Abroad, Stage A, is included), being progressive in nature, moving from facts, understanding, to application and application in practice to evaluation and professional practice, each stage comprising modules to a total of 120 credits. Students must successfully complete each module in order to be awarded the specified number of credits for that module. One credit corresponds to approximately ten hours of 'learning time' (including all classes and all private study and research). Thus obtaining 120 credits in an academic year requires 1,200 hours of overall learning time. For further information on modules and credits refer to the Credit Framework at <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfo.html>  Each module and programme is designed to be at a specific level. For the descriptors of each of these levels, refer to Annex 2 of the Credit Framework at <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex2.html>. To be eligible for the award of an honours degree students must obtain 360 credits (480 for the Year Abroad) at least 210 of which must be at Level 5 or above, including at least 90 credits at level 6 or above at Stage 3.  Students successfully completing Stage 1 of the programme and meeting credit framework requirements who do not successfully complete Stage 2 will be eligible for the award of the Certificate in Management and One Other Subject or One Other Subject and Management. Students successfully completing Stage 1 and Stage 2 of the programme and meeting Credit Framework requirements and who do not successfully complete Stage 3 will be eligible for the award of the Diploma in Management and One Other Subject or One Other Subject and Management. Students successfully completing Stage 2 of the programme and achieving 300 credits overall including at least 60 credits at level 6 or above in Stage 3 and meeting Credit Framework requirements will be eligible for the award of a BA/BSc Management and One Other Subject or One Other Subject and Management.  In addition, for four year programmes that include a year abroad, students successfully completing Stage 2 and also the year abroad and meeting credit framework requirements will be eligible for the award of the Diploma with a Year Abroad.  For further information refer to the Credit Framework at <https://www.kent.ac.uk/teaching/qa/credit-framework/creditinfo.html#exit-awards>.  This programme specification refers only to the Management elements of a Joint Honours programme.  Compulsory modules are core to the programme and must be taken by all students studying the programme. Optional modules provide a choice of subject areas, from which students will select a stated number of modules. Students must ensure they take 60 credits in each term to ensure an equal workload across the two terms. Students may only take modules for which they have the necessary prerequisites.  Where a student fails a module(s) due to illness or other mitigating circumstances, such failure may be condoned, subject to the requirements of the Credit Framework and provided that the student has achieved the **programme** learning outcomes. For further information refer to the Credit Framework at <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfo.html>.  Where a student fails a module(s), but has marks for such modules within 10 percentage points of the pass mark, the Board of Examiners may nevertheless award the credits for the module(s), subject to the requirements of the Credit Framework and provided that the student has achieved the **programme** learning outcomes. For further information refer to the Credit Framework.  Modules which are marked with an asterisk ‘\*’ cannot be trailed, condoned or compensated.  Students should contact the programme director when making modules choices if their intention is to maximise their opportunities for professional accreditation. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KV Code** | **Code** | **Title** | **Level** | **Credits** | **Term(s)** |
| **Stage 1** | | | | | |
| **Compulsory Modules**  Note: Modules which are marked with an asterisk ‘\*’ cannot be trailed, condoned or compensated. | | | | | |
| BUSN3430\* | CB343\* | Global Business Environment\* | 4 | 15 | 1 |
| BUSN3640 | CB364 | Business Analysis Tools | 4 | 15 | 1 |
| BUSN3120\* | CB312\* | Introduction to Management\* | 4 | 15 | 2 |
| BUSN3690 | CB369 | Financial Accounting, Reporting and Analysis | 4 | 15 | 2 |
| **Plus** the Compulsory (and any optional) modules for the ‘other subject’  NOTE: students undertaking the Joint Hons programme in Law and Management are not required to undertake CB364 Business Analysis Tools and CB369 Financial Accounting, Reporting and Analysis. | | | | | |
| **Stage 2** | | | | | |
| **Compulsory Modules**  Note: Modules which are marked with an asterisk ‘\*’ cannot be trailed, condoned or compensated. | | | | | |
| BUSN5140 | CB514 | Operations Management | 6 | 15 | 1 |
| BUSN6760\* | CB676\* | Strategy Analysis and Tools\* | 5 | 15 | 2 |
| **Optional modules**  Students must select **at least 15 credits**from Level 5 Management modules. | | | | | |
| **Plus** the Compulsory (and any optional) modules for the ‘other’ subject | | | | | |
| **Stage 3** | | | | | |
| **Optional Modules**  Students must select **at least 30 credits\*\*** from the Level 6 Business modules.  Students must ensure that they have taken the required credits from the ‘other ‘subject – a minimum of 90 credits across stage 2 and 3. Students must ensure they have taken at least 90 credits at Level 6 in Stage 3. No Level 4 modules can be taken at Stage 3.  **\*\*Note**:  If two management optional modules (30 credits) were selected at Stage 2, students will take a minimum of 30 credits and a maximum of 90 credits from Level 6 Business modules.  **Or**  If one management optional module (15 credits) was selected at Stage 2 students will take a minimum of 45 credits and a maximum of 105 credits from Level 6 Business modules.  Depending upon subject combination, students may take up to 30 wild credits with approval from the Director of Studies. | | | | | |

