

# Finance and Finance with Placement Year

<b>Final award</b>	BSc (Hons) Finance BSc (Hons) Finance with Placement Year
<b>Intermediate awards available</b>	BSc, DipHE, CertHE
<b>Mode of delivery</b>	UEL On Campus/ Full time/Part time
<b>UCAS code</b>	
<b>Details of professional body accreditation</b>	CFA UK (Chartered Financial Analyst U.K)
<b>Relevant QAA Benchmark statements</b>	Finance
<b>UEL Academic School</b>	School of Business and Law
<b>Date specification last up-dated</b>	September 2014

## Alternative locations for studying this programme

Location	Which elements?	Taught by UEL staff	Taught by local staff	Method of Delivery
NA	NA	NA	NA	NA

## The summary - UCAS programme profile-

### BANNER BOX:

The BSc.(Hons) Finance programme has been formally recognised by the Chartered Financial Analyst (CFA) Society of UK to be an IMC advantage programme. The IMC advantage scheme aims to introduce the Investment Management Certificate (IMC) qualification to undergraduate students studying on the BSc. Finance programme. Currently we are one of only six universities in the UK to have recognised partner status with CFA UK relating to IMC qualifications. By studying this programme you will gain an in-depth understanding of the key theoretical ideas and issues within the finance and economics field and develop the analytical skills you will need to have a successful career in the finance industry. You will also learn straight from the financial experts with our new Money, Banking and Finance modules, delivered on-site in the heart of Canary Wharf. We believe that an academically rigorous finance degree combined with a market-leading professional qualification is the best preparation for a successful career in the investment profession.

### ENTRY REQUIREMENTS

For admission, applicants normally need to have either:

- 240 Tariff points with at least two A2 passes or equivalent

- 24 points (pass) International Baccalaureate
- Pass in a recognised Access Course or International Foundation Programme

In addition to the above, we require GCSE Maths and English grade C or equivalents, unless competency is part of the qualification gained.

We also welcome mature student applicants with relevant professional qualifications, and these will be dealt with on an individual basis and may require an interview. Students may be admitted through Accreditation of Experiential Learning (AEL) or Accreditation of Certificated Learning (ACL) processes, or through an approved articulation agreement.

In the case of applicants whose first language is not English, the University's English Language requirements as detailed on the website at time of application must be met – see <http://www.uel.ac.uk/international/application/english-language-requirements/>

In the case of applicants whose first language is not English, then an IELTS score of at least 5.5 *in all components* (or equivalent). International qualifications will be checked for appropriate matriculation to UK Higher Education undergraduate programmes.

At UEL we are committed to working together to build a learning community founded on equality of opportunity - a learning community which celebrates the rich diversity of our student and staff populations. Discriminatory behaviour has no place in our community and will not be tolerated. Within a spirit of respecting difference, our equality and diversity policies promise fair treatment and equality of opportunity for all. In pursuing this aim, we want people applying for a place at UEL to feel valued and know that the process and experience will be transparent and fair and no one will be refused access on the grounds of any protected characteristic stated in the Equality Act 2010.

## **ABOUT THE PROGRAMME**

### **What is BSc (Hons) Finance?**

As an academic discipline Finance may be divided into three broad areas of study namely, personal finance, corporate finance and public finance. The interaction within these three levels has a profound effect on all dimensions of social life such as politics, taxes, consumption behaviour, housing, wealth distribution, health, transportation, labour force participation, media and education. Finance is an exciting field with unlimited potential as it is involved in almost every aspect of life. The career opportunities in finance are endless and this is an area of study that requires ongoing engagement with academic and industry developments thus promoting lifelong learning.

The BSc (Hons) Finance Programme at UEL is designed to provide students with a specialist, rigorous and holistic grounding in financial theory and practice. The aim of the programme is to help students develop analytical skills and in-depth knowledge of the subject area enabling them to have a better understanding of the financial world around them. The work environment in the financial sector is often fast paced and dynamic in nature, the BSc (Hons) Finance programme focuses on the employer and student demand for the development of requisite skill sets relevant to the global financial markets.

