

# Business Management (Economics) and BA(Hons) Business Management (Economics) with Placement Year

<b>Final award</b>	BA (Hons) Business Management (Economics) with Placement Year
<b>Intermediate awards available</b>	Certificate of Higher Education
	Diploma of Higher Education BA
<b>Mode of delivery</b>	UEL on campus/Full time/Part time
<b>UCAS code</b>	N200
<b>Details of professional body accreditation</b>	None
<b>Relevant QAA Benchmark statements</b>	General Business Management and Economics
<b>Date specification last up-dated</b>	June 2014
<b>UEL Academic School</b>	School of Business and Law

## 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 BA (Hons) Business Management (Economics) programme is aimed to provide students with a clear understanding of the principles and practices of business management with a focus on economic theory and practice. Students will also be introduced to the key analytical techniques and skills required to interpret business, economic and financial decision making. Students reading on this programme will have the opportunity participate in variety of cutting edge modules that focus on ‘innovation and ‘entrepreneurship’.

### ENTRY REQUIREMENTS

For admission, applicants normally need to have either:

- 280 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. Students may be admitted through Accreditation of Experiential Learning (AEL) or Accreditation of Certificated Learning (ACL) processes.

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/>

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 BA (Hons) Business Management (Economics)?**

A great deal of market research by an experienced team of academic and professional staff has resulted in the new for 2014 BA (Hons) Business and Management (Economics) programme. It revealed that many of today's graduates aspired to start and manage their own businesses and "economics", "innovation" and "entrepreneurship" are the key features of this programme, indeed many current BA Business Management students start their new businesses before they complete their programme. Taking advantage of our state-of-art serviced office facilities in UEL's Knowledge Dock, and benefitting from its highly successful Centre for Innovation and Entrepreneurship [CIME] which offers free consultancy and advice, these students' new businesses begin with the best possible chance of future success.

A key feature of Studying Business and Management (Economics) is that it is designed to provide students with a specialist, rigorous and holistic grounding in economic theory and practice. Economics analyses the motives, strategy, performance and relationships of different types of business – from the very large to the very smallest. Economics provides an explanation of how national 'economies' work, how they are linked together and how well they provide jobs and a better quality of life. Economics explains what governments can do to influence the operation of markets, businesses and economies. Economics can help you understand why even expert professional economists can disagree about the role of markets,

businesses and government in economic life. Economics can help you decide where you stand on these issues. As you do so, you begin to understand more clearly what you can offer to the world.

All students will study a common first year and then, at the end of their first year, choose to stay on the general BA (Hons) Business Management (Economics) programme or follow the general BA Business Management course or any of its specialisms.

Whether you wish to start and manage your own business, or seek a rewarding graduate management position in an established International business, when you complete this programme you will have acquired the appropriate knowledge and skills to innovatively solve problems, communicate effectively, negotiate, analyse complex situations, gather and understand numerical and written data work effectively and efficiently individually or as part of a diverse and multi-cultural team. You will have in-depth knowledge of all relevant aspects of the ethical and sustainable corporate world including managing and leading a diverse workforce, understanding financial and accounting procedures, managing operations, managing successful projects, developing marketing plans and much more as a wide range of options are available.

Whilst recognising that not all graduates aspire to starting their own businesses, This 3 or 4 year programme offers students a second option in its final year: acquiring the knowledge and skills to gain meaningful graduate employment in today's fast-moving corporate management World through a placement in an established organisation or studying at a partner university overseas or combination thereof. This engaging new programme has, therefore, been carefully designed and developed to equip graduates with the necessary knowledge and skills to do either successfully.

### **BA (Hons) Business Management (Economics) at UEL**

The programme is currently delivered at UEL's Docklands campus differs from similar programmes offered elsewhere in several ways.

First, this programme recognises the global context in which business decision making and economic events occur and recognises the increased contestability of economic ideas within the economics discipline. The programme emphasises an integrated understanding of business behaviour with financial institutions and markets informed by a strong core of economic theory and policy analysis and a further core of institutional context and plural perspectives. The programme situates economic ideas in their institutional context (important in building students' capacity for intelligent judgement) and offers a plurality of theoretical perspectives on economic events (important for building students' awareness of their own values, so clarifying their personal sense of self and self direction, increasing study motivation and employability).

