

Hertfordshire Business School

Title of Programme: BA (Hons) Business Administration

Programme Code: BSBA

Programme Specification

This programme specification is relevant to students entering:
1 September 2018

Associate Dean of School (Academic Quality Assurance):
Denise Ball



A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme:

Section	Amendment
Assessment changes in Structure Tables	5BUS1165 Understanding Customers changed to 100% coursework, 6BUS1143 Business Strategy amended to 60% exam, 40% coursework, 6BUS1025 Global Marketing Ethics and Culture to 40% exam, 60% coursework.

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification Business Administration

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	De Havilland
Programme accredited by	N/A – some exemptions are available from professional bodies
Final Qualification	BA (Hons)
All Final Award titles	Business Administration
(Qualification and Subject)	Business Administration with Language*
	BA (Hons) with a Year Abroad
	BA (Hons) with Study Abroad
FHEQ level of award	6
UCAS code(s)	N252 Business Administration N251 Business Administration (top-up) N/A Business Administration with Eastern Language N/A Business Administration with European Language
Language of Delivery	English

A. Programme Rationale

Overall the Business Administration programme aims to promote the 'employability' of its graduates, in order that they can thrive in an increasingly competitive employment market. It achieves this through a blend of academic study, intercultural awareness and employability and enterprise skills development. Subject specific modules are supported by skills modules. Students on Business Administration have the option to study a foreign language and/or study abroad.

The Business Administration programme is open to direct entrants with UK Foundation Degrees, and to international direct entrants with comparable qualifications, as a top-up degree starting at Level 5 or Level 6. Secondly, the HBS campus-based Business Administration programme defined in this programme specification is aligned with the BA (Hons) Business Administration (Online) programme and also maps the collaborative partner provision which takes place worldwide, offering the potential for students to transfer between locations and modes of study.

The Business Administration programme is structured to allow increased choice as it progresses and provides a generalist route from which students may choose option modules to meet their individual needs and career aspirations. It offers a business education, geared to professional practice, self-employment and to the demands of careers in general business management. Many students on this programme go on to post graduate study. International students who join the University at Levels 5 and 6 are supported with additional language sessions which are designed in conjunction with key core modules.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- prepare students for a career in business and management;
- provide students with a thorough understanding of business and management practices at local, national and international levels;
- develop students' practical, transferable, intellectual, study, employability and enterprise skills;
- prepare students for postgraduate study and/or professional study;
- provide students with appropriate employability skills within the global context.

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for General Business and Management (2015) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
<p>A1- The intricacies of organisations;</p> <p>A2- The complexity of the local, national and international external environments in which organisations operate;</p> <p>A3- The wide range of processes, procedures and practices of effective management;</p> <p>A4- The basic principles and ethical considerations of business and organisations;</p> <p>A5- One or more functional areas of business;</p>	<p>Acquisition of knowledge and understanding is through a combination of lectures, tutorials, coursework and project work at all levels of the programme.</p> <p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p>	<p>Knowledge and understanding are assessed through a combination of examinations and assessed coursework in the form of essay assignments, project reports, portfolios and presentations.</p>
Intellectual skills	Teaching and learning methods	Assessment strategy
<p>B1-Analyse and evaluate business information for decision-making purposes;</p> <p>B2- Utilise cognitive skills of critical thinking, analysis and synthesis.</p>	<p>Intellectual skills are developed through the programme by the methods and strategies outlined in section A, above.</p> <p>Cognitive skills are developed particularly at level 5 and level 6.</p>	<p>Intellectual skills are assessed through examination and coursework.</p> <p>Assessment, which is both formative and summative, can take many forms, e.g.</p>

