



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PROGRAMME OF STUDY HANDBOOK

THE BUSINESS SCHOOL

LEVEL 6

BA BUSINESS PORTFOLIO:

- **BA (Hons) Accounting**
- **BA (Hons) Business Management**
- **BA (Hons) Business and Finance**
- **BA (Hons) Human Resource Management**
- **BA (Hons) International Business**
- **BA (Hons) Management and Leadership**
- **BA (Hons) Marketing Management**
- **BA (Hons) Entrepreneurship**
- **BA (Hons) Law and Business**

FACULTY OF BUSINESS AND MANAGEMENT

2017-2018

CONTENTS PAGE

	Page No
INTRODUCTION.....	1
FEEDBACK.....	1
WELCOME MESSAGE FROM THE HEAD OF SCHOOL	2
PROGRAMMES OF STUDY AND PROGRAMME DIRECTORS	2
PASTORAL SUPPORT	3
EXTERNAL EXAMINERS	4
ACADEMIC YEAR 2017/2018.....	5
DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED.....	5
MODULAR TERMINOLOGY	6
ASSESSMENT.....	6
Extenuating Circumstances	6
Additional needs in terms of assessment.....	6
Academic Appeals.....	7
Assessment Regulations	7
Responsibilities of students in relation to the assessment process	7
VIRTUAL LEARNING ENVIRONMENT (VLE).....	7
PROGRAMMES OF STUDY	9
BA (HONOURS) PROGRAMMES	9
(1) ACCSH - BA (Hons) Accounting	11
(2) BMGSH - BA (Hons) Business Management	14
(3) BFISH - BA (Hons) Business and Finance	17
(4) HRMSH - BA (Hons) Human Resource Management	21
(5) INBSH - BA (Hons) International Business.....	25
(7) MKMSH - BA (Hons) Marketing Management	28
(8) ENTSH – BA (Hons) Entrepreneurship	32
JOINT HONOURS DEGREE PROGRAMME	35
(9) LAWABU - BA (Hons) Law and Business.....	37
UNIVERSITY ATTENDANCE POLICY.....	40
SCHOOL AND FACULTY POLICIES	41
ABOUT UNFAIR PRACTICE AND PLAGIARISM.....	42
Plagiarism: Regulations, Procedure and Penalties	42

Avoiding Plagiarism	42
Other types of Unfair Practice.....	43
LIBRARY AND LEARNING RESOURCES	43
STUDENT SERVICES	44
STUDY SKILLS.....	44
GRADUATE SKILLS FOR EMPLOYMENT	45
COMPLAINTS.....	45

INTRODUCTION

This handbook provides you with detailed information about your course, or Programme of Study, in the academic year 2017-2018. Module descriptors are presented in the accompanying Module Directory document.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes in the organisation of modules between the planning stage and the actual teaching are inevitable. We shall try to keep any such changes to a minimum, and you will receive plenty of advance warning in the event of any alteration. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks.

FEEDBACK

Feedback on your programme of study and modules is welcome and important and will help us to improve and enhance your learning experience. You can give feedback in a number of ways: through the student representative for your programme of study, through module evaluation questionnaires, through informal meetings with your personal tutor, teaching staff, or Head of School, through focus groups set up by Schools to gain feedback from students on particular issues, or through the Students' Union. If there are issues, then it is important that you share these with us so that we can address them. Your opinion is valued.

WELCOME MESSAGE FROM THE HEAD OF SCHOOL

I am pleased to welcome you to The Business School.

At the Business School we aim to equip you with the knowledge and skills needed by businesses to help them face the current and future challenges with which they are presented. We have worked hard to secure extensive links with businesses to provide you with a range of real work experiences. Please take every opportunity to engage with these businesses either through module project work, internships or guest speaker events. By doing so you will enhance your knowledge, skills and overall employability.

Your quest to improve your skills and abilities will be supported by the high quality staff who teach on your programme. Your tutors are here to help you and will want you to succeed. They will transfer to you their knowledge and experience, so attendance and co-operation with teaching staff is essential if you are to gain from the programme's objectives. We are always keen to hear your feedback, both positive and negative so that we can do more of what has been effective and change what has not worked so well. Please contact your year personal tutor or programme director as soon as you have any issues so that they can be resolved quickly.

I wish you every success with your studies and hope that your years with us prove to be an academically enriching and enjoyable time for you.

Dr Maggie Inman
Head of the Business School
Margaret.inman@uwtsd.ac.uk

PROGRAMMES OF STUDY AND PROGRAMME DIRECTORS

This handbook covers the following Programmes of Study. The name and contact details of the Programme Directors are also listed below.

Programme of Study	Programme Director	Tel. No.	E-mail
<i>Business Management</i>	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
Accounting	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
Business and Finance	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
E-Business	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
Entrepreneurship	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
Human Resource Management	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
International Business	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
Marketing Management	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
Sustainable Management	Huw Thomas / Beth Cummings	01792 481000 Ext. 4735	huw.thomas@uwtsd.ac.uk
BA Law & Business	Bronwen Williams	01792 481135	bronwen.williams@uwtsd.ac.uk
BA Law & Public Services	Bronwen Williams	01792 481135	bronwen.williams@uwtsd.ac.uk

PASTORAL SUPPORT

A member of academic staff will be identified at the beginning of the academic year to act as a point of first contact for all pastoral support issues. Details of the arrangements for Pastoral Support are contained in the *University Regulations – Undergraduate Student Guide* which is published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>

EXTERNAL EXAMINERS

All taught Programmes of Study which lead to an award of the University have at least one External Examiner. The principal purposes of the University's external examiner system are to ensure that:

- the standard of each award is maintained at the appropriate level;
- the standards of student performance are comparable with standards on similar programmes or subjects in other UK institutions with which they are familiar;
- the processes for assessment and the determination of awards are sound and fairly conducted.

Students may request a copy of the previous year's External Examiner's Report for their programme of study by contacting the Programme Director.

The current External Examiners for the Programmes of Study are:

Programme of Study	External Examiner for 2017/18 (forename/surname)	External Examiner for 2016/17 (if different to current)
• BA (Hons) in the following: ○ Accounting ○ Business and Finance ○ Business Management ○ E-Business ○ Entrepreneurship ○ Human Resource Management ○ Management and Leadership ○ Marketing Management ○ International Business ○ Sustainable Management	1. Mr Harin Da Silva 2. Dr Fiona Powley	1. Dr Nazam Dzolokarnaini 2. As previous
BA (Joint Honours) Law and Business	Dr Joanne Beswick	As previous
Welsh Medium modules for any of the above programmes:	Dr Rhys Williams	As previous

Please note that students are not permitted to make direct contact with the External Examiners.

ACADEMIC YEAR 2017/2018

The academic year 2017/2018 will be divided up as follows:

Induction	25/09/17 - 29/09/17
Semester 1:	25/09/17 - 26/01/18
Exam Period 1:	10/01/18 - 19/01/18
Mid-sessional Boards:	05/02/18 - 09/02/18
Semester 2:	29/01/18 - 13/07/18
Exam Period 2:	09/05/18 - 22/05/18
Examining Boards:	04/06/18 - 28/06/18
Re-sit Period:	16/07/18 - 20/07/18

INFORMATION ABOUT YOU AND YOUR PROGRAMME OF STUDY

Information about you and your programme of study is held by the University on a central Student Record System managed by the University Registry. It is essential that the University Registry has an accurate record of your personal details at all times. It is equally important to ensure that you are enrolled on the correct Programme of Study and on the correct modules. Failure to inform the Registry of any changes in this respect can result in a range of problems including:

- delays in obtaining your student loan;
- failure to contact you in an emergency;
- clashes on your examination timetable;
- not being able to borrow materials from the Library and Learning Resources; and
- not being able to use the Information Technology services.

Please take time to check the enrolment information provided by the University Registry and be sure to notify the Registry of any errors or changes.

DISCLOSURE AND BARRING SERVICE (DBS) – ENHANCED

If your programme involves you coming into contact with children or vulnerable adults, you will be required to undertake a DBS check (Enhanced). Further details will be provided by the University Registry or Head of School.

As part of each programme's procedures relating to DBS, continuing students will normally be required to inform their Programme Director immediately of any change to their criminal convictions status.

You will also be asked to complete a formal self declaration during the enrolment period at the beginning of the academic year, which confirms your criminal conviction status. This declaration will be kept within Registry.

MODULAR TERMINOLOGY

Level (of Study):

A level is assigned to each module to define the standard of its academic demand in line with the National Qualifications Framework which incorporates both Further Education and Higher Education.

