Programme Specification

Programme Title and Name of Award	BA (Hons) Business Management (with integrated foundation year) BA (Hons) Business Management with sandwich placement (with integrated foundation year)		
Academic Level	3-6	Total Credits	480 600 (Sandwich)
Professional Body Accreditation / Qualification	N/A		
Date of Professional Body Accreditation	N/A	Accreditation Period	N/A
UCAS Code	N101		
JACS Code	N100		
HECoS Code	100089		
Criteria for Admission to the Programme	The University's standard criteria for admissions apply. Please refer to the Applicant Information pages of the University website for more information. For APL, please refer to the University website. https://www.cumbria.ac.uk/study/courses/foundation-courses/ Detailed criteria for admission to this programme can be found on the programme webpage: https://www.cumbria.ac.uk/study/courses/undergraduate/business-management-with-integrated-foundation-year/		
Teaching Institution	University of Cumbria		
Owning Department	Department of Business, Law, Policing and Social Sciences		
Programme delivered in conjunction with	N/A		
Principal Mode of Delivery	Face to Face, Blended Learning, Block delivery		
Pattern of Delivery	Full Time, Part Time, Multiple Intakes (Level 3 year is Full Time only)		

Delivery Site(s)	Lancaster
Programme Length	**Bachelor Degree (Ordinary and Honours):-** 4 years Standard registration period (full-time) 6 years Standard registration period (part-time) 8 years Maximum Registration period **With sandwich placement awards:-** 5 years Standard registration period (full-time) 7 years Standard registration period (part-time) 9 years Maximum Registration period
Higher Education Achievement Report (HEAR)	Upon successful completion of this programme, you may receive a Diploma Supplement/Higher Education Achievement Report (HEAR).
Exit Awards	You may be awarded one of the following Exit Awards if you fail to achieve the requirements of the full programme. Foundation Certificate Business Studies (120 credits) Certificate in Higher Education Business Management (240 credits) Diploma in Higher Education Business Management (360 credits) BA Business Management (420 credits)
Period of Approval	August 2019 to July 2025

This programme has been approved (validated) by the University of Cumbria as suitable for a range of delivery modes, delivery patterns, and delivery sites. This level of potential flexibility does not reflect a commitment on behalf of the University to offer the programme by all modes/patterns and at all locations in every academic cycle. The details of the programme offered for a particular intake year will be as detailed on the programme webpage:

https://www.cumbria.ac.uk/study/courses/undergraduate/business-management-with-integrated-foundation-year/

Cumbria Graduate Attributes
Throughout your studies, you will be provided with the skills and knowledge relevant to the global workplace. All successful graduates of the University of Cumbria will be: • Enquiring and open to change • Self-reliant, adaptable and flexible • Confident in your discipline as it develops and changes over time • Capable of working across disciplines and working well with others • Confident in your digital capabilities • Able to manage your own professional and personal development

- A global citizen, socially responsible and aware of the potential contribution of your work to the cultural and economic wellbeing of the community and its impact on the environment

- A leader of people and of places

- Ambitious and proud

Programme Features

The integrated foundation year (Year 0) provides the opportunity for you to settle into University life and gain the confidence and skills to succeed in your chosen degree through participating in a supportive academic, personal and professional development programme. As a Business graduate you will be enterprising and entrepreneurial in spirit and have knowledge of small medium and large organisations and the skills to work across local, regional, national, international and global boundaries. This programme will develop and enhance your academic skills, and prepare you for higher level of studies.

The Level 3 modules provide a good grounding for you to development your academic and study skills to progress onto higher levels of study (Levels 4-6). The foundation year provides unique opportunities for developing your problem solving skills, knowledge and understanding of contemporary issues whilst providing you with a grounding in essential university skills and nurturing your career aspirations. Students on the Business foundation year entry route will study six modules. These will introduce the key themes in business alongside developing your awareness of the various sub-disciplines of business e.g. marketing, human resources management, and accounting. It is intended that you will develop an understanding of challenges that have a daily impact on businesses and organisations. You will join with other foundation year students, from a range of disciplines, for some of your modules. Cross-cultural awareness and engagement is encouraged through the module Contemporary Issues and the Media in which you will be investigating key contemporary issues relating to your subject area through the lens of the media and analysing the role and influence the media has on societies appreciation of these issues. Individual Case Study that also develops your problem based learning skills and creates a rich platform for the interchange of ideas. Leading and Managing individuals and Organisations will provide you with a deeper appreciation of organisational structures and the psychology of working with and leading others.

Throughout the integrated foundation year you will have the opportunity to develop your professional skills by developing key soft skills such as communication, team working, self-management and organisation. During the generic university wide modules, you will make links with the careers team to discuss your skill development and to help you reflect on how these link to your employability and graduateness. This will be accompanied by working on your digital skills profile, ensuring you have access to the universities MOOC's and 'Linked in Learning' to help build upon your current level of IT literacy.

The higher level of studies (levels 4-6) has been designed to meet professional body standards.

This programme is distinctive in the following ways:

All our Business degrees share a common first year (Level 4), giving you a thorough grounding in your chosen specialism and an understanding of the broader context of business practices. Years 3 and 4 (Levels 5 and 6) allow you to specialise in one area in that broader range of practices.

