

Programme Title: BSc Business Management with Integrated Foundation Year



## Programme Specification (UG)

|   |   |
|---|---|
| Awarding body / institution:                | Queen Mary University of London                         |
| Teaching institution:                       | Queen Mary University of London                         |
| Name of final award and programme title:    | BSc Business Management with Integrated Foundation Year |
| Name of interim award(s):                   | Foundation Certificate (FdCert)                         |
| Duration of study / period of registration: | 4 years   |
| QMUL programme code / UCAS code(s):         |   |
| QAA Benchmark Group:                        | General Business and Management                         |
| FHEQ Level of Award :                       | Level 6   |
| Programme accredited by:                    | n/a   |
| Date Programme Specification approved:      | 17 Dec 2020   |
| Responsible School / Institute:             | School of Business & Management                         |

Schools / Institutes which will also be involved in teaching part of the programme:

School of Languages, Linguistics & Film

School of Geography

School of Politics and International Relations

Collaborative institution(s) / organisation(s) involved in delivering the programme:

n/a

### Programme outline

The programme combines two existing QMUL Programmes: the International Foundation Programme (IFP) in Business and Management offered by the Language Centre in the School of Languages, Linguistics, and Film, and the School of Business and Management's BSc Business Management. The one-year IFP in Business and Management was created as bespoke preparation for SBM degree programmes to provide smoother transition from foundation year to undergraduate study.

Studying BSc Business Management you will examine key strategic issues in the organisation and business environment, including financial governance and regulation, innovation and change, the creative industries and information and communication technologies, globalisation, development and security, equality, diversity and exclusion, social entrepreneurship and civil society organisations, and new forms of work. This strategic focus means our students are up to date with new developments and possibilities across many business sectors.

Our staff work across a range of academic areas with a particular emphasis on inter-disciplinary links. Research within our School focuses on the connections between economic, social, political and cultural life and modern business and management.

## Aims of the programme

The BSc Business Management degree with Integrated Foundation Year aim is to provide a comprehensive undergraduate degree which will prepare students for careers in business and public organisations.

The degree overall emphasises creativity, analysis and breadth of knowledge. It will provide a general appreciation and knowledge of the roles and operations of business in society rather than specific techniques, in order to prepare graduates for conditions of change and requirements of flexibility. The conceptual content is high while specific techniques are not overly emphasised.

## What will you be expected to achieve?

The aim of the programme is to equip students with the skills to operate flexibly and effectively in business organisations (business is held to include public sector organisations). In general terms students will learn to analyse, synthesise and clearly present material. They will understand the complexity of business as social practice and be capable of apposite judgement on business concerns. They will learn to apply the concepts of business to particular cases and make reasoned and substantiated judgements.

The compulsory modules will ensure that all students have common skills and competencies.

They will understand the complexity of the relationships between business and the rest of society and will have a basic grasp of the interrelationship of the functions of production.

## **Please note that the following information is only applicable to students who commenced their Level 4 studies in 2017/18, or 2018/19**

In each year of undergraduate study, students are required to study modules to the value of at least 10 credits, which align to one or more of the following themes:

- networking
- multi- and inter-disciplinarity
- international perspectives
- enterprising perspectives.

These modules will be identified through the Module Directory, and / or by your School or Institute as your studies progress.

### Academic Content:

|    |  |
|----|--|
| A1 | Knowledge and awareness of a range of subjects, fields, theories and approaches applicable to business and management of people and organisations in a business context. |
|----|--|

|    |   |
|----|---|
| A2 | Knowledge and understanding of analytical tools used to analyse and interpret management problems, challenges and risks in a changing context.  |
| A3 | Develop a critical understanding of the economic, social and political environments which affect human relations in an organisation and the implications for its structure and culture. |

|                                |  |
|--------------------------------|--|
| Disciplinary Skills - able to: |  |
| B1                             | Develop an understanding of the theories, analytical approaches, methodologies and practices that underpin management in a business context.           |
| B2                             | Evaluate, extrapolate and synthesise relevant literature and empirical data and competently apply these to different business and management contexts. |
| B3                             | Develop students' ability to apply management theory to the analysis of a broad range of actual management problems.                                   |

|             |  |
|-------------|--|
| Attributes: |  |
| C1          | To learn continuously within academia and beyond and to employ relevant information and knowledge in understanding different contexts.     |
| C2          | To acquire research skills and values which can provide different approaches to problem solving and decision making in a business context. |
| C3          | Develop knowledge and analytical skills that are transferable to employment including negotiation and communication skills.                |