|  |
| --- |
| **18 Work-Based Learning** |
| Where disabled students are due to undertake a work placement as part of this programme of study, a representative of the University will meet with the work placement provider in advance to ensure the provision of anticipatory and reasonable adjustments in line with legal requirements. |
| * There is no work-based learning in this programme. |

|  |
| --- |
| **19 Support for Students and their Learning** |
| * School and University induction programme * Programme/module handbooks * Library services <http://www.kent.ac.uk/library/> * Student Support <http://www.kent.ac.uk/studentsupport/> * Student Wellbeing [www.kent.ac.uk/studentwellbeing/](http://www.kent.ac.uk/studentwellbeing/) * Centre for English and World Languages <http://www.kent.ac.uk/cewl/index.html> * Student Learning Advisory Service <http://www.kent.ac.uk/uelt/about/slas.html> * PASS system <https://www.kent.ac.uk/teaching/qa/codes/taught/annexg.html> * Academic Adviser system <https://www.kent.ac.uk/teaching/advisers/index.html> * Kent Union [www.kentunion.co.uk/](http://www.kentunion.co.uk/) * Careers and Employability Services [www.kent.ac.uk/ces/](http://www.kent.ac.uk/ces/) * Counselling Service https://www.kent.ac.uk/studentwellbeing/counselling/ * Information Services (computing and library services) [www.kent.ac.uk/is/](http://www.kent.ac.uk/is/) * Undergraduate student representation at School, Faculty and Institutional levels * International Recruitment Office <https://www.kent.ac.uk/internationalstudent/>; International Partnerships Office <https://www.kent.ac.uk/global/partnerships/> * Medical Centre <https://www.kent.ac.uk/studentwellbeing/medicalcentre.html> |

|  |
| --- |
| **20 Entry Profile**  The minimum age to study a degree programme at the university is normally at least 17 years old by 20 September in the year the programme begins. There is no upper age limit. |
| 20.1 **Entry Route**  For current information, please refer to the University prospectus |
| Offer levels: typically ABB at A level, IB 34 points (16 at Higher)  Required subjects: GCSE English grade C and GCSE Mathematics grade C  **International Students**  The University welcomes applications from international students. Our [international recruitment team](https://www.kent.ac.uk/internationalstudent/recruitment/team.html) can guide you on entry requirements. See our [International Student](https://www.kent.ac.uk/internationalstudent/entry-requirements/index.html) website for further information about entry requirements for your country. |
| 20.2 **What does this programme have to offer?** |
| * Develops the academic foundation for a variety of career options, including employment or further training in the private or public sectors, in general management, or in specialist areas such as human resource management, project management and operations management or marketing * Provides knowledge of the key areas essential in managing organisations * Develops skills needed for study and a management career * Has a strong focus on contemporary management issues * Provides the opportunity to attend events run by the Kent Local Chapter of CMI with local eminent business people and KBS Student Focussed Masterclasses. |
| 20.3 **Personal Profile** |
| * Applicants should have a general interest in business and managing organisations. * Applicants should be good at working with others. * Applicants should enjoy working with numbers and tackling problems. * Applicants should possess good oral and written communication skills. |