The global nature and diversity of finance results in a wide spectrum of job opportunities and career paths available for finance graduates. The programme provides a broad understanding of finance and the opportunity to focus on specific areas including corporate finance, financial management, asset pricing, derivatives, options and risk. It prepares graduates for employment in a wide range of public, private and not-for profit organisations in finance. The career opportunities are extensive and finance graduates can work for employers such as finance divisions in businesses, investment banks, commercial banks and building societies, broking firms, independent financial advisors and insurance firms. Job opportunities in the UK and abroad will range from financial managers, bankers, researchers, analysts, agents, civil servants and consultants.

## **BSc (Hons) Finance at UEL**

The programme is currently delivered at our iconic UEL campuses which differ from similar programmes offered elsewhere in several ways.

First, the Chartered Financial Analyst (CFA) Society of the UK recognises the significant alignment between the Investment Certificate (IMC) and the BSc Finance at University of East London. The Investment Management Certificate (IMC) is the UK's benchmark qualification for the investment profession. We have finished mapping the IMC Unit 2 syllabus against our undergraduate programme BSc (Hons) Finance. We are one of only 6 Universities in the UK that have this partnership with CFA UK.

Second, the programme is delivered by a dedicated and enthusiastic team of permanent and guest lecturers who are experts in their fields. They draw on their experience from a wide range of countries and they gain the very latest knowledge and thinking from our in-School Research Centres: The Centre for Innovation, Management and Entrepreneurship (CIME), The Noon Centre for Equality and Diversity; The Centre for Islamic Banking and Finance; etc.

Third, our students come from a variety of ethnic backgrounds which enhances classroom discussion and interaction as they contribute their views and experiences from a wide range of countries and cultures.

Fourth, in addition to discussing the overarching guiding principles and practice of finance students will be exposed to their application in specific growth sectors such as corporate finance, portfolio analysis and asset management.

Fifth, the programme is taught within easy reach of the City of London and Canary Wharf. This gives us the opportunity to incorporate field trips to financial institutions and businesses. Third year students in the finance programme will have the option of taking the Money, Banking and Finance Module which will be taught in Canary Wharf itself by guest speakers and academics. This module is designed to give students exposure to the dynamic work environment of the financial services sector.

Finally students are able to select to complete a placement year or study abroad as part of the BSc (Hons) Finance with Placement Year programme.

## **Programme structure**

BSc (Hons) Finance is offered as a Single Honours award and is normally completed in three years of full-time study. This programme can also be studied on a part time mode.

BSc (Hons) Finance with Placement Year is offered as a Single Honours award and is normally completed in four years of full-time study. This programme can also be studied on a part time mode. On this programme students' skills in the workplace are developed on a placement of twelve months duration is available between Levels 5 and 6.

In line with all RDBS undergraduate degrees, students undertake a combination of 30 credit modules and 15 credit modules to complete their degree. A small number of modules are shared with other business degrees (e.g. International Business, Business Management, Marketing) broadening the student experience and knowledge base by exposing students to new and alternative viewpoints in related fields of study.

There are three sets of core modules in each year: those that emphasise economics principles, those that emphasise finance and financial institutions and those that provide context with a particular emphasis on the global dimension to financial activity. The programme incorporates a range of field trips, guest speakers and case studies that highlight the practical application of the theoretical concepts covered in class. A wide range of optional modules are available in level 5 and 6 giving students the opportunity to tailor their programme according to their individual interests.

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### **Learning environment**

The programme is currently delivered at UEL campuses where students can take advantage of our modern lecture theatres and seminar rooms, the contemporary and well-stocked library and wireless networking facilities. We will help students to maximise their potential and benefit from these powerful resources. Student learning is supported by our virtual learning environment which has the added benefit of improving your technology skills.

We will help where possible in assisting students to develop their academic and professional skills including researching, professional writing, team working and presentation techniques.

We also provide the opportunity to add an international dimension to the degree. Students can choose to study for one term in Europe, Asia or the Americas as part of their degree and gain first-hand experience in a foreign learning and work environment.

### **Assessment**

A range of assessment methods will be used to evaluate students' learning and progress on the programme. The majority of assignments will be completed individually but some group work will also be undertaken to simulate the requirements of the work environment.