The level is not necessarily synonymous with a year, though very often Level 4 will be the first year of a Programme of Study, Level 5 will be the second year, and Level 6 will be the third year. The basic characteristics of the relevant levels of study are outlined in section 6.1.5 of Chapter 6 of the University's Academic Quality Handbook, a copy of which is available on the Academic Office section of the website: <http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

ASSESSMENT

At the start of each module, tutors will provide on Moodle full details of the means by which you will be assessed in that module. This will include a full assessment brief and guidelines on the criteria that will be used for marking your work as well as clear information about when the assessments are due and the turn-around feedback time for the assessments. It will also detail how you will be able to discuss the feedback on your work and your performance and what to do if you have any questions.

All assessed written coursework needs to be submitted in electronic copy via Turnitin; alternative instructions will be provided by the Programme Director for any forms of coursework that cannot be submitted via Turnitin.

The University offers programmes in both English and Welsh. The normal expectation is that you will be assessed in the same language in which the programme or modules are delivered. If you have been taught in English and wish to be assessed in Welsh, or vice versa, you should consult your Programme Director about the options available to you.

You will receive confirmation of your assessment marks at the end of each year. Any marks released prior to formal approval by the Progression / Award Examining Board are provisional.

Extenuating Circumstances

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework or examinations, you should follow the University's procedures for Extenuating Circumstances for Taught Provision, which can be found on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

Additional needs in terms of assessment

If you have any additional needs in terms of assessment, it is your responsibility to liaise with Student Services regarding those needs at the start of the academic year, so that a Statement of Compensatory Measures can be drafted in line with the University's procedures for assessment of students with additional needs.

<http://www.uwtsd.ac.uk/services-for-disabled-students/>

Note that the period between the end of the summer examinations and the end of the summer term is an independent study period, which should be used to prepare for your next year of study. Further details will be provided by your Programme Director.

Academic Appeals

Information about how to appeal is provided in the 'Academic Appeal Procedure' in Chapter 13 of the Academic Quality Handbook, and in supporting documentation published on the Academic Office section on the University's website:

<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

Additional advice is available from the Students' Union. It is very important that you note carefully the grounds on which appeals may be made and submit your appeal on the appropriate form because incomplete or ineligible appeals cannot be processed.

Assessment Regulations

The rules and regulations that govern the assessment of your Programme of Study are available in Chapters 6 and 7 of the University's Academic Quality Handbook, a copy of which is available on the Academic Office section of the website:

<http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

Responsibilities of students in relation to the assessment process

As noted in section 7.3(5) of Chapter 7 of the Academic Quality Handbook, students are responsible for ensuring that:

- i) They read and understand the information provided about how they will be assessed, how their final award will be determined, and the action to take in the event that they experience difficulties relating to assessment.
- ii) They attempt every assessment component of a module.
- iii) They attend examinations and other assessment events, including re-examination and re-assessment events, as required; and that they are available to attend oral examinations if required to do so within the published dates of terms or semesters, or other date notified to them in advance.
- iv) They submit work for assessment as required and in accordance with the required format and deadline.
- v) They inform their School or Student Services of any disability or long term impairment which might require special provisions for assessment.
- vi) They familiarise themselves with the University's definition of unfair practice and undertake assessments in a manner that does not attempt to gain unfair advantage.
- vii) They follow the prescribed procedures in the event that they experience extenuating circumstances or wish to appeal against the decision of an Examining Board.
- viii) They keep a copy of work presented for assessment wherever feasible.
- ix) They make their work available for sampling for external examining purposes and for archiving.

VIRTUAL LEARNING ENVIRONMENT (VLE)

Moodle is the University's Virtual Learning Environment (VLE). The VLE is used to support learning and teaching. It can be accessed by **enrolled** students from anywhere in the world using the internet and a web browser.

Some of Moodle's features allow students to:

- Access course materials
- Facilitate communication between students and tutors
- Support group tasks
- Take online assessments with automatic marking and feedback facilities

Moodle can be used for administration tasks such as:

- Displaying announcements e.g. lecture venue changed
- Submission of assignments electronically

- Administration of online surveys, such as module questionnaires

How to Access:

You can access Moodle in 3 different ways:

1. From MyDay
Access your MyDay dashboard either by logging into a campus PC and opening Internet Explorer, or accessing myday.uwtsd.ac.uk from any browser on an internet-connected device. Click on the Moodle tile.
2. From the University Website
Navigate to <http://uwtsd.ac.uk> and select Quick Links (top left side of screen) and then Moodle.
3. URL Input
Open any browser on an internet-connected device and navigate to <http://moodle.uwstd.ac.uk>

Log in using your Network username and password which are the same used to access campus PC.

If you are missing courses/modules in the **My Courses** block please contact your **lecturers** to ask if they use Moodle. Please note it can take 24hrs for enrolment data to feed into Moodle. If you have problems finding resources (timetables, lecture notes, assignment briefs etc.) please contact the **lecturer** that delivers the course/module.

For any technical issues or error messages contact the **IT Service Desk** via:

Web: <https://webhelp.uwtsd.ac.uk>

Tel: 0300 500 5055

Or email: ITServiceDesk@uwtsd.ac.uk

In any correspondence please include your name and username (your student number) together with details of your issue.

PROGRAMMES OF STUDY

BA (HONOURS) PROGRAMMES

Programme Learning Outcomes

In accord with the University's mission, the programmes aim to provide a full and satisfying vocational experience appropriate to Certificate of Education awards, Higher National awards, Foundation degree awards and Ordinary/Honours degree awards, which will develop the student's ability to understand concepts, apply academic rigour and appraise critically the issues involved in the study of contemporary business and organisations, and stimulate creativity in the development of workable solutions.

General Aims and Learning Outcomes for the Honours Programmes

The Portfolio has the following general aims that take account of the Quality Assurance Agency Framework for Higher Education Qualifications (level descriptors) for Honour's degrees (see Section 5.2):

1. To develop in students a systematic understanding of key aspects of a range of concepts, principles and techniques associated with their particular pathway of study, some of which may be at the forefront of the discipline.
2. To encourage students to select and deploy accurately established methodologies, techniques, and tools relevant to the analysis of a range of organisational-related problems, opportunities and contexts.
3. To promote a systematic understanding of current and emerging themes in management.
4. To provide an opportunity for students to demonstrate academic rigour appropriate to honours level through critical thinking, analysis, and synthesis skills.
5. To prepare students for a career in management by developing in students the transferable skills required in the employment context and the lifelong learning skills that that contribute to society at large.

The general programme aims are met by students achieving the general intended learning outcomes given below.

Subject knowledge and understanding:

On completion of this programme, students will be able to:

1. Demonstrate detailed knowledge & systematic understanding of facts, concepts, principles and theories relevant to the pathway.
2. Select and deploy accurately established methodologies, techniques, and tools relevant to the analysis and evaluation of organisations, environments and management.
3. Demonstrate a systematic understanding of current and emerging pervasive themes relevant to the pathway, which may include business innovation, creativity and enterprise, sustainability, globalisation corporate social responsibility, knowledge and risk management.

4. Demonstrate detailed knowledge and systematic understanding of the characteristics and concepts of markets and marketing techniques and the importance of a customer-oriented approach.
5. Evaluate and apply vocationally relevant concepts associated with the operational and strategic management of financial, human and physical resources.

Cognitive abilities and generic skills:

On completion of this programme, students will be able to:

1. Synthesise and apply the methods and techniques that have been learned, to review, consolidate, evaluate critically and extend knowledge and understanding.
2. Demonstrate vocationally-relevant managerial problem solving and decision making skills using appropriate quantitative and qualitative skills including identifying, formulating and solving a range of pathway-specific problems in a variety of real-world contexts.
3. Communicate the results of his/her work accurately and reliably, in a structured and coherent format using a range of media, including written and oral presentations using visual media.
4. Demonstrate numeracy skills including the ability to manipulate, analyse, interpret and extrapolate financial and other numerical data, using established frameworks and models.
5. Use effectively communication and information technology in acquiring, analysing and communicating information, including the use of spreadsheets, word processing software and online databases.
6. Perform effectively both individually and within a team environment, using interpersonal skills appropriately to manage group projects.
7. Research, integrate and critically evaluate information from a variety of sources, including the acknowledgement and referencing of sources.
8. Demonstrate reflection, self-awareness and self-management in planning and managing their own learning and lifelong continuous professional development.
9. Demonstrate sensitivity to diversity in terms of people, cultures, and management issues.
10. Consider professional, ethical, social, environmental and safety issues which directly pertain to the context of study including relevant legislation.