<p>B3- Analyse and solve business problems using appropriate techniques</p> <p>B4- Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations.</p>	<p>Throughout, the learner is encouraged to develop intellectual skills further by independent study</p>	<p>essay assignments, project reports, portfolios, presentations and IT-based activities.</p>
<p>Practical skills</p>	<p>Teaching and learning methods</p>	<p>Assessment strategy</p>
<p>C1- Apply a range of appropriate business techniques to analyse data to solve structured and unstructured business problems</p> <p>C2- Conduct research into business and management issues through the creation, extraction and analysis of data from a range of sources</p> <p>C3- Apply and utilise relevant IT tools in the analysis and communication of business information.</p>	<p>Practical skills are developed through the programme by the methods and strategies outlined in sections A and B above.</p>	<p>Practical skills are assessed through coursework assignments, case study reports, presentations and IT-based activities.</p>
<p>Transferable skills</p>	<p>Teaching and learning methods</p>	<p>Assessment strategy</p>
<p>D1- D1 Communicate effectively, both orally and in writing;</p> <p>D2- Make effective use of IT tools for business</p> <p>D3- Manage time and resources effectively;</p> <p>D4- Work effectively within a team;</p> <p>D5- Manipulate, sort and present data;</p> <p>D6- Solve business problems and make business decisions effectively using appropriate quantitative and qualitative techniques</p> <p>D7- Learn to study effectively in preparation for life-long learning</p>	<p>Transferable skills are developed through the programme.</p> <p>Skill D1 is developed through coursework, written reports, oral presentations and project reports. Skills D2, D5 and D6 are introduced through modules such as Methods and Systems for Business Decisions and further developed through project work and course assessments. Skill D3 is developed as workloads are managed and deadlines have to be met. Skill D4 is developed through tutorials and group-based coursework assessment.</p> <p>Skill D7 is developed and promoted throughout the programme.</p> <p>Skills D8 and D9 are developed and promoted throughout the programme, particularly in the Enterprise, Enhancing</p>	<p>Transferable skills are assessed through the use of course work, oral presentations and examinations (Skills D1, D2, D3, D5)</p> <p>Skill D4 is assessed by group based assessments.</p> <p>Skills D6 and D7 are assessed via course work and examinations.</p> <p>Skill D8 is assessed through practical course work and group based business simulations.</p> <p>Skill D9 is assessed through examination and in class tests.</p>

D8- Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments

D9- Operate in the dynamic global arena and appreciate contemporary and cross cultural difference

Employability and Exploring Business Ethics modules.

Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in full time (three years) and part time modes, and the pathway covered in this programme specification leads to the award of a BA Honours in Business Administration.

Entry is normally at Level 4, or at Level 5 with suitable qualifications (e.g.120 relevant credits) or Level 6 (e.g. 240 relevant credits). For any student joining at Level 4 it may be possible to transfer either then or at the start of Level 5 into the BA Honours Business programme. Any transfer is only with the agreement with the Programme Leader. Intake is normally in Semester A (September), and by exception into Semester B.

Professional and Statutory Regulatory Bodies

All students are eligible to apply for the Chartered Management Institute Certificate in Leadership Level 5 if they have studied the core Enhancing Employability.

Work-Based Learning, including Sandwich Programmes

Students wishing to undertake a placement year and work towards a Sandwich award are required to transfer into BA Honours Business programme. Although the Business Administration programme does not include a placement year, students are actively encouraged to develop their employability skills through compulsory modules at Levels 5 and 6. At Level 5 students focus on Enhancing Employability in semester A, and the core Enterprise module in semester B students work in teams on a business simulation. In the final year on the core module entitled Business and Commercial Awareness students are required to take on the role of an organisational management team as they develop, plan and implement a new product or service for their organisation.

Study Abroad – Details on Study Abroad are available from the Study Abroad office.

Students have the opportunity to study abroad (within Europe or worldwide), for one or two semesters, between Levels 5 and 6. The Study Abroad Office advises students on this process.

Students who have successfully completed Level 4 can choose to spend a year abroad, *additional* to their studies, studying either two semesters at the host institution, or mixing one semester of study abroad with a placement abroad (normally not less than 12 weeks in duration). Passing their studies will earn them the degree title suffix 'with a Year Abroad'. Programme Leaders must agree the Study Abroad. For students taking Study Abroad as additional to their UH studies, their degree classification is based on Level 5 and Level 6 grades gained from their UH modules, as for home UH students, as in the UPRs*.

Additionally, students may also take the opportunity to study level 5 at a host institution *in place of their level 5 at UH*. This requires a very good match between the UH Level 5 and the host institution's Level 5 (NB Students should seek advice from their Programme Leader where their programme involves professional exemptions). Programme Leaders must agree the Study Abroad, and only students who pass all 120 credits of their Level 4 at UH may substitute Level 5 at UH with Level 5 abroad. For these students, their degree calculation is derived solely from final year grades gained from UH modules at Level 6.

Finally, students may opt to study just one semester abroad, to earn the suffix 'with Study Abroad'. This can be explored further with the Study Abroad Office.

*Degree classification calculation information is available in the University Policies and Regulations (UPRs),

AS14 Section D6. UPRs on Study Abroad are located within UPR AS11 in section 2.5

Language options and award title suffix

Students that take and pass a language in each semester qualify for a language suffix to their degree title, e.g. 'BA (Hons) Finance with French' (Chinese Mandarin, French, German, Japanese and Spanish available). Language modules are delivered by the Humanities School, and subject to that School's attendance requirement.