### How will you learn?

SLLF and SBM both promote active learning within a context of clear learning objectives. Students are encouraged to take responsibility for their own learning. Most modules have a weekly course element and in some this will require collaborative group work. We expect informal work groups to emerge particularly in the more numerically based subjects. Clear guidance on basic and supplementary reading is given.

We recognise the value of independent work at final year level for undergraduates. We consider it important to develop the ability of students to undertake basic research through both practical and theoretical means and to develop the ability to write sustained, coherent narratives. In order to enable students to develop their skills we will offer extensive modules requiring independent work using written and presentational skills.

### How will you be assessed?

Level 3 modules will be assessed by the annual School of Languages, Linguistics and Film exam board. Level 4, 5, and 6 modules are assessed by the School of Business and Management's Examination Board which considers all student academic profiles and agrees classifications and progression routes. Modules are assessed by a combination of coursework, presentation, in-course tests and a final examination. Clear guidance on coursework requirement is given, emphasising approaches to coursework of various types and how to avoid plagiarism, together with rules and procedures. Examinations are typically of a two hour paper undertaken in the May/June diet of exams. Examination papers will be reviewed by an Internal Moderator and then by External Examiners. All exam papers go through a moderation marking procedure. A selection of first class and failed scripts together with a representative sample of intermediate scripts are sent to the External examiners for quality control and approval of marks.

### How is the programme structured?

Please specify the structure of the programme diets for all variants of the programme (e.g. full-time, part-time - if applicable). The description should be sufficiently detailed to fully define the structure of the diet.

The programme combines two existing QM Programmes: the International Foundation Programme (IFP) in Business and

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Management offered by the Language Centre in the School of Languages, Linguistics, and Film, and the School of Business and Management's BSc Business Management. The one-year IFP in Business and Management was created as bespoke preparation for SBM degree programmes to provide smoother transition from foundation year to undergraduate study.

The BSc Business Management with integrated foundation year is a four year degree, taught within the University's modular system. Each academic year comprises of eight 15 credit modules, each of which is normally assessed by a combination of coursework and/or an examination in May/June. To complete the degree each student will need to have taken thirty-two modules.

Level 3 students must take 75 credits of compulsory modules and 45 credits of elective modules in the International Foundation Programme.

Progression requirements from level 3 to 4: pass the foundation year, with an average of 60 across semester two modules, a mark of at least 60 (%) in IFP3018 Management and a mark of at least 60 (%) in IFP3020 Independent Study Project.

Students must pass 105/120 credits. Resits cannot be carried forward to level 4.

If students pass 105 out of 120 credits at level 3, but fail to achieve the required grades as specified above, they can be offered the FdCert as an exit award.

Level 4 students must take 120 credits of compulsory modules.

Level 5 students must take 120 credits of elective modules. The range of electives modules available each year can vary from year to year.

Level 6 students must take 120 credits of elective modules. Three specialist tracks have been identified to assist student module selection. The tracks are:

1. Business, Psychology and Human Resources
2. Data Analytics
3. International Business

Any level 6 student wishing to study the BUS314 Dissertation module (30 credits spread evenly across semester 1 & 2) available in the final year, must also study BUS007 Research Methodology at level 5 and must achieve above 60% on the module, and above 65% across all level 5 module assessments.