Assessment formats are generally a combination of individual coursework (including essays, presentations, tests, reports, case analyses, critical reviews of academic literature) and end of term examination.

Weightings of coursework and examinations vary from module to module, though within the University's assessment template.

Each module is assessed separately, and assessment requirements and marking criteria are communicated to students at the start of each module. Only second and final year marks count towards degree classification.

Students with disabilities and/or particular learning needs should discuss assessments with the Programme Leader to ensure they are able to fully engage with all assessment within the programme.

### **Work experience/placement opportunities**

A key feature of the RDBS BSc (Hons) Finance programme is that we offer all students the opportunity to broaden and deepen their educational experience by taking advantage of one or more of the following:

- Undertaking an Internship with a carefully selected business partner in order to gain valuable work experience;
- Working with a small group of other students on an exciting Social Enterprise project and bringing it to fruition by travelling abroad on our unique Global Scholars Module.

For the BSc (Hons) Finance with Placement Year:

- Broadening your horizons and travelling overseas to study for a term with one of our International University partners and undertaking a six month internship;

### **Project work**

In their final year of study, eligible students have the opportunity to undertake a research project under the supervision of a member of staff. This allows them to produce an extended piece of work that is based on independent research in the area that is of particular interest to the student. Students' eligibility for the project depends on staff evaluation of their second year performance.

### **Added value**

The programme incorporates a distinctive skills curriculum that is specifically designed to develop students' skills for work and life and to improve their employment prospects after graduation.

To further enhance their attractiveness to future employers, students have the opportunity to obtain academic credits for practical work in a broadly finance-related short internship or mentoring scheme.

In the final year we offer students the opportunity to study modules at Canary Wharf itself, at the core of London's financial services industry. A range of invited expert guest speakers will each week cover current issues in economics, finance, money and banking.

RDBS has a state-of-the art Bloomberg Trading Room with 18 Bloomberg terminals. Students studying on the BSc (Hons) Finance programme will have the opportunity to participate in an 'Investment Game' at level 6. The Investment Game has been designed by industry professionals with an aim to enable students to understand security valuation techniques and forecasting strategies in a portfolio management context. These portfolio and investment management skills are highly sought after by potential employers.

Students will be able to choose from a wide range of optional modules offered in their second and third year of study (Level 5 & 6). These include topics such as Islamic banking and finance, political economy of crises, sustainability and innovation and leadership.

Students will discuss current issues in the UK economy and beyond with classmates from a wide a range of cultural backgrounds under the guidance of lecturers and tutors who have worked in various countries.

Our library is open 24 hours a day, 7 days a week during the term, allowing you to undertake your guided and independent research and reading when it is most suitable for you. We hold a wide range of Economics, Finance and Business journals that enable you to find relevant materials for your degree and beyond, thus supporting you in developing an extensive knowledge base. FT.com, ESDS, Data-stream and Bloomberg databases are also available to download financial and economic data and information. Many of the finance-related books are

also available in electronic form to allow students easy access to lecture and seminar material.

Additionally for the BSc (Hons) Finance with Placement Year;

- Have the option to gain valuable work experience by undertaking a placement between levels 5 and 6 with a carefully selected RDBS Business Partner.

- Have an option of studying with an accredited RDBS International University Partner (Study Abroad) for a term.

## **IS THIS THE PROGRAMME FOR ME?**

**If you are interested in .....**

- corporate finance and investment
- how businesses make financial decisions by measuring risk and return on their investments
- fundamentals of bond and equity valuation
- the role of Central Banks and other financial institutions and the impact they have on business organisations
- the influence finance has on economic development, social change and the environment
- analysing the role and function of global financial and capital markets with particular focus on risks and returns.
- analysing and interpreting financial information

**If you enjoy....**

- the challenges of understanding, synthesising and applying ideas, models and principles from finance related disciplines;
- the challenge of reading, evaluating and discussing concepts, theories and practical applications from different subject areas related to finance, such as economics, accounting and business research
- listening to and working with others
- communicating and working with people from different countries and cultural backgrounds
- evaluating interactions and relationships between public, private and not-for profit organisations

#### **If you want....**

- to develop a wide range of employment related skills relevant to the financial services sector.
- To be able to intelligently assess the role of finance in the operation of businesses, markets, economies and their interaction.