(1) ACCSH - BA (Hons) Accounting

Programme Learning Outcomes

The BA Accounting pathway is designed to meet the needs of those students who may wish to study accounting as a specialised area of business, possibly with the objective of pursuing a professional qualification after graduating. The philosophy of the pathway is to initially provide students with a broad-based understanding of business management and marketing essentials, followed by specialisation in finance and how accounting systems fit into the business and wider environment. This is in accord with section 2.1 of the QAA subject benchmark statements for accounting which *'requires students to study how the design, operation and validation of accounting systems affect, and are affected by, individuals, organisations, markets society and the environment.'* and *'requires the study of the operation and design of financial systems, risk, financial structures, and financial instruments.'* Students will be equipped with the knowledge and expertise to eventually proceed to professional level. In harmony with section 2.2 which covers *'the relationship with the requirements of the various professional accountancy bodies in the UK'*, the pathway modules have been written to include the requisite indicative content that will allow graduates to obtain the maximum exemption opportunities from the professional bodies including ACCA, CIMA and CIPFA. The combination of accounting knowledge and application skills provides the vocational, transferable skills desired by today's employers.

A graduate from the programme would be expected to demonstrate knowledge of a range of accounting functions, techniques, strategies, environments, and contexts and undertake a variety of tasks associated with the effective management and financial reporting/decision making in order to maintain competitive advantage. This will require an in-depth knowledge of issues within the accounting environment: for example: financial reporting, international financial management, taxation, auditing, ethics and corporate governance, relating to both the commercial sector and public organisations. Consequently, graduates of this pathway will have the attributes desired by employers who require specific accounting skills.

The specific aims are to provide the student with:

1. A systematic understanding and detailed knowledge of accounting techniques and methods applicable to organisations in both the commercial and public sectors.
2. The ability to select and deploy accurately established methodologies, techniques and tools relevant to accounting and decision making, with respect to a range of organisational-related problems, opportunities and contexts.

On completion of this programme, students will have greatly increased their competence through intellectual growth and personal development. The programme aims are met by students achieving the learning outcomes given below:

On completion of this programme, students will be able to:

1. Demonstrate detailed knowledge and a systematic understanding of key issues involved in accounting for organisations in both the commercial and public sectors.

2. Apply a variety of conceptual frameworks and tools to analyse critically complex problems that occur within accounting for organisations which operate in changing environments, in order to meet stakeholder's interests.
3. Demonstrate, apply and evaluate current and emerging issues in the accounting environment, which may include sustainability, governance, risk management, social responsibility.
4. Discuss, evaluate and apply vocationally relevant concepts, techniques and models associated with managing and accounting for a range of organisations.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

Optional Module M3X9089 International Business Communications is only available to students from Wuhan University.

Optional Module M6X01422 Organisational Consultancy is a Compulsory Module for students not doing the Dissertation module

Optional Module M3X9095 Public Sector Finance & Control is a recommended Option for students on this Programme of Study.

PROGRAMME STRUCTURE – ACCSH - BA (Hons) Accounting

Structure: Full-time Students

Notes for the student to see when selecting their modules

Organisational Consultancy is compulsory if not choosing Dissertation

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00881	International Financial Management	20	1	Ian Jackson
M6X00877	Corporate Reporting & Social Responsibility	20	2	Richard Dunstan

Select 60 credits from this group

Module Code	Module Title	Credits	Semester(s)	Module Lead
M6X00873	Contemporary Human Resources In Practice	20	1	Julie Potter
M3X9080	Critical Perspectives On Management	20	2	Caroline Jawad
M3X9083	Dissertation	40	1&2	Caroline Jawad
M3X9095	Public Sector Finance & Control	20	2	Manjit Biant
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes
M6X00882	Leadership & Management Theory & Practice	20	2	Julie Potter

(2) BMGSH - BA (Hons) Business Management

Programme Learning Outcomes

The BA Business pathway is designed to meet the needs of those students who prefer to study business organisations without the desire to specialise in a functional area or business sector. The philosophy of the pathway is to provide students with a broadbased understanding of business organisations, their management and the environments in which they operate.

This is in accord with section 2.1 of the QAA subject benchmark statements for general business and management, which states that the purpose of a general business programme is threefold:

- *'study of organisations, their management and the changing external environment in which they operate*
- *preparation for and development of a career in business and management*
- *enhancement of lifelong learning skills and personal development to contribute to society at large'.*

In harmony with the general nature of the subject benchmark section 2.2 for the study of business organisations, *'students will study a wide range of organisational types, including public, private and not-for-profit, together with a comprehensive range of sizes and structures for organisations'*. The context is multi-disciplinary; students will gain expertise in a wide range of business functional areas and sectors, and will be encouraged to develop confident and creative solutions to a variety of business related problems and opportunities. *'Business and management degrees are strongly related to practice and therefore there should be a strong link between the development of skills and employability of graduates'* (subject benchmark section 3.8). Consequently, students' expertise will be based on a systematic understanding of the underpinning business concepts, principles and techniques and their *application* in a variety of contemporary real-world business scenarios and contexts. The combination of business knowledge and application skills provides the vocational, transferable skills desired by today's employers. As described in section 2.3 of the subject benchmark, *'this includes the encouragement of positive and critical attitudes towards change and enterprise, so as to reflect the dynamism and vibrancy of the business environment'*.

A graduate from the programme would be expected to demonstrate knowledge of a range of highly integrated business functions, strategies, environments and contexts and undertake a variety of tasks associated with the effective operation and management of business organisations for competitive advantage. This will require an in-depth knowledge of financial, human resource and marketing management issues allied with contemporary impacts on competitive advantage such as globalization sustainability and the management of information for decision-making.

The government and academic initiatives designed to promote entrepreneurship (including self-employment and intrapreneurship within employing organisations), support the provision of business learning related to all sizes of business enterprise in diverse sectors of the economy. Consequently, graduates of this pathway will have the skills desired in an exceedingly wide range of employment opportunities.

The specific aims are to provide the student with:

1. a systematic understanding and detailed knowledge of business organisations, concepts relevant to their management, the environments in which they operate, and issues relevant to innovation, entrepreneurship and sustainability.
2. the ability to conceptualise, devise, modify and/or apply analytical frameworks appropriate to business management, in order to devise strategy and exploit current and future opportunities within particular contexts.

On completion of this programme, students will have greatly increased their competence through intellectual growth and personal development. The programme aims are met by students achieving the learning outcomes given below:

On completion of this programme, students will be able to:

1. Demonstrate detailed knowledge and a systematic understanding of the key issues involved with the management of a range of business functions including accounting and finance, marketing and human resources.
2. Apply a variety of conceptual frameworks and tools to analyse critically complex problems that occur within business organisations in changing environments, and develop and/or appraise business policies and strategies, including those about sustainability, to meet stakeholder interests.
3. Appraise the role of data management and business intelligence within an organisation and how the management and exploitation of information supports and impacts the functional business areas and competitive advantage.
4. Demonstrate entrepreneurial skills, self-motivation and analytical abilities through an investigation of specific business problems and opportunities, and the production of vocationally- and/or commercially-oriented business plans and reports.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

Optional Module M6X01422 Organisational Consultancy is a Compulsory Module for students not doing the Dissertation module

PROGRAMME STRUCTURE – BMGSH - BA (Hons) Business Management

Structure: Full-time Students

Notes for the student to see when selecting their modules

Organisational Consultancy is compulsory if not choosing Dissertation

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00881	International Financial Management	20	1	Ian Jackson
M6X00882	Leadership & Management Theory & Practice	20	2	Julie Potter

Select 60 credits from this group

Module Code	Module Title	Credits	Semester(s)	Module Lead
M6X00873	Contemporary Human Resources In Practice	20	1	Julie Potter
M3X9080	Critical Perspectives On Management	20	2	Caroline Jawad
M6X00874	Contemporary Issues in Marketing Management	20	1	Will Fleming
M3X9083	Dissertation	40	1&2	Caroline Jawad
M6X00879	Employment Relations & Reward	20	2	Jayne Woodman
M6X00884	Marketing Planning & Practice	20	2	Gareth Hughes
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes
M6X00880	International Entrepreneurship	20	2	Christopher Thomas

(3) BFISH - BA (Hons) Business and Finance

Programme Learning Outcomes

The BA Business and Finance pathway is designed to meet the needs of students who want to study a combination of business functions and related themes, together with key financial topics. This provides students with the opportunity to pursue a more general business career, with the option at a later of specialising in either business or finance. The philosophy of the pathway is to initially provide students with a broadbased understanding of business, management and marketing essentials. This would be followed by specialisation in certain areas of business and finance, which would equip students with the knowledge and expertise to eventually pursue managerial positions.

This is in accordance with section 2.1 of the QAA subject benchmark statements for general business and management, which can be applied to the purpose of a general business and finance programme, and states three key purposes:

- *study of organisations, their management and the changing external environment in which they operate*
- *preparation for the development of a career in business and finance*
- *enhancement of lifelong learning skills and personal development to contribute to society at large*.

The pathway modules have been written to provide a combination of key business and finance knowledge together with application skills, providing the vocational, transferable skills desired by today's employers. A graduate from the programme would be expected to demonstrate knowledge of a range of business and finance functions, techniques, strategies, environments and contexts.