Second, the programme is offered by a dedicated and enthusiastic team of permanent and guest lecturers. They draw on their experience from a wide range of countries.

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, the programme is taught at the UEL's state-of-the-art Docklands Campus within easy reach of the City of London and Canary Wharf. Eligible students can, in their final year, choose modules studying within Canary Wharf itself, guided by a set of guest speakers in the areas of money, finance and banking.

Sixth, RDBS has a state-of-the-art Bloomberg Trading Room with 18 Bloomberg terminals. Students studying on the programme will have the opportunity to use the software as a repository of business information.

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

### **Programme structure**

BA Business Management (Economics) 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.

BA Business Management (Economics) 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 corporate activity. Optional modules including business management, and other economics or finance related subjects are available in levels 5 and 6 giving the student the opportunity to tailor their programme to their individual interest.

Details of the programme structure for Single Honours students are outlined below.

### **Learning environment**

The programme is offered at our Docklands campus 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 semester 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 semester 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 BA (Hons) Business Management (Economics) programme is that we offer all students the opportunity to broaden and deepen their educational experience by taking advantage 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 Programme.

For the BA (Hons) Business Management (Economics) 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**

All students:

- Have the option at the end of their first year to switch onto the BA (Hons) Business Management (Marketing) Programme, the BA (Hons) Business Management (Human Resource Management) Programme or the BA (Hons) Business Management (Economics) Programme as they share the common Level 4 modules.
- compete for a place on the RDBS Global Scholars Programme in which students work with those of an International Partner on a Social Enterprise Project which culminates in travelling abroad to bring the project to fruition.

All students will discuss current issues relating to Business Management in the UK and beyond with classmates from a wide range of cultural backgrounds under the guidance of experienced lecturers and tutors who have worked in various countries.

You will benefit from our extensive Library resources which are available 24 hours a day, seven days a week.

Additionally for the BA (Hons) Business Management (Economics) 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 .....**

- How economic ideas can be used to understand individual behaviour, business behaviour and performance, the operation of markets and national economies
- How financial markets and institutions affect individual opportunities, business performance and national economies
- How the globalisation of economic life affects individual opportunities, business behaviour, national economies and government policy
- How to recognise and interpret economic changes, how to measure them and how to predict and quantify future economic changes
- How economists test their ideas
- Why economists disagree

**If you enjoy....**

- Following economic and social events in the news
- Acquiring skills, identifying problems and finding solutions for them
- Understanding theories and applying them to real-world problems or issues

**If you want....**

- To develop a wide range of important employment-related skills
- To understand the reasons why economic life and society is changing
- To make intelligent assessments of the operation of businesses, markets, economies and their interactions
- To be able to make informed judgements about future actions in a personal, business-related or public policy context
- To understand why the interests and views of important economic decision makers in society can be different

## **Your future career**

Employers are seeking Graduates who: have a good level of understanding of the various functions of a business organisation; are numerate and can express themselves clearly and professionally both verbally and in writing; can manage projects on their own initiative; can apply problem-solving skills to a wide range of business challenges; be ethical in their approach to business; have an appreciation of sustainability; and have a comprehensive understanding of the need for innovation in the World of business. The RDBS BA (Hons) Business Management (Economics) Programme will equip you with this knowledge, and these skills and will much enhance your chances of gaining a rewarding graduate job.

Many of our students express a desire to start and run their own business, or play an active role in the development of their family's business. Under careful guidance of the RDBS programme team, and under careful supervision of our Enterprise experts, we can help you achieve your ambitions.

## **How we support you**

### **1. 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.

### **2. 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.

### **3. 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 Docklands Campus**

The Royal Docks Business School is currently located at our state of the art Docklands campus near London City Airport and the ExCel exhibition centre. The campus offers a large range of new student facilities including modern lecture theatres, IT labs and library.

### **Library**

Our library is open 24 hours a day, 7 days a week during the semester, 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 economics-related books are also available in electronic form to allow students easy access to lecture and seminar materials.

### **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.

### **Global Scholars**

Students may compete for a place on the RDBS Global Scholars Module. This Module 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.

## **Programme aims and learning outcomes**

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

This programme is designed to give you the opportunity to:

- Demonstrate an understanding of future career options as well as progress towards achieving them as an employee, owner manager or entrepreneur in business and/or the non-profit sector, or through further academic study;
- Develop academically so that they have a detailed knowledge of business and management practices, can critically evaluate that knowledge and finally apply it in complex situations which may be characterised by contested and contradictory information;
- Develop knowledge of ‘core’ economic theory;
- Apply this knowledge in areas relevant to business and non-business organisations, finance and public policy;
- Understand the methods of reasoning used by economists;
- Develop an understanding of individual and organisational decision-making and an awareness of the institutional and social context within which economic life occurs;
- Develop appropriate quantitative skills;
- Develop the ability to communicate economic ideas and to consider opposing ideas and interpretations;
- Build appropriate study skills and ability to make use of basic information technology skills;
- Build transferable skills in the form of the abilities to formulate and analyse problems, use relevant sources in seeking to clarify problems, reach reasoned conclusions, choose between available alternatives and present ideas coherently in both verbal and written form.

## **What will you learn?**

### **Knowledge**

You will be able to:

- Explain and comment critically upon concepts and techniques in multidisciplinary business management subjects
- demonstrate understanding of the assumptions, logical structure, implications and limitations of core economic theory
- apply economic theory to the analysis of business and non business organisations, national and global financial structures and public policy
- demonstrate knowledge regarding the nature and development of key economic (and economics-related) institutions and socio-economic structures affecting the operation of business and non business organisations, national economies, the global economy and government.

### **Thinking skills**

You will be able to:

- critically evaluate the relevance of diverse theories and concepts
- apply these theories and concepts to practical management situations
- discuss, evaluate and analyse government policies and assess the performance of the UK, other national economies and the global economy
- discuss the relationship between economic theory, the broader institutional context, and government policies

## **Subject-Based Practical skills**

You will be able to:

- locate and interpret sources of information that will assist you in identifying and solving economic and business management problems
- use quantitative skills in the identification and analysis of economic management problems
- use industry-standard (e.g. Excel) software to solve problems
- apply the analytical techniques of economics to a range of issues and contexts

## **Skills for Life and Work (General skills)**

You will be able to:

- identify gaps in your own knowledge and deliberately undertake steps to fill these
- identify, interpret and synthesise a range of theoretical and empirical data to develop a sophisticated and reasoned argument,
- undertake independent research and make practical recommendations based on the evaluation of different data sources,
- 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 for full-time or 6 years for 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.

Level	Module Code	Module Title	Distance learning Y/N	Credits	Status*
4	FN4001	Introduction to Economics	N	30	Core
4	SG4001	The Business & Financial Environment	N	30	Core
4	HR4001	People, Organisations and Management	N	30	Core
4	MK4001	Principles and Practice of Marketing	N	30	Core
5	FN5001	Intermediate Economic Theory & Practice	N	30	Core
5	SG5001	Managing Sustainable Operations & Projects	N	30	Core
5	FN5005	International Political Economy	N	15	Core
5	FN5006	International Trade	N	15	Core

5	FN5003	Institutional Financial Management	N	15	Core
5	FN5008	Principles of Islamic Banking & Finance	N	15	Optional
5	MK5002	Understanding Consumers	N	15	Optional
5	MK6042	Global Scholars	N	15	Optional
5	HR5003	Ethics at Work	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	SG6001	Competitive Advantage from Innovation	N	30	Core
6	FN6002	Public Finance	N	15	Core
6	SG6002	Innovation & the Sustainable Organisation	N	15	Core
6	HR6002	Leadership in Organisations	N	15	Optional
6	FN6005	Political Economy of Crises	N	15	Optional
6	FN6XXX	Economics of Business Strategy	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 BA (Hons) Business Management (Economics) 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;*

<i>The arithmetic mean of the best 90 credits at level 6</i>	$\times$	<i>0.8</i>	$+$	<i>The arithmetic mean of the next best 90 credits at levels 5 and/or 6</i>	$\times$	<i>0.2</i>
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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*

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

### **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 BA (Hons) Business Management (Economics) 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 dependent 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 life 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 address 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 is needed.

## **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 semester)

Students are notified of the action taken through:

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

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

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>)