We offer you the opportunity to study abroad for a semester or up to a year. We also offer you the opportunity to undertake a work placement – Sandwich mode -- for a year either in the UK or abroad. The year-long placement is normally undertaken between Levels 5 and 6, before your final year of undergraduate study.

We have a varied approach to learning. We like to bring to life realistic contexts through workshops,

seminars and other types of discussion in addition to using the traditional lecture and seminar approaches.

We use our employer network to provide practical insight into our curriculum to complement the rigorous academic thinking that characterises degree level study.

Aims of the Programme

The overall aims of the Programme are:

Aim 1: To provide a supportive transitional route into higher education equipping students with the skills essential for successful participation in academic study

Aim 2: To develop an inter-disciplinary knowledge and understanding of theoretical concepts in a range of contexts applicable to studying Business, Accounting and Finance

Aim 3: To develop the academic personal and professional skills required to work in the context of business

Aim 4: To create awareness of the business and broader contexts and sphere of influence within which business operates.

Aim 5: To study and practise business and management drawing on a range of perspectives in the fields of marketing, strategic management, entrepreneurship, human resource management and the global business environment.

Aim 6: To develop your critical thinking, conceptual thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and management.

Aim 7: To enhance your employability, career potential and personal effectiveness.

Aim 8: To develop your ability to carry out independent research in the field of business and management.

Aim 9: To augment your intellectual and transferable skills especially as they relate to management and business.

Where the sandwich placement is chosen:

Aim 10: To allow you to engage in practical experience whilst integrating your academic studies.

Level Descriptors

Level Descriptors describe in general terms the expected outcomes you will achieve at each level of study as you progress through your programmes. They describe the relative demand, complexity, depth of learning and learner autonomy associated with a particular level of learning and achievement. The University's Level Descriptors are aligned to the national Framework for Higher Education Qualifications (FHEQ) and are a key mechanism for ensuring the academic standards of the University's provision.

At Level 3: (Usually Year 0 undergraduate), you will be able to:

- Recognise the breadth of the field of study and apply the skills of manipulation of knowledge to make informed judgements within routine contexts and with guidance.
- Begin to work beyond defined contexts
- Apply established approaches to solving well defined problems, showing emerging recognition of

the complexity of associated issues and communicate outcomes effectively in an appropriate format

- Within a defined context and under guidance, evaluate personal and workplace experience and manage information and data from a range of sources appropriate to the field of study.

At Level 4: (Usually Year 1 undergraduate), you will be able to demonstrate that you have the ability:

- To apply a systematic approach to the acquisition of knowledge, underpinning concepts and principles and deploy a range of subject specific, cognitive and transferable skills.

- Evaluate the appropriateness of different approaches to solving well defined problems and communicate outcomes in a structured and clear manner.

- Identify and discuss the relationship between personal and work place experience and findings from books and journals and other data drawn from the field of study.

At Level 5: (Usually Year 2 undergraduate), you will be able to demonstrate that you have the ability:

- To apply and evaluate key concepts and theories within and outside the context in which they were first studied.

- Select appropriately from and deploy a range of subject-specific, cognitive and transferable skills and problem solving strategies to problems in the field of study and in the generation of ideas effectively communicate information and arguments in a variety of forms.

- Accept responsibility for determining and achieving personal outcomes.

- Reflect on personal and work place experience in the light of recent scholarship and current statutory regulations.

At Level 6: (Usually Year 3 undergraduate), you will be able to demonstrate that you have the ability:

- To critically review, consolidate and extend a systematic and coherent body of knowledge.

- Critically evaluate concepts and evidence from a range of resources.

- Transfer and apply subject-specific, cognitive and transferable skills and problem solving strategies to a range of situations and to solve complex problems.

- Communicate solutions, arguments and ideas clearly and in a variety of forms.

- Exercise considerable judgement in a range of situations.

- Accept accountability for determining and achieving personal and group outcomes.

- Reflect critically and analytically on personal and work place experience in the light of recent scholarship and current statutory regulations.

Programme Outcomes – Knowledge and Understanding

The programme provides opportunities for you to develop and demonstrate the following:

It is a QAA requirement that for all Higher Education programmes, the Programme Outcomes are split by exit point so it is clear to students what outcomes they will have achieved at what stage of the programme.

After 120 credits of study (FdCert) you will be able to demonstrate knowledge and understanding of:

K1 Organisational Structures, Business and management contexts and environments within the local,

regional, national, international and global economy

K2 The ability to apply and explain theories, models, concepts and principles that underpin the study of Business

After 240 credits of study (CertHE) you will be able to demonstrate knowledge and understanding of:

K1 Some of the contexts within which business operates including economic, environmental, cultural, digital, political, ethical, legal and regulatory contexts**.**

K2 The essential functions and processes of organisations.

K3 A range of theories and models informing the practice of business and management at an introductory level.

K4 The nature of markets, marketing and sales, customer behaviour, finance and resource allocations in a limited range of business settings.

K5 Aspects of organisational behaviour, leadership and management, people and their personal development, difference and diversity.

K8 Fundamental considerations in business ethics, values and social responsibility.

K9 Essential research methodologies and practices related to the field, and straightforward data analysis within the business and management discipline.

After 360 credits of study (DipHE) you will be able to demonstrate knowledge and understanding of:

K10 The interrelated contexts within which business operates including economic, environmental, cultural, digital, political, ethical, legal and regulatory contexts.