**Academic Year of Study**     FT - Year 1

| Module Title                            | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester   |
|---|-------------|---------|-------|-------------------------|------------------------|------------|
| English Language and Study Skills       | IFP/IFJ3000 | 15      | 3     | Compulsory              | 1                      | Semester 1 |
| Introduction to Business and Management | IFP/IFJ3015 | 15      | 3     | Compulsory              | 1                      | Semester 1 |
| Applied Mathematics for Business        | IFP/IFJ3016 | 15      | 3     | Compulsory              | 1                      | Semester 1 |
| Independent Study Project               | IFP/IFJ3020 | 15      | 3     | Compulsory              | 1                      | Semester 2 |

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| Module Title                              | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester   |
|---|-------------|---------|-------|-------------------------|------------------------|------------|
| Management                                | IFP/IFJ3018 | 15      | 3     | Compulsory              | 1                      | Semester 2 |
| Accounting for Business Decisions         | IFP/IFJ3017 | 15      | 3     | Elective                | 1                      | Semester 1 |
| Marketing                                 | IFP/IFJ3019 | 15      | 3     | Elective                | 1                      | Semester 2 |
| Twentieth-Century History I               | IFP/IFJ3001 | 15      | 3     | Elective                | 1                      | Semester 1 |
| Twentieth-Century History II              | IFP/IFJ3002 | 15      | 3     | Elective                | 1                      | Semester 2 |
| Introduction to Politics                  | IFP/IFJ3003 | 15      | 3     | Elective                | 1                      | Semester 1 |
| Introduction to International Relations   | IFP/IFJ3004 | 15      | 3     | Elective                | 1                      | Semester 2 |
| Introduction to Human Geography           | IFP/IFJ3005 | 15      | 3     | Elective                | 1                      | Semester 1 |
| The Human Geography of London             | IFP/IFJ3006 | 15      | 3     | Elective                | 1                      | Semester 2 |
| Introduction to English Literature        | IFP/IFJ3007 | 15      | 3     | Elective                | 1                      | Semester 1 |
| Introduction to American Literature       | IFP/IFJ3008 | 15      | 3     | Elective                | 1                      | Semester 2 |
| French Language and Culture I (a) for IFP | IFP4011     | 15      | 3     | Elective                | 1                      | Semester 1 |
| French Language and Culture I (b)         | LAN4012     | 15      | 3     | Elective                | 1                      | Semester 2 |
| Spanish Language and Culture I (a)        | LAN4021     | 15      | 3     | Elective                | 1                      | Semester 1 |
| Spanish Language and Culture I (b)        | LAN4022     | 15      | 3     | Elective                | 1                      | Semester 2 |
| Japanese Language and Culture I (a)       | IFP4041     | 15      | 3     | Elective                | 1                      | Semester 1 |
| Japanese Language and Culture I (b)       | LAN4042     | 15      | 3     | Elective                | 1                      | Semester 2 |
| German Language and Culture 1 (a)         | IFP4001     | 15      | 4     | Elective                | 1                      | Semester 1 |

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| Module Title                                    | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester   |
|---|-------------|---------|-------|-------------------------|------------------------|------------|
| German Language and Culture 1 (b)               | LAN4002     | 15      | 4     | Elective                | 1                      | Semester 2 |
| Modern Arabic Language and Culture 1 (a)        | IFP4051     | 15      | 4     | Elective                | 1                      | Semester 1 |
| Modern Arabic Language and Culture 1 (b)        | LAN4052     | 15      | 4     | Elective                | 1                      | Semester 2 |
| Italian Language and Culture 1 (a)              | IFP4071     | 15      | 4     | Elective                | 1                      | Semester 1 |
| Italian Language and Culture 1 (b)              | LAN4072     | 15      | 4     | Elective                | 1                      | Semester 2 |
| Liberal Arts 1 : Understanding the Modern World | IFP/IFJ3021 | 15      | 3     | Elective                | 1                      | Semester 1 |
| Liberal Arts 2 : Understanding Modern Britain   | IFP/IFJ3022 | 15      | 3     | Elective                | 1                      | Semester 2 |

