

Programme Title: BSc Business Management



Programme Specification (UG)

Awarding body / institution:	Queen Mary University of London
Teaching institution:	Queen Mary University of London
Name of final award and programme title:	BSc Business Management
Name of interim award(s):	Cert HE, Dip HE
Duration of study / period of registration:	3 Years
QMUL programme code / UCAS code(s):	NN12
QAA Benchmark Group:	General Business and Management
FHEQ Level of Award :	Level 6
Programme accredited by:	n/a
Date Programme Specification approved:	
Responsible School / Institute:	School of Business & Management

Schools / Institutes which will also be involved in teaching part of the programme:

n/a

Collaborative institution(s) / organisation(s) involved in delivering the programme:

n/a

Programme outline

Studying BSc Business Management you will examine key strategic issues in the metropolis, including financial governance and regulation, innovation and change, the creative industries and information and communication technologies, globalisation, development and security, equality, diversity and exclusion, social entrepreneurship and civil society organisations, and new forms of work. This strategic focus means our students are up to date with new developments and possibilities across many business sectors.

Our staff work across an eclectic range of academic areas with a particular emphasis on inter-disciplinary links. Research within our School focuses on the connections between economic, social, political and cultural life and modern business and management.

Aims of the programme

The Business Management (BM) degree builds on well-established courses in business studies. The aim is to provide a comprehensive undergraduate degree which will prepare students for careers in business, commerce and public organisations. The degree overall emphasises creativity, analysis and breadth of knowledge. It will provide a general appreciation and knowledge of the roles and operations of business in society rather than specific techniques, in order to prepare graduates for

conditions of change and requirements of flexibility. The conceptual content is high while specific techniques are not overly emphasised.

What will you be expected to achieve?

The aim of the programme is to equip students with the skills to operate flexibly and effectively in business organisations (business is held to include public sector organisations). In general terms students will learn to analyse, synthesise and clearly present material. They will understand the complexity of business as social practice and be capable of apposite judgement on business concerns. They will learn to apply the concepts of business to particular cases and make reasoned and substantiated judgements.

The compulsory modules will ensure that all students have common skills and competencies.

They will understand the complexity of the relationships between business and the rest of society and will have a basic grasp of the interrelationship of the functions of production.

Please note that the following information is only applicable to students who commenced their Level 4 studies in 2017/18, or 2018/19

In each year of undergraduate study, students are required to study modules to the value of at least 10 credits, which align to one or more of the following themes:

- networking
- multi- and inter-disciplinarity
- international perspectives
- enterprising perspectives.

These modules will be identified through the Module Directory, and / or by your School or Institute as your studies progress.

Academic Content:

A1	Knowledge and awareness of a range of subjects, fields, theories and approaches applicable to business and management of people and organisations in a business context.
A2	Knowledge and understanding of analytical tools used to analyse and interpret management problems, challenges and risks in a changing context.
A3	Develop a critical understanding of the economic, social and political environments which affect human relations in an organisation and the implications for its structure and culture.

Disciplinary Skills - able to:

B1	Develop an understanding of the theories, analytical approaches, methodologies and practices that underpin management in a business context.
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B 2	Evaluate, extrapolate and synthesise relevant literature and empirical data and competently apply these to different business and management contexts.
B 3	Develop students' ability to apply management theory to the analysis of a broad range of actual management problems.

Attributes:

C 1	To learn continuously within academia and beyond and to employ relevant information and knowledge in understanding different contexts.
C 2	To acquire research skills and values which can provide different approaches to problem solving and decision making in a business context.
C 3	Develop knowledge and analytical skills that are transferable to employment including negotiation and communication skills.

How will you learn?

The School promotes active learning within a context of clear learning objectives. Students are encouraged to take responsibility for their own learning. Most modules have a weekly course element and in some this will require collaborative group work. We expect informal work groups to emerge particularly in the more numerically based subjects. Clear guidance on basic and supplementary reading is given.

We recognise the value of independent work at final year level for undergraduates. We consider it important to develop the ability of students to undertake basic research through both practical and theoretical means and to develop the ability to write sustained, coherent narratives. In order to enable students to develop their skills we will offer extensive modules requiring independent work using written and presentational skills.

How will you be assessed?