#### **Your future career**

The Finance programme is designed to support future careers in the financial sector. The programme provides a broad understanding of finance and the opportunity to focus on specific areas including corporate finance, portfolio analysis, asset pricing, international financial markets, derivatives, options and risk. It prepares graduates for employment in a wide range of public, private and not-for profit organisations in any industry. Moreover, BSc Finance at the University of East London covers all of the finance topics which will be examined in the Investment Management Certificate (IMC). In many roles in the investment industry, the IMC is the first certificate that finance professionals will be expected to obtain in their first 6 months.

Overall, the global nature of finance opens up a wide spectrum of job opportunities for finance graduates. The career opportunities are extensive and finance graduates can work for investment banks, commercial banks and building societies, civil service, finance divisions of large corporations, broking firms, financial regulatory institutions and insurance firms. Job opportunities in the UK and abroad will range from financial managers, bankers, researchers, analysts, agents, civil servants and consultants.

#### **How we support you**

##### Academic Support

- A personal tutor will be allocated to you for the duration of your degree who can advise you on academic and personal development matters.
- Module leaders and seminar tutors provide feedback on your progress in each module to assist with your learning.
- The programme leader can help if you have any programme-related issues.
- The subject librarian is available for any queries regarding the use of library resources for your research and can advise you on locating sources for relevant materials.

- The student representatives who study Economics in the same year as you can raise any concerns regarding the programme or individual modules with the teaching team on behalf of your student cohort.

#### Administrative Support

- The staff at the Royal Docks Business School Helpdesk will be able to answer the queries you may have about the operation of your degree.
- The Student Services team can assist with financial matters, health and wellbeing as well as offering support for students with a disability.

#### Support for Employability

- The Royal Docks Business School offers a range of opportunities to engage with industry through its lecture series.
- The Royal Docks Business School offers a mentoring scheme where you can benefit from the experience of a personal business mentor.
- Our employability team will recommend opportunities for work placements, assist with writing your CV and advise you on your interview skills and technique

On enrolment, you will be provided with introductory materials on the use of the UEL Virtual Learning Environment (VLE) and UEL Direct.

During your studies, you will be supported by academic, support and technical staff from your academic school.

### **Bonus factors**

#### **The UEL Campuses**

The UEL campuses offer a large range of new student facilities including modern lecture theatres, IT labs and library.

#### **Canary Wharf Study**

Given your academic performance in your second year, we can offer you the opportunity to study a module at Canary Wharf itself, at the core of London's financial services industry. A range of invited expert guest speakers will cover today's central issues in finance, money and banking.

#### **Investment Game**

UEL is amongst the handful of universities in the UK that have on campus Bloomberg terminals and trading facilities. The aim is encourage students to navigate the system and become expert portfolio managers with core knowledge of the techniques in trading in capital and financial markets.

#### **Global Scholars**

Students will have the opportunity to work on a social enterprise project with UEL's international partner institutions. In the final stage of the project students will travel to the partner institution to bring it to



fruition. Students may compete for a place on the RDBS Global Scholars Programme.

The RDBS Global Scholars Programme gives students the opportunity to undertake a 15 credit bearing enterprise project with overseas partners under the direct supervision of a dedicated member of academic staff. The RDBS Global Scholars Programme is taken during Term C at Level 5.

## **Programme aims and learning outcomes**

### **What is this programme designed to achieve?**

This programme is designed to give you the opportunity to:

- Develop detailed knowledge of the principles of finance and financial management practices
- Critically evaluate theoretical knowledge and apply it in complex, real-life situations
- Identify and appraise the key factors influencing financial behaviour of individuals and corporations
- develop meaningful financial management strategies through in-depth evaluation and interpretation of various models and theories in these areas
- Interpret financial data using relevant tools of analysis
- Acquire relevant transferable and practical skills so that you can apply these skills in real-life contexts;
- Demonstrate an understanding of future career options as well as progress towards achieving them as either an employee or an entrepreneur

### **What will you learn?**

#### **Knowledge**

You will be able to :