**Academic Year of Study**    FT - Year 2

| Module Title                                     | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester   |
|--|-------------|---------|-------|-------------------------|------------------------|------------|
| Introduction to Marketing and Communications     | BUS101      | 15      | 4     | Compulsory              | 2                      | Semester 1 |
| Accounting for Business                          | BUS106      | 15      | 4     | Compulsory              | 2                      | Semester 1 |
| Business and Society                             | BUS107      | 15      | 4     | Compulsory              | 2                      | Semester 1 |
| Current Challenges in Business and Management I  | BUS156      | 15      | 4     | Compulsory              | 2                      | Semester 1 |
| Economics for Business and Society               | BUS108      | 15      | 4     | Compulsory              | 2                      | Semester 2 |
| Work and Employment                              | BUS124      | 15      | 4     | Compulsory              | 2                      | Semester 2 |
| Fundamentals of Management Studies and Skills    | BUS141      | 15      | 4     | Compulsory              | 2                      | Semester 2 |
| Current Challenges in Business and Management II | BUS157      | 15      | 4     | Compulsory              | 2                      | Semester 2 |

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**Academic Year of Study**    FT - Year 3

| Module Title                             | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester   |
|--|-------------|---------|-------|-------------------------|------------------------|------------|
| Operations Management                    | BUS002      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Research Methodology                     | BUS007      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Business Law                             | BUS205      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Microeconomics for Managers              | BUS208      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Ethics and Business                      | BUS212      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Persuasive Strategies in Marketing       | BUS220      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Technologies in the Workplace            | BUS223      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Strategic Marketing                      | BUS226      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Entrepreneurial Learning                 | BUS230      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Introduction to Finance                  | BUS245      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Business and History                     | BUS262      | 15      | 5     | Elective                | 3                      | Semester 1 |
| Human Resource Management                | BUS014      | 15      | 5     | Elective                | 3                      | Semester 2 |
| Advertising                              | BUS213      | 15      | 5     | Elective                | 3                      | Semester 2 |
| Advanced Accounting for Business         | BUS216      | 15      | 5     | Elective                | 3                      | Semester 2 |
| Organisational Learning in the Workplace | BUS221      | 15      | 5     | Elective                | 3                      | Semester 2 |
| Creative industries                      | BUS233      | 15      | 5     | Elective                | 3                      | Semester 2 |
| Corporations and Social Responsibility   | BUS237      | 15      | 5     | Elective                | 3                      | Semester 2 |

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| Module Title  | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester        |
|---|-------------|---------|-------|-------------------------|------------------------|-----------------|
| Responsible Leadership                              | BUS243      | 15      | 5     | Elective                | 3                      | Semester 2      |
| European Business Context                           | BUS244      | 15      | 5     | Elective                | 3                      | Semester 2      |
| Managing Under Regulation                           | BUS249      | 15      | 5     | Elective                | 3                      | Semester 2      |
| Global Governance and International Organisations   | BUS251      | 15      | 5     | Elective                | 3                      | Semester 2      |
| Quantitative Analytics                              | BUS260      | 15      | 5     | Elective                | 3                      | Semester 2      |
| Business, Society and Sustainability in London      | BUS263      | 15      | 5     | Elective                | 3                      | Semester 2      |
| Professional and Academic Development [PAD]         | BUS264      | 0       | 5     | Elective                | 3                      | Semester 1 or 2 |
| Working with Business Data                          | BUS2XA      | 15      | 5     | Compulsory              | 3                      | Semester 1      |
| Corporate Strategy and Environmental Sustainability | BUS2XB      | 15      | 5     | Compulsory              | 3                      | Semester 1      |
| Organisational Behaviour                            | BUS2XC      | 15      | 5     | Compulsory              | 3                      | Semester 2      |
| Management Accounting for Decision Making           | BUS239      | 15      | 5     | Elective                | 3                      | Semester 1      |
| Entrepreneurship                                    | BUS025      | 15      | 5     | Elective                | 3                      | Semester 2      |
| International Financial Accounting                  | BUS238      | 15      | 5     | Elective                | 3                      | Semester 2      |
| Volunteering and Social Action: Theory and Learning | BUS255      | 15      | 5     | Elective                | 3                      | Semester 1      |
| Financial Institutions Management                   | BUS2XD      | 15      | 5     | Elective                | 2                      | Semester 2      |