The School schedules an annual Business Management Examination Board which considers all student academic profiles and agrees classifications and progression routes. Modules are assessed by a combination of coursework, presentation, incourse tests and a final examination. Clear guidance on coursework requirement is given, emphasising approaches to coursework of various types and how to avoid plagiarism, together with rules and procedures. Examinations are typically of a two hour paper undertaken in the May/June diet of exams. Examination papers will be reviewed by an Internal Moderator and then by External Examiners. All exam papers go through a moderation marking procedure. A selection of first class and failed scripts together with a representative sample of intermediate scripts are sent to the External examiners for quality control and approval of marks. Undergraduates have one opportunity to re-sit failed modules: for first and second year students the only opportunity is the late summer resit period or in exceptional circumstances, in the following year's main examination period. Re-sit module marks are capped at 40%.

How is the programme structured?

Please specify the structure of the programme diets for all variants of the programme (e.g. full-time, part-time - if applicable). The description should be sufficiently detailed to fully define the structure of the diet.

BSc Business and Management is a three year degree, taught within the University's modular system. Each academic year comprises of eight modules per year, each of which is normally assessed by a combination of coursework and/or an examination in May/June. To complete the degree each student will need to have taken twenty-four modules.

Students must take eight compulsory modules (Level 4) in Year 1 and then can choose from a wide variety of elective modules in Levels 5 and 6. All modules in years 2 and 3 are electives and no compulsory modules, however, in order to aid structure, three specialist tracks have been identified to assist student module selection. The tracks are:

1. Business, Psychology and Human Resources
2. Data Analytics
3. International Business

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The range of modules available each year can vary from year to year.

Academic Year of Study FT - Year 1

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Introduction to Marketing and Communications	BUS101	15	4	Compulsory	1	Semester 1
Accounting for Business	BUS106	15	4	Compulsory	1	Semester 1
Business and Society	BUS107	15	4	Compulsory	1	Semester 1
Economics for Business and Society	BUS108	15	4	Compulsory	1	Semester 1
Quantitative Research Methods	BUS005	15	4	Compulsory	1	Semester 2
Work and Employment	BUS124	15	4	Compulsory	1	Semester 2
Organisational Behaviour	BUS127	15	4	Compulsory	1	Semester 2
Fundamentals of Management	BUS141	15	4	Compulsory	1	Semester 2

Academic Year of Study FT - Year 2

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Operations Management	BUS002	15	5	Elective	2	Semester 1
Research Methodology	BUS007	15	5	Elective	2	Semester 1
Strategy	BUS204	15	5	Elective	2	Semester 1
Business Law	BUS205	15	5	Elective	2	Semester 1
Microeconomics for Managers	BUS208	15	5	Elective	2	Semester 1

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Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Ethics and Business	BUS212	15	5	Elective	2	Semester 1
Persuasive Strategies in Marketing	BUS220	15	5	Elective	2	Semester 1
Technologies in the Workplace	BUS223	15	5	Elective	2	Semester 1
Strategic Marketing	BUS226	15	5	Elective	2	Semester 1
Entrepreneurial Learning	BUS230	15	5	Elective	2	Semester 1
Evidence-Based Management	BUS242	15	5	Elective	2	Semester 1
Human Resource Management	BUS014	15	5	Elective	2	Semester 2
Introduction to Finance	BUS245	15	5	Elective	2	Semester 2
Advertising	BUS213	15	5	Elective	2	Semester 2
Advanced Accounting	BUS216	15	5	Elective	2	Semester 2
Organisational Learning in the Workplace	BUS221	15	5	Elective	2	Semester 2
Strategic Management	BUS222	15	5	Elective	2	Semester 2
Quantitative Research Methods and Data Analytics	BUS229	15	5	Elective	2	Semester 2
Creative Industries	BUS233	15	5	Elective	2	Semester 2
Psychology of Leadership	BUS236	15	5	Elective	2	Semester 2
Corporations and Social Responsibility	BUS237	15	5	Elective	2	Semester 2
Responsible Leadership	BUS243	15	5	Elective	2	Semester 2
European Business Context	BUS244	15	5	Elective	2	Semester 2

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Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Managing Under Regulation	BUS249	15	5	Elective	2	Semester 2
Global Governance and International Organisations	BUS251	15	5	Elective	2	Semester 2