- demonstrate an understanding of the role and functions of financial markets and institutions
- develop a knowledge of the principle theories of finance and their application in real-life problems
- demonstrate an ability to interpret financial data using relevant statistical software (Excel, Eviews, Stata)
- develop an understanding of the relationship between financial theory and empirical testing
- explain the financing arrangements and governance structures of business organisations and assess the effectiveness and efficiency of such arrangements.
- describe the factors influencing the investment behaviour and opportunities of private individuals and businesses.
- show an understanding of financial service activity in the economy.
- demonstrate an ability to understand financial statements, and basic appreciation of the limitations of financial reporting practices and procedures.

#### **Thinking skills**

You will be able to :

- critically evaluate the relevance of diverse theories and concepts for the financial management of businesses both in the UK and abroad.
- apply these theories and concepts in practical management situations.
- discuss the relationship between the wider economic context, government policies and financial management processes.
- compare, contrast and evaluate financial management principles employed by different types of businesses and organisations.
- analyse, evaluate and apply theories and models related to financial management.

### **Subject-Based Practical skills**

You will be able to :

- prepare and present solutions to finance based problems or issues through an evaluation of effective case study analyses.
- identify and interpret sources of information that will assist you in solving business problems and making financial management decisions.
- critically evaluate challenges and opportunities of financial markets and financial products.
- design effective financial management strategies for organisations in the public, private and not-for-profit sector whether they provide products or services.

### **Skills for life and work (general skills)**

You will be able to

- work effectively both as a team player and as an individual meeting strict deadlines and targets.
- develop high level skills in identifying problem parameters and implementing solutions to financial management dilemmas.
- identify gaps in your own knowledge and proactively undertake steps to fill these through your own research and further study.
- identify, interpret and synthesise a range of theoretical and empirical data to develop a sophisticated and reasoned argument.
- communicate effectively in written and oral form to specialist and non-specialist audiences.

## **The programme structure**

### **Introduction**

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

Credits are assigned to one of 5 levels:

3 equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme

4 equivalent in standard to the first year of a full-time undergraduate degree programme

5 equivalent in standard to the second year of a full-time undergraduate degree programme

6 equivalent in standard to the third year of a full-time undergraduate degree programme

7 equivalent in standard to a Masters degree

### **Credit rating**

The overall credit-rating of this programme is 360 credits.

### **Typical duration**

The expected duration of this programme is 3 years full-time or 6 years part-time. The expected duration of this programme with Placement Year is 4 years when attended in full-time mode.

It is possible to move from full-time to part-time study and vice-versa to accommodate any external factors such as financial constraints or domestic commitments. Many of our students make use of this flexibility and this may impact on the overall duration of their study period. A student cannot normally continue study on a programme after 4 years of study in full time mode unless exceptional circumstances apply and extenuation has been granted. The limit for completion of a programme in part time mode is 8 years from first enrolment.

### **How the teaching year is divided**

The teaching year begins in September and ends in June

A typical student, in full-time attendance mode of study, will register for 120 credits in an academic year. A student in a part-time mode of study may register for up to 90 credits in any academic year.

### **What you will study when**

A student registered in a full-time attendance mode will take 120 credits per year. Typically this will be comprised of four 30 credit modules. The exact number may differ if the programme is comprised of 15, 45 or 60 credits modules. An honours degree student will complete modules totalling 120 credits at level four, modules totalling 120 credits at level five and modules totalling 120 credits at level six.

<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Distance learning Y/N</b>	<b>Credits</b>	<b>Status*</b>
4	FN4001	Introduction to Economics	N	30	Core