This is in harmony with the general nature of the subject benchmark section 2.2 for the study of business organisations,' students will study a wide range of organisational types, including public, private and not-for-profit, together with a comprehensive range of sizes and structures for organisations'.

They would be expected to undertake a variety of tasks associated with the effective management, financing, data management in a business environment, which would help a business achieve and sustain competitive advantage. As described in section 2.3 of the subject benchmark, 'this includes the encouragement of positive and critical attitudes towards change and enterprise, so as to reflect the dynamism and vibrancy of the business environment'

This will require an in-depth knowledge of issues within the business and finance area, for example: Financial Reporting, Entrepreneurship, Data Management and Business Intelligence and International Financial Management, relating to both the commercial sector and public organisations.

Consequently, graduates of this pathway will have the attributes desired by employers who require general business and financial skills. It is expected that graduates of this award will be able to gain a number of exemptions from the Chartered Accountancy Professional bodies, including ACCA, CIMA and CIPFA.

The specific aims are to provide the student with:

1. a systematic understanding and detailed knowledge of business and accounting techniques/methods and concepts relevant to the management of business organisations, the environments in which they operate, and issues relevant to innovation and entrepreneurship.
2. the ability to select and deploy accurately established methodologies, techniques and tools relevant to accounting, decision-making and business organisations with respect to a range of organisational-related problems, opportunities and contexts.

On completion of this programme, students will have greatly increased their competence through intellectual growth and personal development. The programme aims are met by students achieving the learning outcomes given below:

On completion of this programme, students will be able to:

1. Demonstrate detailed knowledge and a systematic understanding of the key issues involved with the financial control and management of a range of business functions including accounting and finance, marketing and human resources.
2. Apply a variety of accounting and business conceptual frameworks and tools to analyse critically complex problems that occur within business organisations in changing environments, and develop and/or appraise business policies and strategies to meet stakeholder interests.
3. Demonstrate vocational, entrepreneurial skills, self-motivation and analytical abilities through an investigation of specific business and IT problems and opportunities.
4. Evaluate critically contemporary issues emerging in the business and finance environment, which may include sustainability, social responsibility and corporate governance.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

Optional Module M3X9089 International Business Communications is only available to students from Wuhan University.

Optional Module M6X00877 Corporate Reporting and Social Responsibility is a recommended Option for students on this Programme of Study.

Optional Module M6X01422 Organisational Consultancy is a Compulsory Module for students not doing the Dissertation module

Optional Module M3X9095 Public Sector Finance & Control is a recommended Option for students on this Programme of Study.

PROGRAMME STRUCTURE – BFISH - BA (Hons) Business & Finance

Structure: Full-time Students

Notes for the student to see when selecting their modules

Organisational Consultancy is compulsory if not choosing Dissertation

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00881	International Financial Management	20	1	Ian Jackson
M6X00876	Corporate Governance & Social Responsibility	20	2	Richard Dunstan

Select 60 credits from this group

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9080	Critical Perspectives On Management	20	2	Caroline Jawad
M6X00874	Contemporary issues in Marketing Management	20	1	Will Fleming
M3X9083	Dissertation	40	1&2	Caroline Jawad
M6X00880	International Entrepreneurship	20	2	Christopher Thomas
M6X00882	Leadership & Management Theory & Practice	20	2	Julie Potter
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes
M3X9095	Public Sector Finance & Control	20	2	Manjit Biant

PROGRAMME STRUCTURE – BFISH - BA (Hons) Business & Finance (WUHAN)

Compulsory Modules (60 Credits)				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00881	International Financial Management	20	1	Ian Jackson
M6X00876	Corporate Governance & Social Responsibility	20	2	Richard Dunstan

Select 60 credits from this group				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9089	International Business Communications	20	1	Dr Antje Cockrill/Huw Thomas
M6X00880	International Entrepreneurship	20	2	tbc
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Huw Thomas

(4) HRMSH - BA (Hons) Human Resource Management

Programme Learning Outcomes

The HRM Pathway is designed to meet the needs of those students who wish to specialise in a functional area. In the main, students wishing to study HRM come straight from schools and colleges where they have pursued a wide range of subjects, including Business. Most students would have successfully completed GCSE/A-level or BTEC Business Studies. It is also hoped the HRM Pathway will attract mature students who are looking to secure a degree and ultimately a professional qualification in HRM. Such students may be taking a career break to study, or have been subjected to redundancy.

The content of the HRM Pathway is informed by the QAA Subject Benchmarks for Business and Management, the Chartered Institute of Personnel and Development (CIPD) 2009 research on subject reviews for their new professional qualification portfolio forthcoming and the QAA Framework for Higher Education Qualifications.

The philosophy of the HRM Pathway is to provide students with the challenges and opportunities that will enable them develop as a HRM professional and have a rewarding career. Furthermore, the HRM Pathway will provide a route for students to build up their knowledge and understanding of the contexts of contemporary organisations within which HRM professionals work and interact with other functional areas, for example, marketing, finance and general management. The HRM Pathway has a distinctive route and embraces the main functional areas of HRM in the inclusion of modules related to: resourcing, relations, development and reward.

According to the CIPD (2009), as the skills employers seek become more specialised, employment markets have tightened, leading to an increased demand for HRM specialists that can professionally administer and manage a range of sophisticated policies and procedures that serve to recruit and retain a talented workforce. This is reflected in the increased use of proactive diversity management, employer branding, work-life balance initiatives and innovative approaches to job design, all of which are areas covered in modules throughout the HRM Pathway and that make it distinct. Such is also evidenced within the Business and Management Subject Benchmarks that incorporate the importance of students gaining knowledge and understanding of: *“the management and development of people within organisations”*; and *“the development of appropriate policies and strategies within a changing environment to meet stakeholder interests”*

To prepare them for the working environment, students following the HRM Pathway will be exposed to the demands of employers within both the public and private sectors and within small, medium and large enterprises. Central to the HRM Pathway Rationale is that students learn and understand that a major and fundamental objective of the HRM function is the mobilisation of a workforce and that organisations within any sector and of any size can only function if they are able to assemble together teams of people with the necessary skills, attitudes and experience to meet the organisations objectives (CIPD, 2009). This is further acknowledged within the Subject Benchmarks for Business and Management that promote the acquisition of skills in managing *“effective performance within a team environment ...”*

To enable students develop as HRM professionals and eventually meet the CIPD Code of Professional Conduct, throughout the HRM Pathway, students are required to reflect critically on theory, research and practice from an ethical and professional standpoint with an emphasis on diversity, inclusivity and an international context (CIPD, 2009).

To this end, the HRM Pathway provides opportunities for applied learning and a journey towards continuous professional development that is ongoing and reflective and that will ultimately serve to allow them contribute to society at large.

The teaching and learning strategy employed within the HRM Pathway will be both challenging and varied. Modules will incorporate innovative strategies such as enquiry based learning (EBL), technology enhanced learning (TEL) and case study work. Methods of both formative and summative assessment will be reflective of what will be expected of students as they enter the world of work. These will include students having to: make presentations; write reports; initiate projects; solve challenging and complex issues; conduct and analyse research that they may use within the workplace. Notwithstanding, the traditional methods of assessment using examinations will be maintained. Each method of assessment is intended to serve the needs of students as they prepare for lifelong learning and the demands of professional life. Overall, the teaching and learning strategies adopted throughout the HRM Pathway are in service of enabling students grow intellectually and prepare for the demands of a career as a HRM professional (CIPD, 2009) and to eventually pursue professional status and obtain CIPD membership.

Upon graduation, it is expected students could undertake HR positions where they:

- have responsibility for human resource (HR) decision making within an organisation at operational, tactical and with increasing experience, strategic level
- can work in a team or HR functional management role as a means to develop their career towards senior management/executive level
- have responsibilities for HR functional activities within an organisation without a specialist HR function
- work independently or employed as “apprentice” consultants who support organisations in meeting and exceeding their HR goals
- can develop and fulfil their HR career and CIPD professional membership aspirations.

The specific aims of the HRM Pathway are to provide the student with:

1. A systematic understanding and detailed knowledge of HRM and the concepts and theories relevant to the fair, efficient and effective management of people within varying organisations and sectors.
2. The ability to conceptualise, devise, modify and/or apply analytical frameworks appropriate to the ethical and professional management of people in order to devise strategy and exploit current and future opportunities within any particular context.

On completion of this programme, students will have greatly increased their competence through intellectual growth, personal and professional development. The programme aims are met by students achieving the specific intended learning outcomes given below:

1. Demonstrate detailed knowledge and a systematic understanding of the key issues involved with the management of a range of business functions including accounting and finance, marketing and human resources.
2. Apply a variety of conceptual frameworks and tools to analyse critically complex problems that occur within business organisations in changing environments,

and develop and/or appraise business policies and strategies to meet stakeholder interests.

