

## 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:	Pre-Masters Graduate Diploma in Finance and Economics (September Start)
Name of interim award(s):	
Duration of study / period of registration:	1 year
QMUL programme code / UCAS code(s):	Y2QF
QAA Benchmark Group:	N/A
FHEQ Level of Award :	Level 6
Programme accredited by:	Accreditation UK / The British Council last visit 2015 Next visit in 2019
Date Programme Specification approved:	
Responsible School / Institute:	School of Languages, Linguistics & Film

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

School of Economics and Finance

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

### Programme outline

The Graduate Diploma in Finance and Economics offers a route into postgraduate degrees in economics, finance and related subjects for EU and international students whose academic or linguistic backgrounds do not qualify them for direct entry. The subject content and teaching methodology is aimed to prepare students for Masters level study. The programme consists of both academic and English language & study skills modules which are fully assessed and contribute to the final award. The academic modules are delivered by the School of Economics. Queen Mary offers guaranteed entry to linked degree courses to students who achieve appropriate grades.

The Graduate Diploma in Finance and Economics attracts students from all over the world. Approximately 70% of the students on the programme attain the grades they need to progress to QMUL. Most of the other students find places in other UKHEIs.

### Aims of the programme

The programme aims to offer a route to British HE for EU and International students who do not/may not meet the general minimum entrance requirements for taught masters degree programmes in economics, finance and related subjects.

It also aims to enhance EU and International students' potential for success at taught masters level by increasing their subject knowledge of specific academic disciplines, by improving their overall ability in English and by developing their study skills and to assist them in adjusting to the expectations of a UK HE institution.

### What will you be expected to achieve?

### 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:	
A 1	To enable students to develop and demonstrate the academic English language and study skills required for entry to and potential success in a masters degree programme in economics, finance or related subjects.
A 2	To enable students to demonstrate knowledge and understanding of the tools and techniques necessary for understanding the main sources of economic information and investigating contemporary economic issues.
A 3	To enable students to demonstrate an understanding of economic principles so that they will be able to differentiate between economic models.
A 4	To enable students to demonstrate understanding of the issues pertaining to global and national economics.
A 5	To enable students to demonstrate an understanding of choices that businesses must make.
A 6	To enable students to demonstrate the knowledge to progress to a Masters degree in economics and/or finance.

Disciplinary Skills - able to:	
B 1	synthesize ideas and evidence, applying appropriate knowledge and skills flexibly, in order to produce innovative solutions in research with minimal guidance.
B 2	read and think critically in order to question, to examine arguments/ideas, and to evaluate evidence and conclusions for their reliability and validity.
B 3	reflect on and evaluate their thinking and reading skills, using both feedback and self-assessment to raise their awareness of the learning process itself and the skills necessary for success in an academic environment.

Attributes:	
C 1	To write coherently in a variety of academic styles (eg argumentative, discursive, critical, persuasive) to the standards of Masters level writing.
C 2	To actively engage with academic reading texts through discussion/debate with peers and teachers.
C 3	To study autonomously, using the full range of appropriate resources for their discipline available in the College and in the wider academic community.
C 4	To lead and be proactive in discussions, and work effectively in groups.
C 5	To grasp the principles and practices of the field of study.
C 6	To produce analyses which are grounded in evidence.
C 7	To use effective spoken and written English with confidence.

### How will you learn?

The principal strategy for learning is to offer a carefully staged and appropriately supported introduction to the modes of course delivery and types of assessment currently in use in UK higher education, and to ensure that on completion of the course students possess the academic knowledge, language and study skills to make a successful transition to university study. Attendance is compulsory and sustained absences from class will be dealt with according to the policy of the Graduate Diploma (students are invited to speak to the Programme Convenor if there are six unexplained absences in a six-week period, which is followed up by receive a written warning followed by deregistration if attendance does not improve). Students who are more than fifteen minutes late for class will be classified as absent.

The module will be taught using the following methods:

- Lectures
- Seminars
- Readings
- Viewings
- Listening exercises
- Written exercises
- Student presentations
- Student written assignments.

### How will you be assessed?

The programme uses Continual Assessment (eg. coursework, assessed seminars and presentations, in-class tests, and extended writing on research conducted by the student) and Written Examination Papers.