K11 The functions and processes of organisations and the role and contribution of management to the organisational mission.

K12 A range of advanced theories and models informing the practice of business and management.

K13 Markets, marketing and sales, customer behaviour, finance and resource allocations in familiar contexts.

K14 Organisational behaviour, leadership and management, people and their personal development, difference and diversity and strategies for managing these.

K15 Operations management, information systems and business intelligence, communications, and digital business.

K16 Business policy and strategy, business innovation and enterprise development in a range of sectors.

K17 Business ethics, values and social responsibility applied to practice.

K18 Research methodologies and practices, and data analysis as applied in the business and management discipline.

After 420 credits of study (Ordinary degree) you will be able to demonstrate knowledge and understanding of:

K19 The complex contexts within which business operates including economic, environmental, cultural, digital, political, ethical, legal and regulatory contexts.

K20 The wide range of functions and processes of organisations and the role and contribution of management at a strategic level to the organisational mission.

K21 A range of advanced theories and models informing the practice of business and management,

and critiques of them.

K22 Organisational behaviour, leadership and management, people and their personal development, difference and diversity and strategies for managing and influencing these.

K23 Business ethics, values and social responsibility as key drivers for the organisational mission.

K24 The strengths and limitations of the main research methodologies and practices, and sophisticated data analysis within the business and management discipline.

After 480 credits of study (BA Hons) or 600 credits of study (BA Hons (with sandwich placement)) you will be able to demonstrate knowledge and understanding of:

K25 The complex contexts within which business operates including economic, environmental, cultural, digital, political, ethical, legal and regulatory contexts.

K26 The wide range of functions and processes of organisations and the role and contribution of management at a strategic level to the organisational mission.

K27 A range of advanced theories and models informing the practice of business and management, and critiques of them.

K28 Markets, marketing and sales, customer behaviour, finance and resource allocations in niche and mass-market contexts.

K29 Organisational behaviour, leadership and management, people and their personal development, difference and diversity and strategies for managing and influencing these.

K30 Operations management, information systems and business intelligence, communications, and digital business.

K31 Business policy and strategy, business innovation and enterprise development in a range of sectors.

K32 Business ethics, values and social responsibility as key drivers for the organisational mission.

K33 The strengths and limitations of the main research methodologies and practices, and sophisticated data analysis within the business and management discipline.

Programme Outcomes – Skills and other Attributes (including Employability Skills)

The programme provides opportunities for you to develop and demonstrate the following:

Programme Outcomes need to be identified for any exit awards associated with the programme. Also ensure these outcomes are numbered so they can be mapped to the Curriculum Map. For example:

After 120 credits of study (FdCert) you will be able to demonstrate skills in:

S1. Academic, personal and professional skills needed to succeed in higher education

S2. Effective problem-based learning (PBL) skills for working with people in a range of Business contexts.

S3. Demonstrate specific skills, techniques and competencies needed to study Business

After 240 credits of study (CertHE) you will be able to demonstrate skills in:

S1. People management and leadership: to include essential communications, team building, leadership and motivating others in a small team.

S2. Problem solving and critical analysis: analysing straightforward facts and circumstances to determine the cause of a problem and identifying and selecting appropriate solutions.

S3. Research: the ability to interpret a range of business data, multiple sources of information and appropriate methodologies, which includes basic digital literacy and to use that research for evidence-based decision-making.

S4. Commercial acumen: based on an awareness of the key drivers for business success, causes of failure and the techniques for delivering customer satisfaction.

S5. Innovation, creativity and enterprise: the ability to act entrepreneurially to generate, develop and communicate ideas, recognise the significance of intellectual property, gain support and deliver successful outcomes.

S6. Numeracy: the use of quantitative skills to present data, and to understand business problems, functions and phenomena.

S7. Networking: an awareness of the interpersonal skills of effective listening, negotiating, persuasion and presentation and their use in generating business contact.

Generic skills, attributes and behaviours

S8. Ability to work collaboratively both internally and with external customers and an awareness of mutual interdependence.

S9. Ability to work with people from a range of cultures.

S10. Articulating and effectively explaining information.

S11. Building and maintaining relationships.

S12. Communication and listening including the ability to produce clear, structured business communications in a variety of media.

S13. Emotional intelligence and empathy.

S15. Self-management: a readiness to accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.

S16. Self-reflection: self-analysis and an awareness/sensitivity to diversity in terms of people and cultures. This includes a continuing appetite for development.

After 360 credits of study (DipHE) you will be able to demonstrate skills in:

S1. People management and leadership: to include detailed communications, team building, leadership and motivating others in a range of situations.

S2. Problem solving and critical analysis: analysing complex facts and circumstances to determine the cause of a problem in order to identify and select appropriate solutions.

S3. Research: the ability to evaluate and interpret a range of business data, multiple sources of information and appropriate methodologies, which includes digital literacy and to use that research for evidence-based decision-making.

S4. Commercial acumen: based on an awareness of the key drivers for business success, causes of failure and the techniques for delivering customer satisfaction and building customer loyalty.

S5. Innovation, creativity and enterprise: the ability to act entrepreneurially to generate, develop and communicate ideas, manage and protect intellectual property, gain support and deliver successful outcomes.

S6. Numeracy: the use of quantitative skills to manipulate data, evaluate, estimate and model business problems, functions and phenomena with accuracy.

S7. Networking: an awareness of the interpersonal skills of effective listening, negotiating, persuasion and presentation and their use in generating business contact.

Generic skills, attributes and behaviours

S8. Ability to work collaboratively both internally and with external customers and an awareness of mutual interdependence.

S9. Ability to work with people from a range of cultures.

S10. Articulating and effectively explaining information.

S11. Building and maintaining relationships.

S13. Emotional intelligence and empathy.

S14. Conceptual and critical thinking, analysis, synthesis and evaluation.

S15. Self-management: a readiness to accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.

S16. Self-reflection: self-analysis and an awareness/sensitivity to diversity in terms of people and cultures. This includes a continuing appetite for development.

After 420 credits of study (Ordinary degree) you will be able to demonstrate skills in:

S1. People management and leadership: to include complex communications, team building, leadership and motivating others in challenging situations.

S2. Problem solving and critical analysis: analysing complex or ambiguous facts and circumstances to determine the cause of a problem and identifying and selecting appropriate solutions.

S3. Research: the ability to analyse and evaluate a range of business data, complex or contested sources of information and appropriate methodologies, which includes strong digital literacy and to use that research for evidence-based decision-making.

S4. Commercial acumen: based on an awareness of the key drivers for business success, causes of failure and the importance of delivering customer satisfaction and building customer loyalty in adverse conditions.

S6. Numeracy: the use of quantitative skills to manipulate data, evaluate, estimate and model business problems, functions and phenomena with authority and confidence.

Generic skills, attributes and behaviours

S8. Ability to work collaboratively both internally and with external customers and an awareness of mutual interdependence.

S9. Ability to work with people from a range of cultures.

S10. Articulating and effectively explaining information.

S11. Building and maintaining relationships.

S13. Emotional intelligence and empathy.

S14. Conceptual and critical thinking, analysis, synthesis and evaluation.

S15. Self-management: a readiness to accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.

S16. Self-reflection: self-analysis and an awareness/sensitivity to diversity in terms of people and cultures. This includes a continuing appetite for development.

After 480 credits of study (BA Hons) or 600 credits of study (BA Hons (with sandwich placement)) you will be able to demonstrate skills in:

Of particular relevance to business and management:

S1. People management and leadership: to include complex communications, team building, leadership and motivating others in challenging situations.

S2. Problem solving and critical analysis: analysing complex or ambiguous facts and circumstances to

determine the cause of a problem and identifying and selecting appropriate solutions.

S3. Research: the ability to analyse and evaluate a range of business data, complex or contested sources of information and appropriate methodologies, which includes strong digital literacy and to use that research for evidence-based decision-making.

S4. Commercial acumen: based on an awareness of the key drivers for business success, causes of failure and the importance of delivering customer satisfaction and building customer loyalty in adverse conditions.

S5. Innovation, creativity and enterprise: the ability to act entrepreneurially to generate, develop and communicate ideas, manage and exploit intellectual property, gain support and deliver successful outcomes.

S6. Numeracy: the use of quantitative skills to manipulate data, evaluate, estimate and model business problems, functions and phenomena with authority and confidence.

S7. Networking: an awareness of the interpersonal skills of effective listening, negotiating, persuasion and presentation and their use in generating business contact in different sectors.

Generic skills, attributes and behaviours

S8. Ability to work collaboratively both internally and with external customers and an awareness of mutual interdependence.

S9. Ability to work with people from a range of cultures.

S10. Articulating and effectively explaining information.

S11. Building and maintaining relationships.

S12. Communication and listening including the ability to produce clear, structured business communications in a variety of media.

S13. Emotional intelligence and empathy.

S14. Conceptual and critical thinking, analysis, synthesis and evaluation.

S15. Self-management: a readiness to accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.

S16. Self-reflection: self-analysis and an awareness/sensitivity to diversity in terms of people and cultures. This includes a continuing appetite for development.

External and Internal Reference Points

The following Subject Benchmark Statements and other external and internal reference points have been used to inform the Programme Outcomes:

Framework for Higher Education Qualifications

QAA (2015) Subject Benchmark Statements: at
http://www.qaa.ac.uk/en/Publications/Documents/SBS-business-management-15.pdf

Chartered Manager Degree Apprenticeship Assessment Plan
(http://www.managers.org.uk/~/media/Files/PDF/Chartered_Manager_Degree_Apprenticeship_Assessment_Plan.pdf)

At the centre of the University's mission is the provision of an accessible and outstanding student experience and we aim to ensure as many people as possible benefit from the transformational opportunities provided by higher education. Our Corporate Strategy demonstrates the University's firm

commitment to accessible higher education, in terms of widening participation and access. It also recognises that the University has a regional commitment to an area with significant pockets of low participation, low educational aspiration and attainment in higher education.

The Foundation Year is designed for students who have the ability to study for a degree but don't have the qualifications to enter directly onto a three year (FT) honours degree. It therefore attracts many students from non-traditional educational backgrounds and under-represented groups.

Graduate Prospects

A business management degree prepares you for a career in business, which may stretch across any sector or industry. Industries as diverse as chemicals, utilities, fashion, health, grocery and construction all require well equipped managers with a clear understanding of systems, efficiency and operational issues. Opportunities exist in management and analysis roles with employers in the private, public and voluntary sectors. The skills you will gain from the business management degree will allow you to start contributing to your employer's organisation quickly and effectively.

Learning, Teaching and Assessment Strategies employed to enable the Programme Outcomes to be Achieved and Demonstrated

As a student at the University of Cumbria, you are part of an inclusive learning community that recognises diversity. You will have opportunities to learn by interacting with others in a collegiate, facilitative and dynamic learning environment. Teaching, assessment and student support will allow equal and equitable opportunities for you to optimise your potential and develop autonomy.

We seek to create a stimulating and innovative community of learning, whether encountered on campus or at a distance, on placement or in the workplace. Facilitated by our expert practitioner staff, you will experience a learning environment that is well equipped, flexible, and stimulating.

Learning and Teaching

Foundation Year

University of Cumbria Business School want to motivate you in your foundation year studies through a variety of teaching and learning approaches that support different learners' needs and help to integrate you into university life. Transferable skills are central to learning opportunities and assessment. Students are encouraged to reflect on their skills development in learning and personal contexts so they develop their ability to make appropriate choices and decisions. Challenging and authentic tasks will be used to stretch your capabilities in real world learning and assessment resulting in a deeper approach to learning. The mode of assessment introduces you to the type of assessments you will encounter as you progress through your degree. You will undertake a range of assessments including written assignments, reports and essays, oral presentations and poster presentations, portfolios and set exercises such as producing a dvd news report. There is a strong emphasis on formative assessment in all modules to assist with the learning process.

The foundation year modules utilise a full range of UoC digital resources and learning technology where suitable; for example, through the University's virtual learning environment (Blackboard). Vocational practice opportunities form an essential part of the programme and encourages you to make meaningful links between the underpinning theoretical concepts within the subject area.

During the integrated foundation year you will be taught with students on a range of Business programmes and students from other departments, you will be working in groups and teams to achieve solutions to set problems, researching case studies and delivering events. Each module is led

by a module leader which is the lead tutor with over-arching responsibility for that module. However, one of the strengths of this programme is our team-taught approach to delivery, you will be taught on a module by more than one tutor. This ensures you are taught topics by subject specialists, experience the different delivery styles you will encounter as you progress through your programme and on modules that you share with other programmes ensures you will meet staff from your degree programme.

Summative and Formative Assessment

(Summative) Assessment

Each module is 'summatively assessed'. These are pieces of work which together form the marks you will receive for the module. The module guide will clearly explain exactly what has to be undertaken for each module and when it is due to be handed in. You will need to develop excellent time management skills to ensure that you can manage your employment, leisure activities and university assessments.

Formal examinations feature prominently as this is the way that professional bodies test the skills and knowledge of their membership. However, the preparation strategy adopted at the University of Cumbria helps you to become more comfortable with the examination situation by ensuring each module will provide you with a 'mock' exam with feedback, to help you to prepare effectively. In addition it is important to note that there are a variety of examination types, from multi choice tests to prepared case studies.

All assessment is vocational in nature, using real life scenarios. Each assessment method builds so that feedback on each format [essay, business report, oral presentation, exam or set exercise] can contribute to your improvement for the next submission.

Student Support

We provide responsive learner support that promotes student success. Our approach to learner support is designed to support achievement and progression, champion inclusivity and accessibility, prepare you for opportunities beyond study, and promote independence and resilience, enabling you to achieve your potential.

As a student of the University of Cumbria, you will be taught by academics and expert practitioners who facilitate learning through structured inquiry. You will be provided with access to high quality academic resources through physical and digital libraries and will be supported to develop skills that enable you to become a critical, reflective, discerning and independent learner and researcher.

Induction

Induction takes place during Welcome Week prior to the start of the programme. All level 3 students will share a common induction programme to provide the opportunity for you to meet with other students in your subject area and those from other level 3 foundation programs who share common university-wide modules. You will undertake a series of activities designed to form cohesion amongst the student group, to familiarise you with the University and introduce you to a range of support services and staff who are there to help you settle into university life and help you progress through your studies. You will be shown how to use our Virtual Learning Environment (VLE) which is called 'Blackboard' and how to submit assessments using 'Turn it In'. All students will attend centrally organised sessions, Student Life and Help is at Hand

During the induction week you are allocated a Personal Tutor (PT), as are all students at the university, but in addition integrated foundation year students will also be supported by the level 3 subject area lead. You will also meet your dedicated Student Transition Advisor who is part of our awarding winning Learning Information and Student Support service (IS). They will run sessions on expectations for studying in higher education and show you around the library and learning resources. You will receive

a programme handbook which will clearly explain your award, how it will run, and the people involved. In addition, it will provide hyperlinks where you will find help on module enrolment, assessment submission and if you need to apply for 'extenuating circumstances'. Your programme handbook will also include further information on the options available to you at levels 5 and 6 and the Programme Leader and Module Leaders will support you through this decision making process, to help you to achieve your personal goals and ambitions.

Progressing students will not be required to attend all induction activities at level 4, however will be invited to be involved in activities that will enable them to meet and feel fully integrated with their new cohort such as introduction to programme structure, modules and assessments and team building activities. In addition the students will be invited by the programme leader to mentor and support new students in other activities such as campus tours and general tips and guidance on being a UOC student.

Personal Tutoring

You will also be allocated a Personal Tutor. Your Personal Tutor will be proactively involved in the delivery of your programme and will have contact with you throughout your time at the University. They will support your learning and development, including through tutorials, Progress Reviews and other support as outlined in the Personal Tutoring Policy.

Personal Development Planning

Engagement with Personal Development Planning happens via various ways, such as the

- incorporating PDP exercises and activities into departmental learning development activities (e.g. skills development modules, workshops or resources)
- liaising with Careers Service colleagues to provide resources to support students engagement with the University of Cumbria's Employability Vision

Library and Academic Support (based in Information Services)

Module leaders will collaborate with Library and Academic Advisors to ensure that your reading and resource lists are current and items are available via the library discovery tool OneSearch. In order to maximise access, availability and usefulness, ebooks and electronic journal titles will, in most cases, be prioritised. You can access a wide range of electronic and print content using OneSearch and you can find out more about key texts, databases and journals for your subject by accessing the library's subject resources webpages. Where appropriate, module reading and resource lists will be made available to you electronically using the University's online reading and resource list system.

The Skills@Cumbria service can help support your academic skills and success throughout your programme. The service is delivered by a team of professional Library and Academic Advisors. It includes a suite of online self-help resources accessible 24/7 via the University's website and Blackboard site. It also provides group and individual advice and guidance accessible through and alongside your course and by different means such as face to face, email or virtual. Visit skills@cumbria for more details.

IT and Technical Support

Technology is an invaluable asset when it comes to studying, so it's important you know how to make the most out of the excellent facilities we have available. Our aim is to ensure you can access university electronic resources from anywhere or any device, whether on or off campus. The Student Hub is your one-stop gateway to all university systems, Outlook email, and OneDrive.

Whether you consider yourself a computer expert or you're not confident about your IT skills, we're always around to ensure you get the level of support you need. We have a wealth of information and support available on the website and have a dedicated IT Service Desk where you can talk to someone by phone or log your question online from anywhere, at any time.

Student Support Services

Student Support Services offer a wide range of support, including: careers and employability, financial help, counselling, health and wellbeing and support for disabled students and those with specific learning requirements. We also offer mentoring by trained students which you can request at any point during your studies. We know that you want to get the most out of your programme, make the best use of your time and find or continue in the career you always dreamed of. Access university support and facilities easily and quickly via the [website](#) and/or via the Student Services guidance tile on the [Student Hub](#).

In addition to the range of guidance above, you have the opportunity to further develop your personal, academic and professional skills by taking part in a number of initiatives coordinated and delivered by professional services advisers:

Student Transition Advisor Support (Level 3)

During the first year of your programme (year 0) you will have access to support from dedicated Student Transition Advisors. These advisors will provide you with individual academic and pastoral support alongside the academic team to ensure you reach your full potential whilst you are on this programme. In particular they will help you to adjust to university study, assist you in the navigation of the academic environment, policies, expectations and signposting to a wide range of services. They also work with you and your personal tutor to help you to develop your own strategies for effective study and provide additional one-to-one and group support in academic writing and numeracy skills.

A key feature of the foundation year programme is the additional student support that has been built into the modules in particular the Essential University Skills 1 and Essential University Skills 2 modules that have an additional 12 contact hours included to enable staff to provide additional individual and group tutorials facilitated by the Student Transition Advisors.

Headstart

Head Start is a self-learning pre-entry module that is completed online and at your own pace. The module gives new undergraduate students an opportunity to prepare for their transition into university and to start to develop the academic skills that will help them become successful students.

All UG students are given the opportunity to register and complete Head Start prior to entry on their main programme of study. If you haven't been able to complete Head Start before starting your course, you can access the module via Blackboard by selecting the Skills@Cumbria tab and then the Head Start tile. Learning at university, academic writing and referencing are the key topics introduced in the module and previous students have told us how useful they have found the online resources and activities.

Head Start Plus

Head Start Plus is also an online skills development course, designed to support students who are about or who have just started study at level 5 or 6 (2nd and 3rd year undergraduate). This course is particularly recommended to students who may not have studied at HE level for some time or who are transitioning into the higher HE levels. The course provides a useful refresh on academic skills and practice and an insight into the expectations of tutors at those levels.

This course is free and available via the Open Education Platform powered by Blackboard. To access the course, follow the link to https://openeducation.blackboard.com/cumbria and set-up a free account with Open Education. Once logged on, select the course free of charge and work through it at your own pace.

Peer Mentoring @ Cumbria

You will be allocated a student Mentor who will be in touch to offer a non-judgemental and friendly hand and to help with various aspects of your student experience, from making friends to settling in, to

helping you understand the expectations of academic study and dealing with assessment worries.

Mature Students' Events

Whether it is a coffee morning, lunchtime gathering or a social event, there are events happening throughout the year to link you up with other mature students who will also be juggling a number of commitments alongside their studies.

Help is at Hand Events

Keep a look out for these interactive events on campus around October and January. You are encouraged to attend these as they showcase the range of support available here and give you the opportunity to talk to people from Finance, Accommodation, the Students' Union, the Wellbeing and Disability Team etc.

Career Ahead+

Career Ahead+ is the University of Cumbria's Employability Award. Completing Career Ahead+ will help you recognise and develop your skills, providing a greater opportunity for you to get the job you want when you graduate. The award is based on what employers look for in an ideal candidate, in relation to skills, knowledge and experience. You will be supported with career direction, gaining experience, and providing all the skills needed to complete the perfect application and be successful in that all important job interview. Contact careerahead@cumbria.ac.uk or visit www.cumbria.ac.uk/careerahead for more information.

Programme Curriculum Map					
Academic Level	Module Code	Module Title	Credits	Module Status*	Programme Outcomes achieved
Year 0					
3	UNIF3003	Essential University Skills 1	20	Compulsory	K2, S1
3	UNIF3010	Contemporary Issues and the Media	20	Compulsory	K2, S1
3	UNIF3007	Business Innovation	20	Compulsory	K1, K2, S1, S3
3	UNIF3004	Essential University Skills 2	20	Compulsory	K2, S1
3	UNIF3008	Leading and Managing Individuals and Organisations	20	Compulsory	K2, S1
3	UNIF3009	Individual Case Study	20	Compulsory	K1, K2, S1, S2
Year 1					
4	UCBP4001	Managing People and Organisations	20	Compulsory	K4, K5, K6, K8 S3, S4, S6,
4	UCBP4002	The Business Environment	20	Compulsory	K4, K6, K7 S3, S4, S5, S8
4	UCBP4003	Introduction to Business Finance	20	Compulsory	K6 S4, S5, S8
4	UCBP4004	Fundamentals of Business	20	Compulsory	K4, K5, K6, K7, K8 S3, S5, S7

4	UCBP4005	Principles of Marketing	20	Compulsory	K6, K7 S3, S4, S5, S6, S7
4	UCBP4006	Management Accounting	20	Compulsory	K6, K8 S4, S5, S8
Year 2					
5	UCBP5001	Organisational Behaviour	20	Compulsory	K3, K5 S2, S7, S8, S9, S10, S13, S14
5	UCBP5002	Responsibility, Ethics & Sustainability in Practice	20	Optional	K8, K9, K10, K12, K14 S, 8, S9, S10. S11, S12
5	UCBP5003	Human Resource Management, Theory and Practice	20	Compulsory	K1, K2, K3, K5, K8, K9 S1, S2, S8, S13, S14, S16
5	UCBP5004	Services Marketing	20	Compulsory	K3, K4, K6 S1, S3, S4, S5, S7, S8, S11, S13, S14, S16
5	UCBP5005	Managing Operations	20	Optional	K8, K9, K11, K12, K14 S8, S9, S10, S11
5	UCBP5006	International Economics	20	Optional	K8, K9, K12, K13, K14 S7, S9, S10, S11, S12
Sandwich option					
5	UCBP5020	Sandwich Placement	120	*Compulsory As appropriate for your target award	K13, K17 S10, S11, S12, S13

Year 3					
6	UCBP6002	Strategic Analysis	20	Compulsory	K3, K5 S2, S3, S4, S6, S14, S16
6	UCBP6013	Business Psychology	20	Compulsory	K1, K2, K3, K5, K8 S1, S2, S8, S9, S10, S11, S13, S14, S16
6	UCBP6012	Applied Business Research and Analysis	20	Optional Pre requisite UCBP 6005	K3, K8, K9 S2, S3, S6, S10, S11, S14, S15, S16
6	UCBP6011	Independent Project	40	Optional	K3, K8, K9 S2, S3, S6, S10, S14, S15, S16
6	UCBP6005	Innovation and Entrepreneurship	20	Optional Co requisite UCBP 6001	K3, K4 S1, S2, S3, S4, S5, S6, S7, S8, S9, S14, S15
6	UCBP6006	Global Business	20	Compulsory	K2, K3, K5, K6, K7, K8, K9 S2, S3, S6, S8, S9, S13, S14
6	UCBP6008	Digital Marketing	20	Compulsory	K1, K3, K4, K6, K7, K9 S2, S3, S4, S5, S6, S7, S8, S9, S10, S11, S12, S14,
Notes					
This programme operates in accordance with the University's Academic Regulations and Academic Procedures and Processes Optional modules may be subject to availability and viability. If we have insufficient numbers of students interested in an optional module in any given					

academic year, this may not be offered. If an optional module will not be running, we will advise you as soon as possible and help you choose an alternative module. Optional modules are normally selected 3 - 5 months in advance.

A failed student will not be permitted to re-register on the same programme *The Year long Sandwich Placement module is Compulsory for students registered on the BA(Hons) Business Management with sandwich placement (with integrated foundation year) programme

* **Key to Module Statuses**	
Core Modules	Must be taken and must be successfully passed
Compulsory Modules	Must be taken although it may possible to condone/compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed)
Optional Modules	Are a set of modules from which you will be required to choose a set number to study. Once chosen, it may possible to condone/compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed)
Qualificatory Units	These are non- credit-bearing pass/fail components that are used to satisfy relevant professional, statutory or regulatory body professional requirements that are associated with the programme

Programme Delivery Structure:				
Module Code	**Module Title**	**Delivery Pattern**	**Method(s) of Assessment**	**Approximate Assessment Deadline**
		Autumn Semester / Spring Semester / Extended Spring Semester / Year-Long		
UNIF3003	Essential University Skills 1	Autumn	Written assignment (50%) Presentation (50%)	Mid Semester 1 End Semester 1
UNIF3004	Essential University Skills 2	Spring	Presentation (50%) Written assignment (50%)	Mid Semester 2 End Semester 2
UNIF3010	Contemporary Issues and the Media	Autumn	Written Assignment (40%) Set Exercise (DVD News Report) (60%)	Mid Semester 1 End Semester 1
UNIF3008	Leading and Managing Individuals and Organisations	Spring	Presentation (40%) Written Assignment (60%)	Mid Semester 2 End Semester 2
UNIF3009	Individual Case Study	Spring	Portfolio (40%) Presentation (60%)	Mid Semester 2 End Semester 2
UNIF3007	Business Innovation	Autumn	Presentation (30%) Report (70%)	Mid Semester 1 End Semester 1
Students exiting at this point with 120 credits would receive a FdCert Business Studies				
UCBP4001	Managing People and Organisations	Autumn	Practical skills assessment 50%	Ongoing throughout Semester

			Written exam 50%	End of Semester 1
UCBP4002	The Business Environment	Autumn	Written exam 100%	End of Semester 1
UCBP4003	Introduction to Business Finance	Autumn	Written exam 50% Written assignment 50%	End of Semester 1
UCBP4004	Fundamentals of Business	Spring	Written exam 50% Written assignment, 50%	End of Semester 2
UCBP4005	Principles of Marketing	Spring	Written assignment 40% Written exam 60%	Ongoing throughout Semester 2
UCBP4006	Management Accounting	Spring	Written assignment 50% Written exam 50%	Ongoing End of Semester 2
Students exiting at this point with 240 credits would receive a CertHE Business Management				
UCBP5001	Organisational Behaviour	Autumn	Written assignment 50% Written exam 50%	End of semester 1
UCBP5002	Responsibility, Ethics & Sustainability in Practice	Autumn	65% Written Assignment 2000 words 35% presentation 20 mins	End of Semester 2 Mid Semester 2
UCBP5003	Human Resources Management Theory and Practice	Autumn	Written assignment 50% Written assignment 50%	Mid semester 1 End of semester 1
UCBP5004	Services Marketing	Spring	Written assignment 40% Written exam 60%	End of semester 2
UCBP5005	Managing Operations	Spring	100% Portfolio 4000 word	End of Semester 2

			equivalent	
UCBP5006	International Economics	Spring	40% Written Assignment 1500 words	Mid Semester 2
			60% Written Assignment 2500 words	End of Semester 2
UCBP 5020	Sandwich Placement	Year	Set exercise 100%	Throughout Year 3
Students exiting at this point with 360 credits would receive a DipHE Business Management				
UCBP6012	Applied Business Research and Analysis (opt)	Autumn	Written assignment 100%	End of semester 1
UCBP6002	Strategic Analysis	Autumn	Written assignment 100%	End of semester 1
UCBP6013	Business Psychology	Autumn	Written assignment 100%	End of semester 1
UCBP6005	Innovation and Entrepreneurship (opt)	Spring	Written assignment 50% Presentation 50%	End of semester 2
UCBP6006	Global Business	Spring	Written assignment 100%	
UCBP6008	Digital Marketing	Spring	Written assignment 60% Written assignment 40%	Ongoing throughout semester 2
UCBP6011	Independent Project (opt)	Year Long	Written Assignment 100%	Year Long
Students exiting at this point with 420 credits wold receive an Ordinary BA Business Management **Students exiting at this point with 480 credits would receive a BA (Hons) Business Management**				

Methods for Evaluating and Improving the Quality and Standards of Learning	
Mechanisms used for the Review and Evaluation of the Curriculum and Learning, Teaching and Assessment Methods	- Module Evaluation - Programme Validation and Periodic Review - Annual Monitoring - Peer Review of Teaching - External Examiner Reports - Student Success and Quality Assurance Committee - Involvement of student representatives on course / school committees. - Regular Programme Team meetings. - Regular engagement via AQD - Engagement of industry stakeholders in projects, conferences, seminars and real world experiences - Knowledge Transfer Partnerships and other industry related activities - Professional Body Accreditation Mechanism - Meetings with fellow academics at other universities - Engagement with conferences and professional bodies - Level 3 Management Group
Mechanisms used for gaining and responding to feedback on the quality of teaching and the learning experience – gained from: Students, graduates, employers, placement and work-based learning providers, other stakeholders, etc.	- Staff Student Forum - Module Evaluation Forms - Programme Evaluation: National Student Survey, UK Engagement Survey - Module/Programme/Personal tutorials - Meetings with External Examiners - Informal consultative meetings with students - Peer Review Process - Guest Speakers and Specialist Delivery Lecturers. - Analysis of student results: progression, retention and classification profiles - Industry Forum with Higher Apprenticeship Partners - Feedback from students into the personal tutor system

Date of Programme Specification Production:	February 2019
Date Programme Specification was last	13.12.2019

updated:	
For further information about this programme, refer to the programme page on the University website **https://www.cumbria.ac.uk/study/courses/undergraduate/business-management-with-integrated-foundation-year/**	

The following information has implications for potential international applicants who require a Tier 4 visa to study in the UK	
Is the placement requirement more than 50% of the programme?	Yes / No
If yes, what % of the programme is the placement requirement?	
If yes, is the amount of placement a statutory requirement to meet Professional, Statutory or Regulatory Body (PSRB) or Department of Education requirements?	Yes / No