3. Appraise the function of HRM within an organisation and how the role of the HR professional supports other functional areas through the fair, efficient and effective resourcing and management of people within diverse organisations.
4. Demonstrate entrepreneurial skills, self-motivation and analytical abilities through an investigation of a specific HRM situation that incorporates the finding of business case solutions to challenges that are related to the deliverance of the strategic aims of a business.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

Optional Module M3X9089 International Business Communications is only available to students from Wuhan University.

Optional Module M6X00882 Leadership & Management Theory and Practice is a recommended Option for students on this Programme of Study.

Optional Module M6X01422 Organisational Consultancy is a Compulsory Module for students not doing the Dissertation module

PROGRAMME STRUCTURE – HRMSH - BA (Hons) Human Resource Management

Structure: Full-time Students

Notes for the student to see when selecting their modules

Organisational Consultancy is compulsory if not choosing Dissertation

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00873	Contemporary Human Resources In Practice	20	1	Julie Potter
M6X00879	Employment Relations & Reward	20	2	Jayne Woodman

Select 60 credits from this group				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9080	Critical Perspectives On Management	20	2	Caroline Jawad
M3X9083	Dissertation	40	1&2	Caroline Jawad
M6X00881	International Financial Management	20	1	Ian Jackson
M6X00882	Leadership & Management Theory & Practice	20	2	Julie Potter
M6X00884	Marketing Planning & Practice	20	2	Will Fleming
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/ Gareth Hughes
M6X00880	International Entrepreneurship	20	2	Christopher Thomas

(5) INBSH - BA (Hons) International Business

Programme Learning Outcomes

The rise of multinational corporations, joint ventures and foreign direct investment means that today's manager needs to be able to operate in a global and multicultural business environment. This BA (Honours) International Business programme aims to address the need for graduates who can function in an international business environment, and will prepare them for careers with organisations that do business across national borders. The pathway is designed to meet the needs of those students who prefer to study business organisations in an international context, without the desire to specialise in a functional area or business sector. The philosophy of the pathway is to provide students with a broad-based understanding of international business organisations, their management and cultures and the global environments in which they operate.

This is in accord with section 2.1 of the QAA subject benchmark statements for general business and management, which states that the purpose of a general business programme is threefold:

- *'study of organisations, their management and the changing external environment in which they operate*
- *preparation for and development of a career in business and management*
- *enhancement of lifelong learning skills and personal development to contribute to society at large'.*

However, this programme is distinct when compared to general Business programmes as its emphasis is on the international dimension.

It is likely that the programme will also attract applicants from outside the UK. Business school recruits well in International markets and the market continues to grow. Typically, international students wish to learn business concepts in the wider context (not regionally based). They wish to relate/compare the business theories learned with their application in the student's home country or one with which they are familiar, and thereby 'play to their strengths'. This programme, therefore, provides modules that focus on international/global commerce (e.g. *Global Financial Markets*, *International Economic Trends*, *Global Marketing Strategy*, *International Financial Management*, and *Managing Internationally*, etc.).

As well as providing academic rigour, the programme has a vocational emphasis. A graduate from the programme would be expected to demonstrate knowledge of a range of international business functions, strategies, environments and contexts. Consequently, graduates of this pathway will have the skills desired in an exceedingly wide range of employment opportunities.

The specific aims are to provide the student with:

1. a systematic understanding and detailed knowledge of international business organisations, concepts, including sustainability, relevant to their management, cultures and the environments in which they operate.
2. the ability to conceptualise, devise, modify and/or apply analytical frameworks appropriate to international business management, in order to devise strategy and exploit current and future opportunities within particular contexts.

On completion of this programme, students will have greatly increased their competence through intellectual growth and personal development. The programme aims are met by students achieving the learning outcomes given below:

On completion of this programme, students will be able to:

1. Demonstrate detailed knowledge and a systematic understanding of the key issues, including sustainability, involved with the management of a range of international business functions including finance, human resources and marketing.
2. Apply a variety of conceptual frameworks and tools to analyse critically complex problems that occur within international business organisations in changing environments, and develop and/or appraise business policies and strategies to meet stakeholder interests.
3. Appraise possible strategies for entering international markets with a view to justifying selection for organisations.
4. To enable students to develop an analytical approach to financial strategy and the attainment of international objectives.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

Optional Module M3X9089 International Business Communications is only available to students from Wuhan University.

Optional Module M6X01422 Organisational Consultancy is a Compulsory Module for students not doing the Dissertation module

PROGRAMME STRUCTURE – INBSH - BA (Hons) International Business

Structure: Full-time Students

Notes for the student to see when selecting their modules:

Organisational Consultancy is compulsory if not choosing Dissertation

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00881	International Financial Management	20	1	Ian Jackson
M3X9086	Global Marketing Strategy	20	2	Will Fleming

Select 60 credits from this group				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M6X00873	Contemporary Human Resources In Practice	20	1	Julie Potter
M3X9083	Dissertation	40	1&2	Caroline Jawad
M6X00884	Marketing Planning & Practice	20	2	Will Fleming
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes
M6X00880	International Entrepreneurship	20	2	Christopher Thomas

PROGRAMME STRUCTURE – INBSH - BA (Hons) International Business (WUHAN)

Compulsory Modules (60 Credits)				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00881	International Financial Management	20	1	Ian Jackson
M3X9086	Global Marketing Strategy	20	2	Will Fleming

Select 60 credits from this group				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9089	International Business Communications	20	1	Dr Antje Cockrill/Huw Thomas
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes
M6X00880	International Entrepreneurship	20	2	Christopher Thomas

(7) MKMSH - BA (Hons) Marketing Management

Programme Learning Outcomes

The BA Marketing programme is designed to meet the demands of students who will seek careers in a wide variety of organizations in the private, public or third sectors, with a particular emphasis on the needs of those looking to work with products, including services, and the various areas of marketing communications. Of all the business disciplines, marketing is amongst the most dynamic, being subjected to the ever changing demands of the marketing environment where forces such as technology, globalisation and competition necessitate responses and pro-active actions in all areas of the marketing mix. These three key forces undoubtedly mean that all organizations in all sectors must be aware of the need for constant review of product and marketing communications strategies in particular, and no organization in today's marketing environment can expect to thrive without being able to call on marketing expertise to support it in the market place. Whereas the nineties saw a growth in services marketing, it is the not-for-profit sector, which has woken up to the need for effective marketing practice in the twenty first century, with even the monopoly service providers employing marketing communicators and adopting the marketing concept. This, coupled with the ongoing need for sophisticated marketing practice in the private sector, the development of new technologies for marketing communications and the threat of new entrants to traditional markets, means that, more than ever, the organization needs marketing graduates.

All major sectors, therefore, will be attractive to the marketing graduate and the programme aims to meet the needs of all its publics, including student customers and the wider business community. Mindful of responsibilities to the environment, the programme will endeavour to promote an ethical and sustainable approach to marketing throughout its core themes, thereby benefitting the wider community as well as employees and customers.

Distinctiveness of the programme

Business school has a long and proud association with the Chartered Institute of Marketing, offering the CIM Post Graduate Diploma in its portfolio of professional programmes. The programme is designed to allow accreditation with the Chartered Institute's programmes at Levels 5 and 6 where possible. The distinctiveness, therefore, of the programme, is evident through the compulsory nature of the modules which focus on the QAA benchmarks concerning customers and markets, and the mapping of the modules against CIM professional qualifications. The Business school marketing team has consulted widely with its publics in the private, public and not for profit sectors, not least in the uniformed public services, as well as the principal professional body, the Chartered Institute of Marketing. It has also consulted colleagues and students in schools and further education in the South West Wales region and these consultations have significantly informed the development of the proposed programme.

As with the BA Business, the BA Marketing pathway is designed to meet the needs of those students who prefer to study business organisations, but more specifically with the desire to specialise in the functional area of marketing, whereby at the same time receiving an underpinning knowledge of business in practice.

The context will be multi-disciplinary at Level 4 but will focus more on the specifics of marketing in the business environment at Levels 5 and 6, where a greater emphasis

is placed upon the on the development of an in depth knowledge of customers and markets, in line with QAA subject benchmarks for business and management.

Students will gain expertise in managing products, pricing, distribution and people in marketing and will be particularly encouraged to develop creative and innovative strategy in marketing communications, whilst being aware of the need for all marketing mix strategy to respond to the dynamic forces in the marketing environment. The development of student expertise will be based on the systematic understanding of the underpinning business concepts, principles and techniques with particular emphasis on the application of the marketing concept in today's complex business contexts and scenarios. The combination of business and marketing knowledge and applied marketing skills will provide the transferable skills in demand by employers in all sectors both in a UK, European and wider global context.