### 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.

The Pre-Masters Graduate Diploma in Finance and Economics is a fully credit-bearing programme at Level 6. To successfully complete the programme, students must complete 120 credits, at least 90 of which must be at Level 6, and up to 30 of which can be Level 4 or 5.

There are separate intakes in September and January. Both intakes complete the full programme.

All students take English Language and Study Skills as a 30-credit core module as well as two compulsory 15-credit research modules and four 15-credit academic modules.

The award regulations for the Graduate Diploma programmes appear in the Academic Regulations 2015-2016 as follows:

Progression and award regulations: GradCert and GradDip

Eligibility for award

To be eligible for the award of Graduate Diploma or Graduate Certificate, a student must:

- i. meet the requirements for the approved programme for which they are registered;
- ii. meet the requirements for the duration of registration;
- iii. take the required total credit value for the award (see below);
- iv. meet the minimum credit value at the level of the award (see below);
- v. not exceed the maximum credit value at the lowest level of the award (see below);
- vi. achieve a minimum College Mark of 40.0.

Academic credit requirements for award: Graduate Diploma

To be eligible for the award of Graduate Diploma, a student must:

- i. take modules to a total value of 120 credits during one developmental year;
- ii. take modules to a minimum value of 90 credits at Level 6;
- iii. take modules to a maximum value of 30 credits at Level 4;
- iv. pass modules to the value of 105 credits.

Classification of award

A student shall be classified when the award requirements are met. The classification of award shall be based upon the College Mark. The College Mark provides a weighted average of all modules taken by a student. The College Mark shall always be calculated as though the required value of academic credit was taken.

The College Mark shall be calculated to one decimal place, and presented to the SEB and DEB in that form.

The classification of the Graduate Certificate and Graduate Diploma shall be made according to the following scale:

College Mark Classification

70.0 – 100.0 Distinction

60.0 – 69.9 Merit

Programme Title: Pre-Masters Graduate Diploma in Finance and Economics (September Start)

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
English Language and Study Skills (Graduate Diploma)	IFP6000	30	6	Core	1	Semesters 1 & 2
Introduction to Econometrics	IFP6005	15	6	Compulsory	1	Semester 1
Topics for Econometrics	IFP6006	15	6	Compulsory	1	Semester 2
Economics	IFP6007	15	6	Compulsory	1	Semester 1
Finance	IFP6008	15	6	Compulsory	1	Semester 2
Introduction to Research Methods for Finance and Economics	IFP6013	15	6	Compulsory	1	Semester 1
Finance and Economics Independent Research Project	IFP6014	15	6	Compulsory	1	Semester 2

### What are the entry requirements?

**Published Entry Requirements:**

“A full first degree in a relevant subject at the equivalent of at least a pass in a UK undergraduate degree. Awards with failed modules in the final year of academic study will be considered on a case by case basis at the discretion of the academic department;

OR a qualification in a relevant subject at the level of a UK HE Diploma (Level 5) with at least 55% overall or the overseas equivalent. Awards with failed modules in the final year of academic study will be considered on a case by case basis at the discretion of the academic department.”

**Evidence of English language proficiency:**

IELTS overall 5.5, with a minimum of 5.5 in Writing, Reading, Speaking and Listening or equivalent.

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

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?

Each student has a personal tutor, who is their main English language and study skills teacher. Individual tutorials are scheduled for 30 minutes fortnightly, but students can request to see their tutor additionally outside this schedule if required.

Students attend a compulsory one-week induction in Week 0 of Semester 1. During this, students are given help in enrolling and paying fees as well as attending sessions on programme details, academic options, health and safety and additional sessions offered by the Advice and Counselling Service.

### Programme-specific rules and facts

n/a

### 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

n/a Students from this programme progress to postgraduate degrees, rather than enter the workplace. However, they may be offered the opportunity to join a summer internship as provided by an external internship provider.

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## Programme Specification Approval

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Programme Title: Pre-Masters Graduate Diploma in Finance and Economics (September Start)

**Person completing Programme Specification:**

Jennefer Brown

**Person responsible for management of programme:**

David Adger, Head of School

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

**Date Programme Specification approved by Taught  
Programmes Board:**