**Academic Year of Study**    FT - Year 4

| Module Title | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester |
|--------------|-------------|---------|-------|-------------------------|------------------------|----------|
|--------------|-------------|---------|-------|-------------------------|------------------------|----------|



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| Module Title  | Module Code | Credits | Level | Module Selection Status | Academic Year of Study | Semester   |
|---|-------------|---------|-------|-------------------------|------------------------|------------|
| Organisations and Identity  | BUS302      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Managing Diversity  | BUS305      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Financial Management  | BUS306      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Organisational Change and Development                                     | BUS317      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Employment Relations  | BUS320      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Global Supply Chains  | BUS326      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Macroeconomic Modelling and Policy  | BUS330      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Firm Governance and Strategy in the Institution Context                   | BUS338      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Financial Institutions Management   | BUS339      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Strategic Management  | BUS361      | 15      | 6     | Elective                | 4                      | Semester 1 |
| Innovation & Entrepreneurship   | BUS300      | 15      | 6     | Elective                | 4                      | Semester 2 |
| International Business  | BUS304      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Business and Social Approaches to Social Media - Opportunities and Issues | BUS321      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Corporate Law and Governance  | BUS329      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Company Valuation   | BUS331      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Business Computing  | BUS337      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Startups and Incubators   | BUS342      | 15      | 6     | Elective                | 4                      | Semester 2 |
| Mentoring and Coaching  | BUS344      | 15      | 6     | Elective                | 4                      | Semester 2 |

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|---|-------------|---------|-------|-------------------------|------------------------|-----------------|
| Social Network Analysis                           | BUS346      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Gender at Work                                    | BUS349      | 15      | 6     | Elective                | 4                      | Semester 2      |
| New Product Development                           | BUS350      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Business Internship Project                       | BUS351      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Global Business and Democracy                     | BUS352      | 15      | 6     | Elective                | 4                      | Semester 2      |
| International Financial Management                | BUS353      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Principles of Evidence-Based Management           | BUS362      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Dissertation                                      | BUS314      | 30      | 6     | Elective                | 4                      | Semesters 1 & 2 |
| Entrepreneurship and Sustainability Project       | BUS364      | 30      | 6     | Elective                | 4                      | Semesters 1 & 2 |
| Volunteering and Social Action: Practical Project | BUS358      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Social and Political Marketing                    | BUS316      | 15      | 6     | Elective                | 4                      | Semester 1      |
| Consumer Psychology                               | BUS318      | 15      | 6     | Elective                | 4                      | Semester 1      |
| Business to Business and Relationship Marketing   | BUS335      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Principles of Evidence-Based Management           | BUS362      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Managing Public Services                          | BUS328      | 15      | 6     | Elective                | 4                      | Semester 2      |
| Financial Markets and Institutions                | BUS340      | 15      | 6     | Elective                | 4                      | Semester 1      |

### What are the entry requirements?

Minimum of IELTS 6.0, with no lower than 5.5 in each element.