Graduates of the BA Marketing Management programme should be able to demonstrate knowledge of all business functions with an in depth knowledge of the marketing function. A broad knowledge of strategy, environmental challenges will be expected as will the demonstrated ability to undertake a variety of marketing related roles and tasks as demanded by today's employers in all sectors.

The specific aims are to provide the student with:

1. a systematic understanding and detailed knowledge of marketing for all types of business organisations, concepts relevant to the management of marketing in business, the impact of the marketing environmental forces and issues relevant to innovation and entrepreneurship.
2. the ability to conceptualise devise, modify, and/or apply analytical frameworks appropriate to marketing in business management, in order to devise marketing strategy and exploit current and future opportunities within particular contexts.

On completion of the programme, students will have greatly increased their competence through intellectual growth and personal development. The programme aims are met by students' achieving the learning outcomes given below

On completion of this programme, students will be able to:

1. Demonstrate a detailed knowledge and a systematic understanding of the key contemporary issues involved with the marketing environment and the management of marketing in business such as marketing communications, customer service, and marketing research.
2. Demonstrate an understanding and an ability to critically evaluate the key pervasive issues involved with the management of the other major business functions including finance, management and human resources.
3. Apply a variety of conceptual frameworks and tools to analyse critically complex problems that occur within marketing planning in dynamic environments, and develop and/or appraise marketing strategies and policies to meet the interests of the marketer's publics.
4. Critically evaluate a range of key emerging themes and make a critical assessment of their significance for a specific sector or industry. Propose strategic responses, which reflect contemporary practice and demonstrate

creativity, to the key emerging themes judged to have the greatest potential impact on a specific sector.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

Optional Module M3X9086 Global Marketing Strategy is a recommended Option for students on this Programme of Study.

Optional Module M6X01422 Organisational Consultancy is a Compulsory Module for students not doing the Dissertation module

PROGRAMME STRUCTURE – MKMSH - BA (Hons) Marketing Management

Structure: Full-time Students

Notes for the student to see when selecting their modules

Organisational Consultancy is compulsory if not choosing Dissertation

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00874	Contemporary Issues In Marketing Management	20	1	Will Fleming
M6X00884	Marketing Planning & Practice	20	2	Will Fleming

Select 60 credits from this group

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9080	Critical Perspectives on Management	20	2	Caroline Jawad
M3X9083	Dissertation	40	1&2	Caroline Jawad
M3X9086	Global Marketing Strategy	20	2	Will Fleming
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes
M6X00873	Contemporary HR in Practice	20	1	Julie Potter

PROGRAMME STRUCTURE – MKMSH - BA (Hons) Marketing Management (WUHAN)

Notes for the student to see when selecting their modules:

Organisational Consultancy is compulsory if not choosing Dissertation.

Compulsory Modules (60 Credits)

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00874	Contemporary Issues In Marketing Management	20	1	Will Fleming
M6X00884	Marketing Planning & Practice	20	2	Will Fleming

Select 60 credits from this group

Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9086	Global Marketing Strategy	20	2	Will Fleming
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/ Gareth Hughes
M3X9089	International Business Communications	20	1	Dr Antje Cockrill/Huw Thomas

(8) ENTSH – BA (Hons) Entrepreneurship

Programme Learning Outcomes

Small enterprises make up over 98% of organisations in the UK and they are essential for the growth of a healthy economy and a vehicle for job creation. As such there is a huge demand from small business owners for employees with the right skills. The BA (Honours) Entrepreneurship programme aims to address the need for graduates who can take advantage of business opportunities, streamline the entrepreneurial process and ultimately build and sustain a viable business venture either of their own design or at the request of an employer. The pathway is designed to meet the needs of those students who prefer to study business organisations of an entrepreneurial nature and will focus on supporting entrepreneurial thinking and business start-ups, with an emphasis on business, management and marketing. The philosophy of the pathway is to provide students with a broad-based understanding of entrepreneurial organisations, their management and cultures and the environments in which they operate.

The BA Entrepreneurship is designed to meet the needs of those students who prefer to study organisations in an entrepreneurial context, and receive an underpinning knowledge of entrepreneurial businesses in practice.

The context will be multi-disciplinary at Level 4 but will focus more on the specifics of entrepreneurship at Levels 5 and 6, where a greater emphasis is placed on the development of an in depth knowledge of innovation, enterprise development and entrepreneurship, in line with QAA subject benchmarks (Subject Benchmark Section 3.7) for business and management.

Students will gain the expertise they will need to start and maintain successful businesses including finance, marketing, strategy, innovation and creativity and developing viable business plans. They will also have expertise in a number of areas including leadership, influencing skills, sales and corporate social responsibility which are the essential ingredients for growing a business to a commercially viable level. The development of student expertise will be based on the systematic understanding of the underpinning business concepts, principles and techniques with particular emphasis in the entrepreneurial context. The focus on entrepreneurship with a focus on the combination of business, management and marketing knowledge and applied skills will provide the student with the transferable skills to start their own business or that will be in demand by employers in all sectors in a UK, European and wider global context.

The government and academic initiatives designed to promote entrepreneurship (including self-employment and intrapreneurship within employing organisations), support the provision of business learning related to all sizes of business enterprise in diverse sectors of the economy. Consequently, graduates of this pathway will have the skills desired in an exceedingly wide range of employment opportunities.

The specific aims are to provide the student with:

1. A systematic understanding and detailed knowledge of entrepreneurial organisations, concepts relevant to their management, the environments in which they operate, and issues relevant to innovation and entrepreneurship.

2. The ability to conceptualise, devise, modify and/or apply analytical frameworks appropriate to the management of entrepreneurial organisations, in order to devise strategy and exploit current and future opportunities within particular contexts.

On completion of this programme, students will have greatly increased their competence through intellectual growth and personal development. The programme aims are met by students achieving the learning outcomes given below:

On completion of this programme, students will be able to:

1. Demonstrate detailed knowledge and a systematic understanding of the key issues involved with the management of a range of business functions in an entrepreneurial organisation including accounting and finance, marketing and human resources.
2. Apply a variety of conceptual frameworks and tools to analyse critically complex problems that occur within entrepreneurial organisations in changing environments, and develop and/or appraise business policies and strategies to meet stakeholder interests.
3. Demonstrate entrepreneurial skills, self-motivation and analytical abilities through an investigation of specific business problems and opportunities, and the production of vocationally- and/or commercially-oriented business plans and reports.
4. Critically evaluate a range of key emerging themes and make an assessment of their significance for a specific sector or industry. Propose strategic responses, which reflect contemporary practice and demonstrate creativity, to the key emerging themes judged to have the greatest potential impact on a specific

PROGRAMME STRUCTURE – ENTSH - BA (Hons) Entrepreneurship

Structure: Full-time Students

Compulsory Modules (60 Credits)				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M3X9111	Strategic Management & Sustainability	20	1	Vic Saunders/Gareth Hughes
M6X00874	Contemporary Issues in Marketing Management	20	1	Will Fleming
M6X00880	International Entrepreneurship	20	2	Christopher Thomas

Select 60 credits from this group				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M6X00873	Contemporary Human Resources In Practice	20	1	Julie Potter
M3X9080	Critical Perspectives in Management	20	2	Caroline Jawad
M3X9083	Dissertation	40	1&2	Caroline Jawad
M3X09086	Global Marketing Strategy	20	2	Will Fleming
M6X00882	Leadership & Management Theory & Practice	20	2	Julie Potter
M6X01422	Organisational Consultancy	20	2	Sandra Dettmer/Gareth Hughes

JOINT HONOURS DEGREE PROGRAMME

Programme Learning Outcomes

The aim of the Law and Business Programme is to develop undergraduate skills and knowledge in the context of an academically rigorous programme of legal and business education. The business focus is to enable the student to gain a broad understanding of the concepts, techniques and methods of modern cost accounting and the role it plays in business organisations. Additionally it will aim to enable the student to gain an understanding of the significance and use of financial information in business and to provide the student with an understanding of the basic principles of accounting as well as knowledge of basic economic concepts and business models. These are considered as relevant in the understanding of the role of international businesses in the global economy. The module will introduce students to environmental forces and business actors that shape the micro and macro environment for international businesses. It will examine how these forces may influence business decisions, shape business strategy and operations in the modern global economy and will provide an understanding of the nature of strategic analysis, strategy formulation and its implementation. Alongside this they will study the foundations of Law which will prepare the graduates for a career in business or the legal profession.