Academic Year of Study FT - Year 3

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Organisations and Identity	BUS302	15	6	Elective	3	Semester 1
Managing Diversity	BUS305	15	6	Elective	3	Semester 1
Financial Management	BUS306	15	6	Elective	3	Semester 1
Organisational Change and Development	BUS317	15	6	Elective	3	Semester 1
Employment Relations	BUS320	15	6	Elective	3	Semester 1
Global Supply Chains	BUS326	15	6	Elective	3	Semester 1
Macroeconomic Modelling and Policy	BUS330	15	6	Elective	3	Semester 1
Firm Governance and Strategy in the Institution Context	BUS338	15	6	Elective	3	Semester 1
Financial Institutions Management	BUS339	15	6	Elective	3	Semester 1
Dissertation	BUS314	30	6	Elective	3	Semesters 1 & 2
Innovation & Entrepreneurship	BUS300	15	6	Elective	3	Semester 2
International Business	BUS304	15	6	Elective	3	Semester 2
Business and Social Approaches to Social Media	BUS321	15	6	Elective	3	Semester 2

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Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Corporate Law and Governance	BUS329	15	6	Elective	3	Semester 2
Company Valuation	BUS331	15	6	Elective	3	Semester 2
Business Computing	BUS337	15	6	Elective	3	Semester 2
Business Incubators and Start-ups	BUS342	15	6	Elective	3	Semester 2
Evidence-Based Management Critically Appraised Topic Project	BUS343	15	6	Elective	3	Semester 2
Mentoring and Coaching	BUS344	15	6	Elective	3	Semester 2
Social Network Analysis	BUS346	15	6	Elective	3	Semester 2
Gender at Work	BUS349	15	6	Elective	3	Semester 2
New Product Development	BUS350	15	6	Elective	3	Semester 2
Global Business and Democracy	BUS352	15	6	Elective	3	Semester 2
International Financial Management	BUS353	15	6	Elective	3	Semester 2
Business Internship Project	BUS351	15	6	Elective	3	Semester 2

What are the entry requirements?

A/AS-level:

Typical tariff or grades required: 144 points from three A-levels, equivalent to AAA at A-level. However, if students do not perform as well in one subject and do better in others, then that is acceptable providing they gain the minimum number of points overall required for the degree programme.

Additional information: AS-level subjects are not counted towards the 320 point requirement. Students must also have five GCSEs at grade A-C including B in English and B in maths.

Excluded subjects: General Studies and Critical Thinking.

We require an IELTS 7.0 overall band score or Internet-based TOEFL 100 Total Score

How will the quality of the programme be managed and enhanced? How do we listen to and act on your feedback?

The Programme Director works closely with the Deputy Dean of Taught Programmes and the School of Business and Management Teaching and Learning committee. As a result any issues are identified earlier for remedy. For example, issues may

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be cited by students or the external examiner and meetings held monthly.

In addition, the Programme Director works closely with the newly formed Students Engagement Team to update students on important aspects concerning quality. As a result, in 2017/18, a BSc BM intranet page was created by the Programme Director to reach out to all BSc BM students, which has proved to enhance communication and arrange meetings/events.

The School of Business and Management has a dedicated member of academic staff to scrutinise the latest and past NSS scores, in addition to module evaluations. New academic staff typically serve a three probation period, during which time they are expected to score 3.7/5.0 in overall module evaluation scores.

SBM engages regularly send staff to CABS (Chartered Association of Business School). In 2018, four members including the Programme Director BSc BM will be attending to learn from the sector, share practices, present all with the aim of improving the quality of the course.

The Staff-Student Liaison Committee provides a formal means of communication and discussion between schools/institutes and its students. The committee consists of student representatives from each year in the school/institute together with appropriate representation from staff within the school/institute. It is designed to respond to the needs of students, as well as act as a forum for discussing programme and module developments. Staff-Student Liaison Committees meet regularly throughout the year.

Each school/institute operates a Learning and Teaching Committee, or equivalent, which advises the School/Institute Director of Taught Programmes on all matters relating to the delivery of taught programmes at school level including monitoring the application of relevant QM policies and reviewing all proposals for module and programme approval and amendment before submission to Taught Programmes Board. Student views are incorporated in the committee's work in a number of ways, such as through student membership, or consideration of student surveys.

All schools/institutes operate an Annual Programme Review of their taught undergraduate and postgraduate provision. APR is a continuous process of reflection and action planning which is owned by those responsible for programme delivery; the main document of reference for this process is the Taught Programmes Action Plan (TPAP) which is the summary of the school/institute's work throughout the year to monitor academic standards and to improve the student experience. Students' views are considered in this process through analysis of the NSS and module evaluations.

What academic support is available?