Academic requirements by country

Albania

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Maturity Diploma (General Secondary Education)

An overall mark of 8

Algeria

Baccalaureat de l'Enseignement Secondaire

An overall grade of 'bien'

Azerbaijan

Attestat (Certificate of Complete Secondary Education)

Marks of 4 or above for all subjects

Bahrain

Tawjahiya (Secondary School Leaving Certificate)

80% overall

Bangladesh

Higher Secondary Certificate (HSC)

GPA of 4.0 out of 5.0

Brazil

Certificado de Ensino Medio

An overall average of 7

Brunei

Brunei-Cambridge General Certificate of Education Advanced Level (BC-GCE A level) examination

Grades of C or above for all subjects

Bulgaria

Diploma za zavarsheno sredno obrazovanie

(Diploma of Completed Secondary Education)

Marks of 5 or above for all subjects

China

High School Diploma/'Gāozhōng bìyè wénpíng' or Gāozhōng bìyè Zhèng'

An overall average of 80

Columbia

Bachillerato General

Grades of C or above for all subjects

(or marks of 8 or above depending on marking system)

Cyprus

Greek Cypriot System

Apolytirion (School Leaving Certificate)

Marks of 12 or above for all subjects

Turkish Cypriot System

Devlet Lise Diplomasi (State High School Diploma)

Bitirme Diplomasi (Private High School Finishing Diploma)

Marks of 5 or above for all subjects

Czech Republic

Maturitni Zkouska/Maturita

Marks of 2 or above for all subjects

Egypt

Thanaweya A'ama (General Secondary School Certificate Examination)

80% overall

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France

Baccalaureat General

An overall average of 11

Greece

Apolytirion

Marks of 15 or above for all subjects

Hong Kong

Hong Kong Diploma of Secondary Education (HKDSE)

Marks of 4, 3, 3, for core subject English Language + two relevant electives (any combination)

India

Indian Certificate of Secondary Education (ICSE)

+ all Central Board of Secondary Education examinations

60% overall

Iran

Diplom-Motavasateh (National High School Diploma)

An overall average mark of 16

Iraq

Adadiyah (Sixth Form Baccalaureate)

80% overall

Italy

Diploma di esame di Stato conclusivo dei corsi di istruzione

(formerly Diploma de Maturita)

65% overall

Japan

Kotogakko Sotsugyo Shomeisho (Upper Secondary School Leaving Certificate)

B/4 or above for all subjects

Jordan

Tawjihi General Secondary Education Certificate

80% overall

Kazakhstan

Attestat/Svidetel' stvo o Srednem Obrazovanii

(Certificate of Secondary Education)

Marks of 4 or above for all subjects

Kenya

Kenyan Certificate of Secondary Education (KCSE)

Grades of B – or above for all subjects

Korea (South)

Ilbankye Kodung Hakkyo (General High School Diploma)

Grades of 'mi' (70-79%) or above for all subjects

Kuwait

Shahadat-al-thanawia-al-a'ama (General Secondary School Certificate)

80% overall

Latvia

Atestats par visparejo videjo izglitiba

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(Certificate of General Secondary Education)

Marks of 7 or above for all subjects

Lebanon

Lebanese Baccalaureate

An overall average of 14

Lithuania

Brandos Atestatas (Maturity Certificate)

Marks of 7 or above for all subjects

Malaysia

Sijil Pelajaran Malaysia (Certificate of Education/Unified Examination Certificate)

Marks of 1 – 6 for all subjects

Sijil Tinggi Persekolahan (Malaysia Higher School Certificate)

Grades of C or above for all subjects

(equivalent to A Level passes)

Mexico

Bachillerato General

Grades of C or above for all subjects

(or grades of 8 or above depending on marking system)

Morocco

Baccalaureat

An overall average of 12

Nigeria

West African Examinations Board Senior School Certificate of Education  
(WAEC SSCE)

B3 or higher for all subjects Note – the SSCE must be WAEC

Oman

Thanawiya Amma (Secondary School Leaving Certificate)

80% overall

Pakistan

Higher Secondary School Certificate (HSSC)

60% overall

American /International Schools in Pakistan: High School Diploma with a cumulative GPA of 2.3 or above

Poland

Matura/Swiadectwo Dojrzalosci (Secondary School Certificate)

An overall mark of 60% + 60% in 3 subjects studied at advanced/extended level

Portugal

Diploma de Ensino Secundario (previously known as

Certificado do 12º ano)

An overall average mark of 'bom' (14-17)

Qatar

Thanawaya Aa'ma Qatari (Qatar General Secondary Certificate)