The programme has the following general educational and specific programme aims:

1. Develop in students a knowledge and understanding of the English Legal System and the public sector environment, key areas within these systems , specifically the Foundations of Legal Knowledge and the relevant social, economic, political, historical, philosophical, ethical and cultural contexts in which law and the Business operates;
2. Develop in students the foundations of the cognitive and practical skills necessary for legal and public sector professionals, including analysis, evaluation, synthesis, problem-solving and research skills;
3. Develop in students the transferable skills of communication, team work and autonomous learning;
4. Develop in students the professional attitudes necessary for legal and Business professions.
5. To prepare students for a career in Business management by developing in students the transferable skills required in the employment context and the lifelong learning skills that contribute to society at large
6. To enable the student to gain an understanding of the significance and use of financial information in business and to provide the student with an understanding of the basic principles of accounting
7. It will provide an understanding of the nature of strategic analysis, strategy formulation and its implementation
8. An understanding of the fundamental international financial management techniques and an analytical approach to financial strategy and the attainment of international corporate objectives.

9. To cultivate student knowledge and understanding of the nature of behaviour within organisations, through the application of a multi-disciplinary approach to the study of people at work. It will also allow students to comprehend concepts of organisational design, functions and processes of management, in addition to recognising the importance of 'management' as an integrating activity

(9) LAWABU - BA (Hons) Law and Business

Programme Learning Outcomes

The programme aims of the BA (Hons) Law and Business are met through students achieving the intended learning outcomes below:

Knowledge and Understanding

On completion of this programme, students will be able to demonstrate:

1. Knowledge and a systematic understanding of the English Legal System – its sources, governing principles, processes, rules, institutions and context.
2. A systematic understanding of and ability to apply the Foundations of Legal Knowledge to problems faced in practice (as set out in Schedule Two of the Joint Statement issued by the Law Society and the General Council of the Bar on the Completion of the Academic Stage of Training) – Public (Constitutional and Administrative) Law; the Law of the European Union; Criminal Law; Obligations (Contract and Tort); Property (Land) Law; and the Law of Equity and Trusts.
3. Knowledge and a systematic understanding of areas of law outside of the Foundation subjects.
4. Knowledge and a systematic understanding of the relevant social, economic, political, historical, philosophical, ethical and cultural contexts in which law operates and an ability to draw relevant comparisons with other legal jurisdictions.
5. An ability to explain the policy underlying the basic principles of law.
6. A systematic understanding of facts, concepts, principles and theories relevant to business management.
7. A systematic understanding of current and emerging pervasive themes relevant to business, which may include innovation, creativity, sustainability, globalisation, corporate social responsibility, and knowledge and risk management.
8. A systematic understanding of the characteristics and concepts of public service and business markets and the importance of a customer-oriented approach.
9. The ability to critically evaluate and apply vocationally relevant concepts associated with the operational and strategic management of the public and private sectors
10. A systematic understanding of the theory and practice of leadership and management in a wide range of private business organisational contexts.

Cognitive Skills

On completion of this programme, students will be able to demonstrate:

1. An ability to analyse primary and secondary source material, derive appropriate conclusions and make critical judgments on the merits of particular arguments

2. An ability to analyse practical problem scenarios and apply relevant knowledge
3. An ability to process large quantities of information and produce a synthesis of relevant issues, ranked in order of relevance and importance
4. The capacity to listen effectively, assimilating complex data and asking questions where appropriate

Professional Skills

On completion of this programme, students will be able to:

1. Coherently and accurately discuss the law with relevance to the given problem
2. Coherently and critically discuss the state of the law in a particular area with reference to possible developments through Parliament and in the courts
3. Cogently and persuasively argue how the relevant law should be applied to the resolution of a given problem
4. Communicate information empathetically and effectively both orally and in writing
5. Assume responsibility for the continuing development of their own education and competence
6. Identify, find and use a range of sources of information, using information technology where appropriate, to assist in legal research and to extract the essential points from the data surveyed
7. Carry out research which is thorough and precise
8. Analyse a case and a statute, written with technical and specialist language, to derive appropriate conclusions concerning the state of the law and how it applies in the context of practical problems
9. Analyse a cross-disciplinary practical problem and identify the relevant issues of fact and law
10. Select and deploy accurately established methodologies, techniques, and tools relevant to the analysis and evaluation of public sector organisations, environments and management.

General Transferable Skills

On completion of this programme, students will be able to demonstrate:

1. An ability to approach a problem logically, analyse complex factual situations and evaluate a range of solutions in the light of the legal issues raised
2. An understanding of and ability to use the English language proficiently in legal matters and present knowledge or an argument in a way which is comprehensible to others, both orally and in writing.

3. The ability to conduct independent research into unfamiliar areas – including the ability to pinpoint areas requiring research and retrieve relevant data - using a variety of primary and secondary legal sources, both hard copy and online.
4. The ability to work co-operatively and constructively in a group / team as well as competitively
5. The capacity to evaluate the strengths and weaknesses of their own arguments, as well as others' arguments
6. Time management skills
7. Reflection, self-awareness and self-management in planning and managing their own learning and lifelong continuous professional development
8. Sensitivity to diversity in terms of people, cultures, and management issues.

Level 6

All Level 6 students must normally pursue 120 credits at Level 6. The credit rating of each module is specified in the module details.

PROGRAMME STRUCTURE – BA (Hons) Law and Business

Structure: Full-time Students

Compulsory Modules (120 credits)				
Module Code	Module Title	Credits	Semester(s)	Module Lead
M6X01828	Property Law	20	2	Sian Turvey
M6X01827	Equity and Trusts	20	1	Allison Kent
M3X9111	Strategic Management and Sustainability	20	1	Gareth Hughes/Vic Saunders
M6X01826	Research Project	20	1&2	Bronwen Williams
M6X00882	Leadership and Management: Theory and Practice	20	2	Julie Potter
M6X00881	International Financial Management	20	1	Ian Jackson

Where appropriate, the University may allow students to study modules in addition to the 120 credits studied for the level of study e.g. Welsh medium or IT modules. Students would need to discuss this with their Programme Director.

Note that on Programmes of Study offering a large number of options, timetable constraints will inevitably mean that not all combinations of options will be possible.

Module details are correct on 1 September 2017, and will not normally be changed during the year. In the unlikely event of the School having to make changes to these details during the year, you will be notified in writing. Module descriptors are presented in the accompanying Module Directory document.

UNIVERSITY ATTENDANCE POLICY

All students are required to attend all scheduled classes and tutorials and Faculties will record individual academic attendance on a weekly basis.

Contact points will be specified for each programme, taking into account the structure of the programme and the scheduled timetable. Disciplinary action will be taken for any sustained periods of unauthorised absence. Students who have a legitimate reason for unexpected absences (including the instance of illness or injury) must provide evidence to their Tutor, London Student Services or Faculty Office, as appropriate, immediately following their return, to ensure that it is noted as authorised leave.

Wherever possible, students should request permission through their Tutors, London Student Services or Faculty Office in advance of any absence, completing the appropriate forms to explain the circumstances that require this. Although short authorised absences are not normally counted against the student, these are taken into consideration in the annual review of each student's cumulative attendance (see below). Confirmation of authorised absence will be lodged on each student's record.

If a student does not provide any reasonable justification for periods of unauthorised absence, fails to respond to initial and/or final Attendance Warning Letters, and/or the required actions agreed at meetings with academic staff, and does not improve their attendance record, the Faculty will ask the Registry to withdraw the student.

International Students with a UKVI Tier 4 Visa

In addition to the attendance requirements noted above, the following regulations will apply to international students who require a 'Tier 4' visa for their studies in the UK.

Each student's **cumulative attendance** (%) will be reviewed during and at the end of each academic Term. The required level of attendance will be defined by the Faculty/campus taking into account the level of study, structure of the programme, and scheduled timetable. Initial and Final Warning letters will be issued for low levels of attendance to advise her/him that attendance is below the level expected by the University and that, if poor attendance continues, this may lead to the individual being withdrawn from the programme. Very low levels of attendance for an academic Term will lead to immediate withdrawal.

Appeal against withdrawal due to poor attendance – Information on how to appeal against withdrawal is provided on the University's website

(<http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>).

It is very important that you note carefully the grounds on which appeals may be made and submit your appeal on the appropriate form because incomplete or ineligible appeals cannot be processed (<http://www.uwtsd.ac.uk/academic-office/other-forms-and-policies/>).

If travelling within or outside of the UK during term-time or vacation periods, students should provide contact details and/or a travel itinerary to the Faculty Office or London Student Services to assure immediate contact in the case of an emergency.

Students must always request permission from the University prior to their departure, for authorisation to travel away from their campus during term-time. They must also inform their Tutor, London Student Services or Faculty Office of the date on which they plan to leave the University at the end of each Term, once all teaching and examination requirements have been completed.

It is a requirement of UK Visas & Immigration (UKVI) and a condition of all Tier 4 visas that missing 10 consecutive contact points without any form of authorisation will result in the student being reported to Registry. Registry will then withdraw the student from their programme and inform the UKVI that their Tier 4 visa sponsorship is withdrawn.