4	SG4001	The Business & Financial Environment	N	30	Core
4	FN4002	Quantitative Methods for Economics & Finance	N	30	Core
4	MK4001	Principles and Practice of Marketing	N	30	Core
5	FN5001	Intermediate Economic Theory & Practice	N	30	Core
5	FN5002	Financial Intermediation and Portfolio Management	N	30	Core
5	FN5003	Institutional Financial Management	N	15	Core
5	FN5004	Corporate Finance	N	15	Core
5	FN5007	Introduction to Econometrics	N	15	Core
5	FN5006	International Trade	N	15	Optional
5	FN5008	Principles of Islamic Banking & Finance	N	15	Optional
5	FN7218	Financial Risk Management	N	15	Optional
5	MK5002	Understanding Consumers	N	15	Optional
5	HR5003	Ethics at Work	N	15	Optional
5	MK6042	Global Scholars	N	15	Optional
P	HR6666	Long Placement	N	120P	Optional**
P	HR6667	Short Placement	N	60P	Optional**
6	HR6004	The Business Professional	N	30	Core
6	FN6001	Investment Game	N	30	Core
6	FN6004	Options, Derivatives & Risk	N	15	Core
6	SG6002	Innovation & the Sustainable Organisation	N	15	Core
6	FN6003	Applied Econometrics	N	15	Core
6	FN6006	International Finance	N	15	Optional
6	FN6005	Political Economy of Crises	N	15	Optional
6	FN6XXX	Economics of Business Strategy	N	15	Optional
6	FN6007	Asset Pricing	N	15	Optional
6	HR6002	Leadership in Organisations	N	15	Optional



*\*Please Note - A core module for a programme is a module which a student must have passed (i.e. been awarded credit) in order to achieve the relevant named award. An optional module for a programme is a module selected from a range of modules available on the programme.*

*\*\* These modules are part of the BSc (Hons) Finance with Placement Year programme.*

### **Requirements for gaining an award**

In order to gain an Honours degree you will need to obtain 360 credits including:

- A minimum of 120 credits at level four or higher
- A minimum of 120 credits at level five or higher
- A minimum of 120 credits at level six or higher

In order to gain an Honours degree with Placement Year you will need to obtain 360 credits including;

- A minimum of 120 credits at level four or higher
- A minimum of 120 credits at level five or higher
- A minimum of 120 credits at level P or higher.
- A minimum of 120 credits at level six or higher

In order to gain an Ordinary degree you will need to obtain a minimum of 300 credits including:

- A minimum of 120 credits at level four or higher
- A minimum of 120 credits at level five or higher
- A minimum of 60 credits at level six or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 240 credits including a minimum of 120 credits at level four or higher and 120 credits at level five or higher

In order to gain a Certificate of Higher Education you will need to obtain 120 credits at level four or higher

### **Degree Classification**

Where a student is eligible for an Honours degree by passing a valid combination of module to comprise an award and has gained the minimum of 240 UEL credits at level 5 or level 6 on the current enrolment for the programme, including a minimum of 120 UEL credits at level 6, the award classification is determined by calculating;

The arithmetic mean of the best 90 credits at level 6	x	0.8	+	The arithmetic mean of the next best 90 credits at levels 5 and/or 6	x	0.2
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and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100%	First Class Honours
60% - 69%	Second Class Honours, First Division
50% - 59%	Second Class Honours, Second Division
40% - 49%	Third Class Honours
0% - 39%	Not passed

## **Teaching, learning and assessment**

### **Teaching and learning**

#### **Knowledge and understanding is developed through**

- Directed and general reading in the Subject Area
- Participation in lectures, tutorials, seminars, workshops
- Primary research using interviewing, surveys or case study approaches and the use of information technology to undertake secondary research

#### **'Thinking' skills are developed through**

- preparing tasks set for tutorials, seminars and workshops
- satisfactorily completing the continuous assessment process including essays, presentations, multiple choice assessment
- Preparation for examinations or major assignments such as the Project

#### **Practical skills are developed through**

- The use of Information Technology
- The preparation of presentations on selected topics
- The completion of group based or individual assignments

#### **General skills are developed through**

- Managing time so that assignment deadlines are met, whether working in groups or individually.
- Presenting ideas or arguments in a clearly structured manner

Being able to produce clearly argued solutions when problem solving

### **Assessment**

As outlined above the Finance degree is multi-disciplinary. Therefore it is appropriate that we use many different assessment techniques as different disciplines use different forms of assessment.