80% overall

Russia

Attestat o (Polnom) Srednem Obshchem Obrazovanii

(Certificate of Secondary Education)

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Marks of 4 or above for all subjects

Saudi Arabia  
Tawjihiyah (General Secondary Education Certificate)  
85% overall

Singapore  
Singapore/Cambridge GCE Advanced Level  
Grades of C or above for all subjects

Slovakia  
Vysvedcenie o Maturitnej Skuske/Maturita  
Marks of 2 or above for all subjects

Spain  
Titulo de Bachiller  
An overall average of 6

Sri Lanka  
Sri Lanka Advanced Level  
Grades of C or above for all subjects

Taiwan  
Senior High School Diploma  
An overall average of 70

Thailand  
Mathayom Suksa 5/6 (M5/6)  
Marks of 3 or above for all subjects

Tunisia  
Baccalaureat  
An overall grade of 'assez bien' (12-13)

Turkey  
Devlet Lise Diplomasi (State High School Diploma)  
Lise Bitirme Diplomasi (Private High School Diploma)  
A final year (not cumulative) GPA of 70 or above

Ukraine  
Atestat pro Povnu Zagal'nu Sersdniu Ovitsu  
(Certificate of Complete General Secondary Education)  
Grades of 'good' (7-9) or above for all subjects

United Arab Emirates  
Tawjihiyya (Secondary School Certificate)  
80% overall

Uzbekistan  
Attestat o srednem obrazovanii  
(Certificate of Secondary Education)  
Grades of 'good' (71-85) or above for all subjects

Venezuela  
Bachillerato /Titulo de Bachiller  
Grades of C or above for all subjects

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Vietnam  
Tot Nghiep Pho Thong Trung Hoc  
(Upper Secondary School Graduation Certificate)  
Grades of 'good' (7.0 – 8.0) or above for all subjects

**Other Qualifications**

American High School Diploma  
A final year GPA of 3.0

**How will the quality of the programme be managed and enhanced? How do we listen to and act on your feedback?**

The Programme leads and members of SBM Undergraduate Teaching and Learning Committee (TLC) will meet regularly to work together to monitor quality using student feedback and reports from the SBM Quality Assurance administration team. Remedial action and modifications to the programme or its modules will be formally approved by the TLC.

The Staff-Student Liaison Committee provides a formal means of communication and discussion between schools/institutes and its students. The committee consists of student representatives from each year in the school/institute together with appropriate representation from staff within the school/institute. It is designed to respond to the needs of students, as well as act as a forum for discussing programme and module developments. Staff-Student Liaison Committees meet regularly throughout the year.

Each school/institute operates a Learning and Teaching Committee, or equivalent, which advises the School/Institute Director of Taught Programmes on all matters relating to the delivery of taught programmes at school level including monitoring the application of relevant QM policies and reviewing all proposals for module and programme approval and amendment before submission to Taught Programmes Board. Student views are incorporated in the committee's work in a number of ways, such as through student membership, or consideration of student surveys.

All schools/institutes operate an Annual Programme Review of their taught undergraduate and postgraduate provision. APR is a continuous process of reflection and action planning which is owned by those responsible for programme delivery; the main document of reference for this process is the Taught Programmes Action Plan (TPAP) which is the summary of the school/institute's work throughout the year to monitor academic standards and to improve the student experience. Students' views are considered in this process through analysis of the NSS and module evaluations.

**What academic support is available?**

The induction week before the start of Semester A provides introductory talks on all the services and support mechanisms available within the school and college. The level 3 induction week is organised by SLLF. The level 4 induction is organised by SBM and will help students transition to the School of Business and Management.

Level 3 students are also invited to SBM welcome week activities and receive SBM communications throughout their level 3 year. In addition, there are taster sessions to which level 3 students are invited to help with the transition to level 4.

The virtual learning environment (QMplus) has information on the different modules and supervisory advice for dissertations as well as personalised teaching timetables.

Modules talks are held at the start of the module selection process to enable students make informed choices when selecting their electives for the following academic year.

The School of Business and Management allocates all students an academic advisor. Academic advisors are able to support students through their studies. If students encounter any difficulties of a personal nature which are having an impact on their studies they can meet with their academic advisor.

**Office Hours**

All academics have dedicated office hours published on the website so students may visit them to discuss any aspect of their learning on specific modules.

#### PASS Scheme

The Peer Assisted Study Support (PASS) scheme aims to increase students' understanding of concepts central to their academic lives. In addition, the scheme seeks to develop leadership, management, and communication skills of students who serve as PASS mentors.

### How inclusive is the programme for all students, including those with disabilities?

Queen Mary has a central Disability and Dyslexia Service (DDS) that offers support for all students with disabilities, specific learning difficulties and mental health issues. The DDS supports all Queen Mary students: full-time, part-time, undergraduate, postgraduate, UK and international at all campuses and all sites.

Students can access advice, guidance and support in the following areas:

- Finding out if you have a specific learning difficulty like dyslexia
- Applying for funding through the Disabled Students' Allowance (DSA)
- Arranging DSA assessments of need
- Special arrangements in examinations
- Accessing loaned equipment (e.g. digital recorders)
- Specialist one-to-one "study skills" tuition
- Ensuring access to course materials in alternative formats (e.g. Braille)
- Providing educational support workers (e.g. note-takers, readers, library assistants)
- Mentoring support for students with mental health issues and conditions on the autistic spectrum.

### Programme-specific rules and facts

During the foundation year, students will be covered by the Academic Regulations and programme regulations for the year in which they commence the foundation year. Students who progress to the BSc section of the programme will be covered by the Academic Regulations and programme regulations for the year in which they begin the BSc section of the programme; where appropriate (notably in the cases of module diet, progression, and award requirements) these latter regulations will then apply for the remainder of the programme.

Progression requirements from level 3 to 4: pass the foundation year, with an average of 60 across semester two modules, a mark of at least 60 (%) in IFP3018 Management and a mark of at least 60 (%) in IFP3020 Independent Study Project.

Students must pass 105/120 credits. Resits cannot be carried forward to level 4.

If students pass 105 out of 120 credits at level 3, but fail to achieve the required grades as specified above, they can be offered the FdCert as an exit award.

All second year (level 4) students are automatically registered for level 4 modules.

Third year students must study 8 level 5 modules. Any second year student wishing to study the BUS314 Dissertation module in their 3rd year must also study BUS007 Research Methodology in the second year, achieve above 65% on the module and above 60% across all second year module assessments (where module assessments have been completed and marks are available at the time of enrollment). Students wishing to take BUS364 Entrepreneurship and Sustainability Project must achieve a combined average 65% from year 1 and semester 1 of year 2. Students cannot take both BUS314 Dissertation and BUS3XD Entrepreneurship and Sustainability Project together.

Final year students can take any 8 of the level 6 modules on offer or 6 modules, 3 in each semester plus the BUS314 Dissertation or Entrepreneurship and Sustainability Project module.

The School has locked academic levels to developmental years (L4 in Y1, L5 in Y2 and L6 in Y3). This restricts final year students from taking any level 5 modules in the final year.



Programme Title: BSc Business Management with Integrated Foundation Year

### Links with employers, placement opportunities and transferable skills

Graduates from this programme will have developed a range of cognitive and practical skills together which will be applicable to context beyond academia.

SBM offers a range of internships available to students throughout their academic programme of study. SBM also works closely with the Careers Service and has an Employer Engagement Officer located in the SBM office to locate possible placements, internships and to help create effective CVs to reach potential employers.

### Programme Specification Approval

Person completing Programme Specification:

Aktar Hussain

Person responsible for management of programme:

Aktar Hussain

Date Programme Specification produced / amended by  
School / Institute Learning and Teaching Committee:

Date Programme Specification approved by Taught  
Programmes Board:

17 Dec 2020