|  |
| --- |
| 21 **Methods for Evaluating and Enhancing the Quality and Standards of Teaching and Learning** |
| 21.1 **Mechanisms for review and evaluation of teaching, learning, assessment, the curriculum and outcome standards** |
| * Student module evaluations * Annual programme and module monitoring reports <http://www.kent.ac.uk/teaching/qa/codes/taught/annexe.html> * External Examiners system <http://www.kent.ac.uk/teaching/qa/codes/taught/annexk.html> * Periodic programme review <http://www.kent.ac.uk/teaching/qa/codes/taught/annexf.html> * Annual staff appraisal * Peer observation * Quality Assurance Framework <http://www.kent.ac.uk/teaching/qa/codes/index.html> * QAA Higher Education Review <http://www.qaa.ac.uk/InstitutionReports/types-of-review/higher-education-review/Pages/default.aspx> * External accreditation: Chartered Management Institute (CMI). |
| 21.2 **Committees with responsibility for monitoring and evaluating quality and standards** |
| * Staff-Student Liaison Committee * School Education Committee * Faculty Education Committee * Faculty Board * Education Board * Board of Examiners |
| 21.3 **Mechanisms for gaining student feedback on the quality of teaching and their learning experience** |
| * Student module evaluations * Staff-Student Liaison Committee * Student rep system (School, Faculty and Institutional level) * Annual NSS * Discussions with Senior Tutor and academic adviser * Discussions with convenors/lecturers/seminar leaders * Informal meetings and social contact with students (including student role in recruitment activities) * Staff have office hours when students can discuss their modules/programmes |
| 21.4 **Staff Development priorities include:** |
| * PGCHE requirements * HEA (associate) fellowship membership * Annual appraisals * Institutional Level Staff Development Programme * Academic Practice Provision (PGCHE, other development opportunities) * Professional body membership and requirements * Programme team meetings * Research seminars * Conferences * Study leave * Equality, Diversity and Inclusivity (EDI) awareness |

|  |
| --- |
| 22 **Indicators of Quality and Standards** |
| * Results of periodic programme review (March 2017) * Professional accreditation - CMI * QAA Higher Education Review 2015 * Annual External Examiner reports * Annual programme and module monitoring reports |
| 22.1 **The following reference points were used in creating these specifications:** |
| * QAA UK Quality Code for Higher Education http://www.qaa.ac.uk/assuring-standards-and-quality * QAA Benchmarking statement/s for Business and Management (2015) * Accreditation requirements of CMI * School and Faculty plan * University Plan <https://www.kent.ac.uk/about/plan/> and Learning and Teaching Strategies https://www.kent.ac.uk/uelt/strategies/lta.html * Staff research activities * Kent Inclusive Practices (<https://www.kent.ac.uk/studentsupport/accessibility/inclusive-practice.html>) |

|  |
| --- |
| 23 **Inclusive Programme Design** |
| The School recognises and has embedded the expectations of current equality legislation, by ensuring that the programme is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services. |

*Template last updated November 2017*

*Module mapping table to be amended as appropriate to the programme specification. Where the programme includes many optional modules, it is acceptable to include only the compulsory modules in the table.*

**Programme Title:**

**BSc (Joint Hons) Management**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Stage 1** | | | | **Stage 2** | |
|  | **CB343** | **CB364** | **CB312** | **CB369** | **CB514** | **CB676** |
|  |
| **A: Knowledge and Understanding** | | | | | | |
| A1 | X |  | X | X | X | X |
| A2 | X | X | X | X | X | X |
| A3 | X |  | X | X | X | X |
| A4 | X |  | X | X | X | X |
| **B: Intellectual Skills** | | | | | | |
| B1 | X | X | X | X | X | X |
| B2 |  | X |  | X | X | X |
| B3 | X |  | X |  |  | X |
| **C: Subject Specific Skills** | | | | | | |
| C1 | X | X | X | X | X | X |
| C2 | X | X | X |  | X | X |
| C3 |  | X | X |  |  | X |
| **D: Transferable Skills** | | | | | | |
| D1 | X | X | X | X | X | X |
| D2 | X | X | X | X | X | X |
| D3 | X | X | X | X | X | X |
| D4 |  | X | X | X | X | X |
| D5 | X | X | X | X | X | X |
| D6 | X | X | X | X | X | X |
| D7 | X | X | X | X | X | X |
|  |  |  |  |  |  |  |