It is the policy of the Royal Docks Business School to include information on assessment criteria in Module handbooks

Therefore during your studies and dependant upon the Module you choose, you will be assessed by many different techniques which may include, either conducted either individually or in groups

- essays
- reports
- individual and/or group presentations, (using PowerPoint or a short video)
- preparation of a case study
- analysis of an existing case study
- modelling using Excel, Access presented using Powerpoint and Publisher
- time constrained tests
- open book tests
- data base searches
- critical self assessment analysis
- role play
- preparation of a portfolio
- preparation of a seminar paper
- multiple choice tests
- A final year project
- closed book examinations
- examinations based upon previously distributed case studies

As appropriate knowledge, thinking skills, practical skills and skills for like and work will be assessed as follows:

**Knowledge and understanding is assessed by**

- evidence of comprehensive reading in the Module being assessed
- ability to explain, identify, describe, discuss, draw upon (as appropriate) the ideas in the Module in the context of the piece of assessment for the Module

**'Thinking' skills are assessed by**

- the ability to compare, examine, contrast, question, debate, distinguish between (as appropriate) the ideas in the Module and how they are relevant to the piece of assessment for the Module.
- the ability to develop, elaborate, redefine, propose alternatives, re-conceptualise, integrate, establish new connections between, (as appropriate) the ideas in the Module in response to the assessment for the Module
- the ability to assess, judge, appraise, criticise (as appropriate) the ideas in the Module in addressing the Module's assessment.

**Practical skills are assessed by**



- the ability to prepare an assignment using appropriate resources, including Information Technology, to addresses the issue or question in the assessment
- evidence of logical planning and management of time in preparing the assessment.

#### **General skills are assessed by**

- evidence of team or group working
- the ability to work in time constrained environments
- the use of appropriate problem solving skills.

### **How we assure the quality of this programme**

#### **Before this programme started**

Before this programme started, the following was checked:

- There would be enough qualified staff to teach the programme;
- Adequate resources would be in place;
- The overall aims and objectives were appropriate;
- The content of the programme met national benchmark requirements;
- The programme met any professional/statutory body requirements;
- The proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of programme approval which involves consulting academic experts including some subject specialists from other institutions.

#### **How we monitor the quality of this programme**

The quality of this programme is monitored each year through evaluating:

- External examiner reports (considering quality and standards);
- Statistical information (considering issues such as the pass rate);
- Student feedback.

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the Quality and Standards Committee.

Once every six years an in-depth review of the whole field is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action

#### **The role of the programme committee**

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician

staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in the quality assurance procedures.

### **The role of external examiners**

The standard of this programme is monitored by at least one external examiner. External examiners have two primary responsibilities:

- To ensure the standard of the programme;
- To ensure that justice is done to individual students.

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments;
- Attending assessment boards;
- Reviewing samples of student work and moderating marks;
- Ensuring that regulations are followed;
- Providing feedback through an annual report that enables us to make improvements for the future.

The external examiner reports for this programme are located on the UEL virtual learning environment (Moodle) on the school notice board under the section entitled 'External Examiner Reports & Responses'. You can also view a list of the external examiners for the UEL School by clicking on the link below.

<http://www.uel.ac.uk/qa/externalexaminersystem/currentexaminers/>

### **Listening to the views of students**

The following methods for gaining student feedback are used on this programme:

- Module evaluations
- Student representation on programme committees (meeting each term)

Students are notified of the action taken through:

- circulating the minutes of the programme committee
- Student/Staff consultative meeting
- providing details on the programme noticeboard

### **Listening to the views of others**

The following methods are used for gaining the views of other interested parties:

The following methods are used for gaining the views of other interested parties:

- Royal Docks Business School Advisory Board
- As appropriate, being informed by relevant Professional bodies

- Placements Officer

### **Where you can find further information**

Further information about this programme is available from:

- The UEL web site (<http://www.uel.ac.uk>)
- The programme handbook (on internal Moodle intranet)
- Module study guides (on internal Moodle intranet)
- UEL Manual of General Regulations  
(<http://www.uel.ac.uk/qa/policies/manual/>)
- UEL Quality Manual (<http://www.uel.ac.uk/qa/policies/qualitymanual/>)
- Royal Docks Business School web pages  
(<http://www.uel.ac.uk/business/index.htm>)
- Equal Opportunities (<http://www.uel.ac.uk/equality/index.htm>)