The induction week before the start of Semester A provides introductory talks on all the services and support mechanisms available within the school and college. The plasma screens within the school also update on timetabling, events and support services within the school. The virtual learning environment (QMplus) has information on the different modules and supervisory advice for dissertations as well as personalised teaching timetables. Students are also advised on the support services available in the Language and Learning Unit. A module talk is held at the start of the module selection process to enable students make informed choices when selecting their electives for the following academic year.

Students are assigned a dedicated supervisor for their core dissertation module.

Undergraduate Programme Director(s)

The School has two academic Programme Directors who are able to support students through their studies, if they encounter any difficulties of a personal nature which are having an impact on their studies they can meet with either of the Directors for support.

First Year Co-ordinators

The School has also a dedicated team of academic co-ordinators who support and guide students through the first year of transition.

Academic Advisors

Every student is allocated an Academic Advisor who they can approach should they have any queries or issues related to their academic studies or academic development. Students are expected to see their advisor at least once each semester.

Office Hours

All academics have dedicated office hours published on the website so students may visit them to discuss any aspect of their learning on specific modules.

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PASS Scheme

The Peer Assisted Study Support (PASS) scheme aims to increase first year students' understanding of concepts central to their academic lives. In addition, the scheme seeks to develop leadership, management, and communication skills in second and third year students who serve as PASS mentors.

Programme-specific rules and facts

All first year (level 4) students are automatically registered for first year modules. They are expected to take 8 compulsory modules (120 credits). As part of their 8 compulsory modules students will be registered on BUS101 Introduction to Marketing and Communications or BUS129 Marketing Theory and Practice. The same applies for a second module where they will be registered on BUS107 Business and Society or BUS130 Business in Social and Historical Context. Both sets of modules are clones and have identical content, delivery, objectives and learning outcomes. Students will be allocated to one or the other module concerned depending on lecture venue capacity.

In April/May, first and second year students will receive module information and will be required to register their module choices for the following year.

Second year students must study 8 level 5 modules. Any second year student wishing to study the BUS314 Dissertation module in their 3rd year must also study BUS007 Research Methodology in the second year, achieve above 60% on the module and above 65% across all second year module assessments (where module assessments have been completed and marks are available at the time of enrollment). Any student wishing to study the BUS3** International Financial Management module in their final year, must either have taken module BUS2** Introduction to Finance (prerequisite) in their second year, or also take BUS304 International Business (corequisite) in their final year.

Third year students can take any 8 of the level 6 modules on offer or 6 modules, 3 in each semester plus the BUS314 Dissertation module.

The School has locked academic levels to developmental years (L4 in Y1, L5 in Y2 and L6 in Y3). This restricts third year students from taking any level 5 modules in the third year.

Students in years 2 and 3 only may take credit bearing language modules which substitute one or two of their business modules (a maximum of 30 credits) in any developmental year. Students who opt to take a language module may elect to opt for a lower level language module i.e. 3rd year student taking level 5 language module instead of level 6. This would ensure that the students are studying languages at the correct level based on competency.

Specific support for disabled students

Queen Mary has a central Disability and Dyslexia Service (DDS) that offers support for all students with disabilities, specific learning difficulties and mental health issues. The DDS supports all Queen Mary students: full-time, part-time, undergraduate, postgraduate, UK and international at all campuses and all sites.

Students can access advice, guidance and support in the following areas:

- Finding out if you have a specific learning difficulty like dyslexia
- Applying for funding through the Disabled Students' Allowance (DSA)
- Arranging DSA assessments of need
- Special arrangements in examinations
- Accessing loaned equipment (e.g. digital recorders)
- Specialist one-to-one "study skills" tuition
- Ensuring access to course materials in alternative formats (e.g. Braille)
- Providing educational support workers (e.g. note-takers, readers, library assistants)
- Mentoring support for students with mental health issues and conditions on the autistic spectrum.

Links with employers, placement opportunities and transferable skills

Graduates from this programme will have developed a range of cognitive and practical skills together which will be applicable to be different context beyond academia.

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The School offers a range of internships available to students throughout their academic programme of study. The School also works closely with the Careers Service and has an Internship Coordinator located in the SBM office to locate possible placements, internships and to help create effective CVs to reach potential employers.

Throughout each academic year, the School invites a series of external speakers from a range of employers that integrates with a variety of modules.

Programme Specification Approval

Person completing Programme Specification:

Chandres Tejura

Person responsible for management of programme:

Chandres Tejura

Date Programme Specification produced / amended by School / Institute Learning and Teaching Committee:

12 December 2018

Date Programme Specification approved by Taught Programmes Board: