

## **PROGRAMME SPECIFICATION**

### **Course record information**

Name and level of final award:	<b>BSc (Hons) Finance with Management</b>
Name and level of intermediate awards:	BSc Finance with Management Certificate of Higher Education Finance with Diploma of Higher Education Finance with Management Management
Awarding body/institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	Marylebone Campus, London, UK
Language of delivery and assessment:	English
Course/programme leader:	Dr Abdelhafid Benamraoui
Course URL:	Please see final page
Mode and length of study:	Full-time. 3 years (or 4 years if optional work placement or study abroad year included).
University of Westminster course code:	FINSFIN
JACS code:	N100
UCAS code:	N3N2
QAA subject benchmarking group:	Finance (2007) General business and management (2007)
Professional body accreditation:	Standard exemptions SII to be sought CFA candidate book of knowledge to be adopted where applicable.
Date of course validation/review:	2009/2010
Date of programme specification:	May 2012

### **Admissions Requirements:**

Normal entry requirements for Year 1 are expected to be:

- 280 UCAS points (equivalent to BBC at A2, DMM at BTEC National Diploma); or
- International Baccalaureate 28 points; or
- Access course with overall Merit profile.
- GCSE Minimum grade C in Mathematics and grade C in English

Key skills and General Studies A2 will be viewed as a part of the candidate's overall application but will not normally be a qualification for entry.

The equivalence of qualifications from outside the UK will be determined according to guidance from NARIC (National Academic Information Centre).

All entrants who do not have English as their first language are normally expected to have a qualification in English Language usage equivalent to IELTS 6.0 (minimum of 5.5 in each component) or above

There may be the opportunity to apply for direct entry to Year 2 (Level 5) for candidates who have already achieved the equivalent of 120 UK (60 ECTS) credits at Level 4 from a degree course or relevant vocational or professional qualification from a UK or overseas institution. Similarly applications are considered for direct entry to Year 3 (Level 6) for candidates who have also already achieved the equivalent of 120 UK (60 ECTS) credits at Level 5. The applicant's claim for Accreditation of Prior Certified Learning (APCL) must show that they have not only met the credit requirements above but have also successfully met the relevant learning outcomes and reached an appropriate standard in subjects which are pre-requisite for effective progress through the subsequent levels of the course.

Every applicant who is judged to be academically suitable will be considered for admission. For applicants with a disability or long-term medical condition (including mental health), reasonable adjustments will be made where practicable in the light of the assessment of student need by the University's Disabilities Service in discussion with the relevant academic Department.

### **Aims of the course**

This course is designed to provide graduates who have specialist knowledge in the area of finance along with a thorough understanding of areas in business management. This will ensure that students interested in pursuing employment in areas of finance will gain the knowledge, skills and competences required for graduates to function in appropriate graduate employment or pursue further education in a similar or related area.

The course seeks to utilise the expertise of staff in the area of finance as demonstrated by the growing research in this subject. Students will be expected to develop a thorough understanding of key concepts/theories/practices in the area of finance along with the development of the ability to critically reflect on their learning. It also seeks to provide students practical skills through the use of the Financial Market (FM) Suite currently used by postgraduate students. The FM Suite utilises the Bloomberg platform which is a state-of-the-art teaching and research resource and is used widely by leading global investment banks. This specialist course has been designed to ensure that finance specialist undergraduates are able to relate theory and practice by using the FM Suite through the core modules in Level 4, 5 and 6 and gain knowledge and skills in a real-time market environment. This allows for an integrated approach to the delivery of essential theoretical concepts through practical application.

The course will focus on the understanding of 'management' within a business context but also within the wider social context, embracing social, political, environmental, historical, literary and philosophical perspectives which will be delivered through keystone modules at each level.

### ***The Course aims to:***

- deliver a degree programme that will provide a broad-based knowledge of conceptual and applied aspects of finance, against a broad and analytical study of business management.
- provide knowledge and skills in mainstream finance as a platform for critically evaluating existing and evolving alternatives.
- provide a specialised route leading to qualifications recognised by professional bodies.
- provide the foundation on which careers can be built in areas of finance or business management or for post graduate study.
- provide an understanding of the socio-economic, legal and professional environment within which finance operates.

### **Employment and Further Study Opportunities**

The changing environment in the economy is an important driving force for universities to ensure that their graduates are well equipped to attract and retain suitable employment. WBS strongly recognises the importance of this. Students in finance require skills of critical thinking analysis and synthesis; effective communication using varied technology and media; quantitative aptitude and effective problem solving; reflective, adaptive and collaborative learning; motivation and initiative. Employability and enterprise are strongly embedded in the keystone modules which all students on the finance specialist degree will attend. The specialist component of the degree will provide students with the opportunity to develop skills necessary for employment in areas of finance like investment banking, corporate banking, investment management, areas in corporate finance and structured finance. The accessibility to the City provides ample opportunities for access to invited speakers from industry. The course team will continuously endeavour to ensure that students receive the benefit of exemptions from professional qualifications, where appropriate. The FM Suite uses a Bloomberg Platform, which is popular with the financial services industry and provides real-time and archived financial and market data, news, prices, trends and analytical investment tools. This state-of-the-art teaching and research resources will provide undergraduate students pursuing a specialist degree in finance the appropriate tools to make informed decisions on financial and business problems. This will help develop the practical skills that will be valued by the financial services industry.

### Learning outcomes

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement and are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

	In order to <b>progress from Level 4 to Level 5</b> , the student should be able to:	In order to <b>progress from Level 5 to Level 6</b> , the student should be able to:	On suc progra
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>describe and use personal and technological communication methods</li> <li>use quantitative analysis to present information and solve business problems</li> <li>explore and critically evaluate economic concepts through authentic problem-based learning</li> <li>understand the impact of law on business relationships and show an awareness of ethical issues in relation to personal beliefs and values</li> <li><b>demonstrate a theoretical understanding of the fundamental financial aspects of the international capital market</b></li> </ul>	<ul style="list-style-type: none"> <li>map the terrain of professional and career choice</li> <li>apply management research methods</li> <li><b>integrate theory and practice by demonstrating how financial resources are secured, integrated, allocated</b></li> <li><b>critically evaluate the tools used in the valuation of different financial securities</b></li> <li><b>critique, from a user perspective, the role of the Central Bank in the banking industry and the regulatory framework overseeing banking operations</b></li> <li><b>compare and contrast the products and services of the banking industry and the main interest rate theories in banking</b></li> <li><b>demonstrate an understanding of the legal aspects related to banking</b></li> <li><b>demonstrate a theoretical understanding of fundamental financial statistics and a detailed awareness of the different applied financial empirical techniques</b></li> </ul>	<ul style="list-style-type: none"> <li>poss oper orga</li> <li>critic influ</li> <li>critic strat stake and</li> <li>critic relat</li> <li>dem vari their</li> <li>critic inter</li> <li>deve inve critic finan unpr</li> <li>critic lega gove</li> </ul>
<b>Key Transferable Skills</b>	<p><i>Business awareness</i></p> <ul style="list-style-type: none"> <li>describe the major functional areas of business</li> </ul>	<p><i>Business awareness</i></p> <ul style="list-style-type: none"> <li>apply theory to integrated business practice</li> </ul>	<p><i>Busines</i></p> <ul style="list-style-type: none"> <li>to p</li> </ul>

<p>–</p> <p><b>Professional Working Skills &amp; Attributes</b></p>	<ul style="list-style-type: none"> <li>• show an awareness of ethical issues in own studies and relate these to personal values</li> <li>• <b>explain the financial markets and their relationship with one another</b></li> <li>• <b>demonstrate awareness of the basic financial risks that market participants are exposed to</b></li> </ul>	<ul style="list-style-type: none"> <li>• evaluate the impact of business on the wider social environment in relation to general ethical perspectives</li> <li>• <b>apply financial quantitative methods to practical problems</b></li> </ul>	<ul style="list-style-type: none"> <li>• pers resp</li> </ul>
<p><b>Key Transferable Skills</b></p> <p>–</p> <p><b>People Skills &amp; Attributes</b></p>	<p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• communicate effectively in an appropriate format in a clear and concise manner using a range of communication tools and with structured and coherent arguments</li> </ul> <p><i>Teamwork &amp; Leadership</i></p> <ul style="list-style-type: none"> <li>• work effectively in a group on a given task meeting obligations to other group members</li> <li>• recognise, support or be proactive in leadership</li> </ul>	<p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• communicate effectively in an appropriate medium and style with regard to audience and desired effect</li> </ul> <p><i>Teamwork &amp; Leadership</i></p> <ul style="list-style-type: none"> <li>• interact effectively within a group, allocating tasks, receiving and giving information and ideas, and modifying responses where necessary to achieve team goals</li> <li>• take responsibility for the direction and action of a group</li> <li>• reflect on the group outcome and process to improve personal performance</li> </ul>	<p><i>Commun</i></p> <ul style="list-style-type: none"> <li>• eng usin con</li>   <li><i>Teamwo</i></li> <ul style="list-style-type: none"> <li>• wor neg mar</li> <li>• buil</li> <li>• con imp</li> <li>• dem cult of m</li> </ul> </ul>
<p><b>Key Transferable Skills</b></p> <p>–</p> <p><b>Learning and Study Skills &amp; Attributes</b></p>	<p><i>Cognitive</i></p> <ul style="list-style-type: none"> <li>• demonstrate factual knowledge</li> <li>• structure a coherent argument with conclusions linked to evidence</li> <li>• <b>collect, categorise and analyse information/data from a variety of sources</b></li> <li>• <b>evaluate the reliability of data and demonstrate an awareness of the complexities of data or subject specific issues.</b></li> </ul> <p><i>Information literacy</i></p> <ul style="list-style-type: none"> <li>• access and use a given range of information tools including the internet</li> <li>• <b>access and use specific financial data in the Financial Markets Suite</b></li> </ul> <p><i>Numeracy</i></p> <ul style="list-style-type: none"> <li>• collect numerical data from a range of defined sources</li> <li>• perform simple explorations to solve a range of given problems</li> <li>• <b>assess the performance of companies and investments through taught tools</b></li> </ul> <p><i>Information for decision-making</i></p> <ul style="list-style-type: none"> <li>• apply given business tools accurately under direction to a well-defined problem and begin to appreciate the</li> </ul>	<p><i>Cognitive</i></p> <ul style="list-style-type: none"> <li>• select and apply the major business <b>and finance</b> theories in a practical context</li> <li>• <b>demonstrate the ability to identify problems and choose appropriate methods to solve the same in a well thought-out manner</b></li> </ul> <p><i>Information literacy</i></p> <ul style="list-style-type: none"> <li>• access, collect and analyse self-determined quantitative and qualitative information for effective use</li> <li>• <b>analyse financial data using statistical analysis in the Financial Market Suite</b></li> </ul> <p><i>Numeracy</i></p> <ul style="list-style-type: none"> <li>• use quantitative information to verify and extend existing theory</li> <li>• develop the ability to evaluate and apply various financial statistical methods</li> </ul> <p><i>Information for decision-making</i></p> <ul style="list-style-type: none"> <li>• assess the reliability and validity of quantitative information</li> <li>• use a range of established techniques to initiate and undertake critical analysis of information</li> </ul>	<p><i>Cognitiv</i></p> <ul style="list-style-type: none"> <li>• probl</li> <li>• theor</li> <li>• criter</li>   <li><i>Informa</i></li> <ul style="list-style-type: none"> <li>• eva imp</li> <li>• dev of s dec</li> </ul> </ul>

	<p>complexity of the issues</p> <p><i>Research</i></p> <ul style="list-style-type: none"> <li>access and collect, with guidance, different written information</li> </ul>	<ul style="list-style-type: none"> <li>adopt multiple perspectives to identify key elements of real-life problems and select appropriate methods/tools for their resolution</li> </ul> <p><i>Research</i></p> <ul style="list-style-type: none"> <li>critically review current research and critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make own judgements</li> <li>develop and implement own research strategy, working with a minimum of guidance</li> <li>those aspects of current research relevant to self-determined research topic</li> </ul>	<p><i>Research</i></p> <ul style="list-style-type: none"> <li><b>form the oth</b></li> </ul>
<p><b>Key Transferable Skills</b> –</p> <p><b>Self Management Skills &amp; Attributes</b></p>	<p><i>Personal Awareness and Career Management</i></p> <ul style="list-style-type: none"> <li>manage and prioritise own study time to achieve set tasks</li> <li>explore and reflect on personal capabilities as defined in the personal development planning process</li> <li><b>identify sources of information on careers in finance and allied fields</b></li> </ul>	<p><i>Personal Awareness and Career Management</i></p> <ul style="list-style-type: none"> <li>evaluate own strengths and weaknesses</li> <li>identify career opportunities and critically assess own skills and attributes against requirements for future employment</li> <li>reflect on outcomes, processes, the experience of others and personal experience to improve performance</li> <li><b>identify career choices in finance and related fields and map future plans and education and training requirements</b></li> </ul>	<p><i>Personal</i></p> <ul style="list-style-type: none"> <li>initial time</li> <li>man</li> <li>tran pers</li> <li><b>pro or c</b></li> </ul>

## Learning, Teaching and Assessment Methods

To improve student experience our aim will be to emphasise *active* student learning through seminars, workshops, problem-based and blended learning to promote student learning and engagement. Teaching will be informed by research thus giving students the benefit of the knowledge of current theory and where appropriate their practical application. The learning outcomes for each module are well laid out in the module guides which can be accessed by the students registered in the module. The structure of the modules will be constructively aligned, allowing students to identify the value of the content, module delivery and assessment in delivering the learning outcomes set out. The assessment for each module will also be mentioned in the same document. Students can expect to be assessed on the learning outcomes stated through coursework in the form of essays, reports and case studies as well as formal exams. Course material will be provided through Blackboard and is an important resource base for students. It also provides a channel of communication between students and module leaders through message boards. Thus, ensuring a student centric approach, focusing on student abilities, need and learning styles where the module leader is a facilitator of learning.

## Course Structure

The course and requirements for the award of the BSc (Hons) Finance with Management comprise a total of 360 credits to be obtained according to the academic and course-specific regulations shown below. Modules must be taken in accordance with the Course structure and regulations.

Modules contributing to the degree include both 30 UK (15 ECTS) credit and 15 UK (7.5 ECTS) credit modules and are divided into the following types:

**Keystone** modules are compulsory common modules taken by all students in the Westminster Business School undergraduate programme. They have been designed to develop the key transferable skills expected of graduates in business and allied specialist areas.

**Core** modules are compulsory for all students on the Finance with Management course.

**Option** modules. Students on the Finance with Management degree must take a minimum number of specialist option modules from the prescribed list.

**Free** modules, of which a student may take a maximum of 15 UK (7.5 ECTS) credits in a year, may be chosen from the course options or the WBS UG programme options or from the Westminster electives (which are modules from the whole University) subject to availability, pre-requisite requirements and coherence with the student's personal study programme. Students may also use their free module to study a foreign language subject to availability and timetabling capability. Students intending to seek exemptions from the examinations of professional bodies are advised to seek guidance from the Course Leader where elective choices may enhance or reduce eligibility for these professional exemptions.

## Course Structure – BSc(Hons) Finance with Management

Credit Level 4				
Module code	Module title	Status	UK credit	ECTS
BKEY401	Professional Competences	Keystone	30	15
BKEY402	Business Context	Keystone	30	15
<b>BFBL403</b>	<b>Fundamentals in Finance</b>	Core	30	15
Min 1; max 2 from:				
BBUS401	Perspectives on Organisations	Option	15	7.5
BBUS402	Principles of Marketing	Option	15	7.5
BBUS404	Behavioural Aspects of International Business	Option	15	7.5
BEQM402	London Economy	Option	15	7.5
Max 1 from:				
BEQM400	Numeracy Skills for Business (subject to screening)	Option	15	7.5
1LAN401	Writing for Academic Success (subject to screening)	Option	15	7.5
BBIM404	Web Development	Option	15	7.5
BBIM405	Online Entertainment Management	Option	15	7.5
BEQM402	London Economy	Option	15	7.5
BEQM403	Business of Sport	Option	15	7.5
BHRM401	Role of the Manager	Option	15	7.5
	WBS UG Programme or Westminster electives	Option	15	7.5
<b>Award of Certificate of Higher Education available</b>				
Credit Level 5				
Module code	Module title	Status	UK credit	ECTS
BKEY501	Business Research & Professional Practice	Keystone	30	15
BFBL505	Financial Quantitative Methods	Core	30	15
BFBL506	Financial Securities Valuation	Core	15	7.5
<b>BFBL507</b>	<b>Banking and Legal Compliance</b>	<b>Core</b>	<b>15</b>	<b>7.5</b>
Min 1; max 2 from:				
BFBL501	Management Accounting 2	Option	15	7.5
BFBL502	Legal Aspects of Business	Option	15	7.5
BFBL508	Behavioural Finance	Option	15	7.5
Max 1 from:	WBS UG Programme or Westminster electives	Option	15	7.5
<b>Award of Diploma of Higher Education available</b>				
The opportunity is available to take an optional work placement or study abroad year				
Credit Level 6				
Module code	Module title	Status	UK credit	ECTS
BKEY601	Strategic Perspectives	Keystone	30	15
BFBL603	Advanced Financial Management	Core	15	7.5
BFBL604	Corporate Governance and Regulation	Core	15	7.5
BFBL605	Financial Markets and Institutional Investment Management	Core	15	7.5
<b>BFBL606</b>	<b>Risk Management and Int Finance</b>	Core	15	7.5
Min 1, max 2 from:				
BFBL608	International Trade and Finance Law	Option	15	7.5
BFBL614	Empirical Finance	Option	15	7.5
BFBL617	Corporate Rescue	Option	15	7.5
BFBL619	European Union Law	Option	15	7.5
BFBL621	International Capital Market Law and Financial Services	Option	15	7.5
BFBL622	Personal Finance	Option	15	7.5
Max 1 from:				
BBUS612	Dissertation	Option	15	7.5
BBUS614	Post Placement Project	Option	15	7.5
	WBS UG Programme or Westminster electives	Option	15	7.5
<b>Award of BSc available</b>				
<b>Award of BSc Honours available.</b>				

Please note: Not all option modules will necessarily be offered in any one year.

### Academic regulations



The BSc (Hons) Finance with Management degree and its intermediate awards operate in accordance with the University's Academic Regulations and the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* published by the Quality Assurance Agency for Higher Education (QAA) in 2008.

All students should make sure that they access a copy of the current edition of the general University handbook called Essential Westminster, which is available at [westminster.ac.uk/essential-westminster](http://westminster.ac.uk/essential-westminster). The following regulations should be read in conjunction with the *Modular Framework for Undergraduate Courses* and relevant sections of the current *Handbook of Academic Regulations*, which is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations).

#### **Award**

A **pass** in a module is achieved when the overall mark is greater than or equal to 40%.

In addition all Westminster Business School undergraduate modules require a minimum mark of 35% in the final assessment and a minimum mark of 35% in the assessed components within the module assessment (the module handbook will indicate those assessments which combine to give the in-module and end-of-module components).

#### **To qualify for the award of BSc (Hons) Finance with Management, a student must:**

- obtained at least 360 credits including:
  - passed 75 credits at credit Level 4 or higher and achieved at least a condoned credit in each of the remaining modules worth 45 credits at Level 4; and
  - passed a minimum of 120 Credits at credit Level 5 or higher; and
  - passed a minimum of 120 credits at credit Level 6 or higher.
- attempted modules with a maximum value of 330 credits at credit Levels 5 and 6.

The class of the Honours degree awarded is decided by two criteria, the average of the best 105 credits passed at credit Level 6 being in the range of the class to be awarded, and the average of the next best 105 credits passed at credit Levels 5 and 6 provided the next best 105 credits passed are no more than one classification below this.

#### **Support for Students**

On arrival, a Welcome Week programme will introduce students to the academic and administrative staff responsible for the course, the layout of the site on which they will be studying, the Library and IT facilities, Blackboard (a virtual learning environment) and the University intranet. Students will be provided with the Course Handbook and access to the Course Blackboard site, which provide detailed information about the course. The Welcome Week programme aims to provide an interesting introduction to the course where new students may not only gain information but have the opportunity to integrate socially while taking part in business related activities. During Welcome Week, students complete activities with their allocated tutor group, facilitated by Student Ambassadors and their Personal and Professional Development Tutor (PPDT). Their PPDT will provide advice and guidance on academic matters on a planned and regular basis and will also work with the student to identify, develop and articulate their employability skills in their Personal Development Plan. PPDTs provide the link between course delivery by academic staff and the more specialist support provided by University Services. This personal tutorial support continues through Years 2 and 3. This intensive, pro-active support in the first year, followed by pastoral support, continued personal development and career guidance alongside immediate access to advice should provide the support a student needs to achieve their maximum potential.

At University level, Services for Students provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers and the chaplaincy provides multi-faith guidance. The International Education Office provides particular support for



international students. The University of Westminster Students' Union also provides a range of facilities to support all students during their time at the University.

Within the School, the School Senior Tutor leads and co-ordinates the work of the Personal and Professional Development Tutors who provide pastoral guidance and academic support. The School Disability Officer supports students with specific needs. There is a designated team of advisors in the Business Experience & International Team (BEIT) who have UK, international and pan-European links with both academic institutions and with industry so are able to provide effective support for those students who wish to find a relevant work placement or to spend a semester or a year on a study abroad programme. Guidance and information on general matters concerning the course is provided by a dedicated Programme Administrator within the School Registry.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at their School. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books).

Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their School. Students can also securely connect their own laptops and mobile devices to the University wireless network.

The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students.

## **Reference Points for the course**

### ***School:***

There is a strong research culture in Westminster Business School, where we have internationally renowned research centres coupled with a good reputation for transferring research knowledge into practice. Up to date research from staff in the areas of Employment: skills, labour markets, diversity, employment relations; Finance and Financial Services: pensions, financial services markets, econometric forecasting for financial markets; and Business Information Organisation and Process Management: internet-based systems for strategic decision making have directly informed and enriched the development of curriculum for the UG Business programme.

Pedagogic research within the School on student-centred active learning, enquiry-based learning, delivering effective feedback, supporting student diversity by considering teaching and assessment international students and using technology to enhance support and feedback has had a direct impact on the programme.

The course aims have been designed to reflect the University's mission to provide for the intellectual, social and professional development of the individual. The learning, teaching and assessment strategy supports the University's mission to provide high quality higher education and to meet the requirements of the University policies on employability and student-centred active learning.

### ***Externally***

The skills strategy for the course has drawn upon the key national documents: QAA (2001) A Framework for HE Qualifications in England, Wales and Northern Ireland; and QAA (2007) Subject benchmarks in Business and Management. When embedding good practice in modules, module teams have used the SEEC (2003) Credit Level Descriptors for Further and Higher Education as a reference point. The requirements of relevant professional bodies for recognition and exemptions have influenced the curriculum and assessment of the specialist pathways.

### **Professional body accreditation**

The requirements of relevant professional bodies for recognition and exemptions have influenced the curriculum and assessment of the specialist pathways.

### **Quality management and enhancement**

#### ***Course management***

The BSc Finance with Management degree will be managed by a Course Leader. The BScFwM Course Leader will report to the Director of Undergraduate Studies and will liaise with the course team, academic departmental representatives, academic administrators and support services to enhance the learning experience of the students and to ensure the academic coherence and quality of the course. The Director of Undergraduate Studies holds responsibility for managing and monitoring the delivery and quality assurance of the suite of undergraduate degrees within the School and reports directly to the Associate Dean (Learning & Teaching). The BScFwM Course Leader will be a member of the Course Leader forums which are held regularly to discuss operational matters, such as admissions and student progression, and to consider Course Committee feedback. Minimum standards, on matters such as Induction, are agreed and adhered to. Action points from this forum are sent, as appropriate, to the Heads of Department and the School Manager.

Westminster Business School operates a matrix management structure. Each member of academic staff is allocated to one of six Departments. Each Head of Department has responsibility for maintaining and monitoring the quality of all modules in that Department and holds line-management responsibility for all full- and part-time academics in their Department. The BA Business Management draws upon Keystone, Core and Option modules from all six Departments. Each Department has at least one away-day per year to identify and address ways of improving the design and delivery of the School's undergraduate courses. Staff in the Department participate in annual appraisal and observation of their teaching by their colleagues leading to staff development through course attendance or research activity. Academics attend staff-development workshops and symposia around current teaching, learning and assessment issues.

#### ***Course approval, monitoring and review***

The course was initially approved by a University Validation Panel in 2010. The panel included internal peers from the University and external subject specialists from academia and industry to ensure the comparability of the course to those offered in other universities and the relevance to employers. Periodic course review helps to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers.

The course is monitored each year by the School to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from each Course Committee, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. The Annual Monitoring Sub-Committee considers the School action plans resulting from this process and the outcomes are reported to the Academic Council, which has overall responsibility for the maintenance of quality and standards in the University.

#### ***Student involvement in Quality Assurance and Enhancement***

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways. The most formal mechanism for feedback on the course is the Course Committee. Student representatives will be elected to sit on the Committee to represent the views of their peer group in various discussions. The University and the Students' Union work together to provide a full induction to the role of the Course Committee.

All students are invited to complete a Module Feedback Questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and

highlight areas that could be enhanced. The University also has an annual Student Experience Survey which elicits feedback from students about their course and University experience.

Students meet with review panels when the periodic review of the course is conducted to provide oral feedback on their experience on the course. Student feedback from course committees is part of the Schools' quality assurance evidence base.

For more information about the BSc Finance with Management course, visit the University website at:

[www.westminster.ac.uk/wbs](http://www.westminster.ac.uk/wbs)

<http://www.westminster.ac.uk/courses/undergraduate/subject?subject=Business%20and%20Management&level=UG>

or contact Marylebone Admissions Office

[mrdmark@westminster.ac.uk](mailto:mrdmark@westminster.ac.uk)

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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