All international students holding a Tier 4 visa are also required to attend one (for the London campus) or three (for the Wales-based campuses) compulsory, University re-registration events in each academic year. Students will receive a notification of the timing and location of each event. If an international student fails to attend a re-registration event the student will be reported to Registry. Registry will then withdraw that student from their programme and inform the UKVI that their Tier 4 visa sponsorship is withdrawn.

Students who have a legitimate reason for absence (including the instance of illness or injury while in the UK preventing attendance) must provide evidence to their Tutor, London Student Services or Faculty Office immediately following their return, to request that it be noted as authorised leave. If approved, the confirmation of authorised absence will be lodged on the student's record.

SCHOOL AND FACULTY POLICIES

Your School or Faculty have additional policies in a range of areas. Your Programme Director will provide you with relevant details.

ABOUT UNFAIR PRACTICE AND PLAGIARISM

The University defines unfair practice as ‘any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage...’. Committing unfair practice in assessment is one of the most serious offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process.

It is very important to understand that it is no defence to claim that unfair practice has been committed unintentionally, accidentally, due to extenuating circumstances or a long-term impairment (irrespective of whether or not these circumstances or long-term impairment have been acknowledged by the University).

Plagiarism is one type of unfair practice. Plagiarism is passing off, or attempting to pass off, another’s work as your own. It includes copying the words, ideas, images or research results of another **without acknowledgement**, whether those words etc. are published or unpublished. It is plagiarism, for example, to copy the work of another student, of a member of staff or a published article without crediting the author. Persons who allow their work to be plagiarised are also guilty.

It should be noted that re-submitting work that has already been submitted for a different assessment task without noting that this is the case is also regarded as plagiarism (and is called self-plagiarism) and will be treated as such.

Plagiarism is one of the worst offences in academic life, and its consequences can be severe. It undermines the integrity of scholarship, research, and of the examination and assessment process. The guidance that follows explains what is meant by plagiarism, describes the University’s regulations for dealing with it, and provides help in avoiding it.

When enrolling as a student at the University of Wales Trinity Saint David you have consented to your work being scrutinised both electronically and in person to check for cases of plagiarism. In many Schools your work will be submitted electronically via Moodle.

For submissions outside of the Moodle platform, it is equally important that you reference your sources accurately. In some cases you will be expected to submit both hard and electronic copies, which can be checked against the database of the UK Higher Education Plagiarism Detection Service. For handwritten, portfolio and process workbook submissions check with your module tutor if you are in any doubt about whether you have infringed the regulations. They are here to assist you; ensure that you take advantage of their expertise.

Plagiarism: Regulations, Procedure and Penalties

Full details of the University’s procedures and penalties for dealing with issues of plagiarism can be found in Chapter 13 of the *Academic Quality Handbook*, which can be seen on the University website or obtained from the Faculty Offices. These details are also summarised in the *University Regulations – Undergraduate Student Guide* which is published on the Academic Office section on the University’s website: <http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>

Avoiding Plagiarism

Coursework, dissertations, or creative work are meant to be your own original work. Obviously you will use the work of others. Not only is this inevitable, it is expected.

All scholarship builds on the work of others. The important thing to remember is always to **acknowledge your sources**. Your School will provide sessions on referencing and plagiarism but as a general rule of thumb observe the following guidelines:

- *Anything that is copied or quoted from another source, including electronic sources such as the internet, must be in quotation marks and attributed to the original author. This may be in the body of the text or as a footnote. Full details of a source should be contained in a bibliography. Whatever method is used, always acknowledge your source and give full details of it (i.e. author, date, page number).*
- *Synthesising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source. This can be done in a number of ways depending on the context. For example: 'Hart (2003, 52) maintains that...' 'Hart (2003, 52) provides evidence for...': 'It is argued, or submitted by Hart (2003, 52) that...' Then give the source of the original work.*
- *Where you are generally indebted for your ideas to one or two main sources, this can be a bit trickier. If the ideas or the way they are presented come from one or two sources, make this clear. Do the same if they come from lectures. It is important not to claim originality where it does not exist but to indicate in general where the information comes from.*
- *Full citations in timed unseen examinations are obviously not expected, but you should indicate general indebtedness and always credit any quotations you have managed to remember.*

The golden rule is; **'if in doubt, provide references'**. Consult your tutors if you have any problems, in particular with the method of citing books and articles, which may differ from subject to subject. There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism and failure to reference means your work could be considered to be plagiarised.

Other types of Unfair Practice

There are other types of unfair practice, including, but not limited to producing work as a group where it is an individual task (called collusion), fabricating data or making false claims to have carried out research, using the service of an essay bank/essay mill, having an unauthorised source of information in an examination, prohibited communication during an examination. The same regulations, procedures and penalties apply to all types of unfair practice.

LIBRARY AND LEARNING RESOURCES

Library and Learning Resources (LLR) supports the learning, teaching and research activities of staff and students across the University with libraries at Carmarthen, Lampeter, London and Swansea and includes online resources, social learning spaces, special collections and archives. There are seven libraries across the Carmarthen, Lampeter, London and Swansea campuses.

The library provides different loan periods for print books so that the changing needs of students can be accommodated and prioritises the purchase of e-books over print wherever possible. Loan periods are regularly reviewed by the library to ensure that they are appropriate and provide equitable access to resources. The LLR recently launched a Fairer Fines policy which means students are only fined on items if they are in heavy demand or requested by another library user.

The LLR provides a *Need More?* service which aims to provide a one stop shop for all learning resource needs, for example, if a book, journal or thesis is needed which is not in the library stock then it may be purchased or borrowed from another library. Further information can be found here: <http://www.uwtsd.ac.uk/library/library-guide/need-more/>.

Online Library

The LLR offers a wide range of printed and electronic resources including an extensive collection of online e-journals and e-books that are available 24/7. Users may access an extensive collection of online e-journals and e-books that are available 24/7 including scholarly journals, newspapers, company reports and reference material. The library catalogue searches the whole range of print and online library materials and gives access to your library account from anywhere.

Information and Digital Literacy Skills

All students take part in general induction tours of the Library in their first few weeks at the University. Academic Liaison Librarians will help students to develop the skills required to find, use and evaluate information sources within their subject areas. Numerous sessions are offered and organised to teach students how to use e-resources, journals/e-journals, e-books and useful websites as well as support for referencing, ethical use of information and accessing a wide range of information sources in accessible formats. The LLR operates an open door policy which enables students to ask for help and advice on the information resources available throughout the academic year. Academic Liaison Librarians are welcomed to Staff / Student Committees, School Board meetings and also attend other relevant Faculty meetings where invited, including Faculty Board. For further information on Digital and Information Literacy Skills provision go to: <http://www.uwtsd.ac.uk/library/digital-and-information-literacy/>

For recent service developments, updates and contact information please visit the University Library website at <http://www.uwtsd.ac.uk/library/>. Please also follow the Library and Learning Resources Facebook and Twitter feeds for up-to-date news, service developments and information on new services and resources.

STUDENT SERVICES

A professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential. Support available includes the Careers Service, Financial Support, Learning Support, Counselling Service and support for students from a care background. For further details see <http://www.uwtsd.ac.uk/student-services/>.

STUDY SKILLS

All students have access to study skills support to assist them in their studies. Details of provision are available from the Student Services offices on each campus and at <http://www.uwtsd.ac.uk/study-skills/>.

Topics covered include:

- Developing effective study strategies
- Planning and writing assignments
- Preparing presentations

Planning for seminars
Preparing for exams

Drop-in study skills sessions and 1:1 appointments are available on the Carmarthen, Lampeter and Swansea campuses during term time – no appointment necessary. Distance learning students are also able to access the Study Skills Distance service using e-mail, telephone or Skype. Please see the Student Services study skills webpages for further details: <http://www.uwtsd.ac.uk/study-skills/>.

GRADUATE SKILLS FOR EMPLOYMENT

Students are encouraged to use the Careers Service from the first year so that they can begin to plan their professional development in preparation for future employment.

Time at University should be seen as preparing for the world of work, which is increasingly a world that lays a premium on flexibility and ability to adapt to changing situations. Within this context Personal Transferable Skills (PTS) and Professional Development Planning (PDP) have come to feature very prominently as important graduate attributes. PTS are skills acquired in the course of academic study which might be independent of the discipline in question and, therefore, transferable and usable in other contexts, including the world of work. PDP is the planning process through which one is able to reflect upon and analyse, personal strengths and identify areas for future development. Four main categories of such skills have been identified: problem solving, managing/organising, team work and communication. Each Programme of Study has been designed to include opportunities to acquire and develop personal skills and plan professional development in readiness for graduation. Further details are available from your Programme Director.

COMPLAINTS

You have a right to make a complaint about any specific concern about the provision of your Programme of Study or a related academic service. Full details of the complaints process can be found in the 'Procedure for Student Complaints' in Chapter 13 of the Academic Quality Handbook and in supporting documentation published on the Academic Office section on the University's website: <http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>