Erasmus Exchange programme

The degree programme is open to all Erasmus students who select option choices from across the programme. The Business Administration degree programme also forms part of the dual award with partner institutions where students attend UH for level 6, which is the basis of their final award.

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Full Time

Entry point Semester A

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Accounting for Managers	4BUS1096	15	English	0	100	0	A
Economics for Business	4BUS1037	15	English	0	100	0	A
The Business Professional	4BUS1061	30	English	0	65	35	AB
Principles of Marketing	4BUS1010	15	English	0	100	0	B
Quantitative Methods for Business	4BUS1069	15	English	50	50	0	B

**In addition students choose 30 Credits of options either
HRM Practice and Society AND Global Perspectives
OR a Language across the year**

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
HRM Practice and Society	4BUS1123	15	English	0	100	0	A
Global Perspectives in Business	4BUS1060	15	English	0	70	30	B
Language	Various	15 & 15	Various	0	0	100	A & B

Level 5

Compulsory Modules

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Enhancing Employability	5BUS1085	15	English	0	100	0	A
Exploring Business Ethics	5BUS1049	15	English	60	40	0	A
Cross-Cultural Management	5BUS1054	15	English	0	100	0	B
Enterprise	5BUS1080	15	English	0	100	0	B

Optional Modules

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
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(60 credits, two modules in each of Semesters A and B)

Please note these options are available subject to Timetable constraints – where there is a clash an alternative will need to be chosen.

Understanding Customers	5BUS1165	15	English	0	100	0	A
Human Computer Interaction for Commercial Applications	5BUS1007	15	English	0	100	0	A
Managing People	5BUS1037	15	English	0	100	0	A
Management Accounting for Business Decisions	5BUS1038	15	English	80	20	0	A
Marketing Planning	5BUS1032	15	English	70	30	0	A
Organisational Psychology	5BUS1030	15	English	50	50	0	A
Analysing Financial Information	5BUS1002	15	English	50	50	0	B
Financial Management	5BUS1158	15	English	60	40	0	B
Employment Law	5LAW1041	15	English	50	50	0	B
Mobile Business Technologies	5BUS1066	15	English	0	100	0	B
Principles of Operations Management	5BUS1023	15	English	60	40	0	B
Project Planning and Control	5BUS1008	15	English	0	100	0	B
Language	Various	15 & 15	English	0	0	100	A & B

Level 6

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Business and Commercial Awareness	6BUS0279	15	English	0	100	0	A
Leadership and Organisations	6BUS1141	15	English	0	100	0	A
Business Strategy	6BUS1143	15	English	60	40	0	B
Contemporary Issues in Business and Management	6BUS1101	15	English	0	100	0	B

Optional Modules Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
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(60 credits, two modules in each of Semesters A and B)

Please note these options are available subject to Timetable constraints – where there is a clash an alternative will need to be chosen.

There are some co-requisites where prior knowledge is required either through the study of the module specified below or an equivalent:-

*4BUS1037 Economics for Business is a co-requisite for 6BUS1011 Issues in the Global Economy

**4BUS1123 HRM Practice and Society is a co-requisite for 6BUS1019 International Human Resource Management

***5BUS1158 Financial Management is a co-requisite for 6BUS1041 International Financial Management

Electronic Commerce A	6BUS0184	15	English	100	0	0	A
Global Marketing Ethics and Culture	6BUS1025	15	English	40	60	0	A
Management Science in Business	6BUS1083	15	English	70	30	0	A
Small Business Management	6BUS1065	15	English	50	50	0	A
Marketing Communications	6BUS1076	30	English	70	30	0	AB
Social Networking and Enterprise Language	6BUS1062	15	English	0	100	0	A or B
	Various	15 & 15	English	0	0	100	A & B
Creative Problem Solving for Managers	6BUS1047	15	English	50	50	0	B
Forecasting Methods for Managers	6BUS1026	15	English	0	100	0	B
International Financial Management ***	6BUS1041	15	English	70	30	0	B
International Human Resource Management **	6BUS1019	15	English	70	25	5	B
Issues in the Global Economy *	6BUS1011	15	English	0	70	30	B

Level 6 – Semester B Entry (entry into Semester B is by exception and with the permission of the Programme Leader and Head of Department only)

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Business Strategy	6BUS1143	15	English	60	40	0	B
Contemporary Issues in Business and Management	6BUS1101	15	English	0	100	0	B
Business and Commercial Awareness	6BUS0279	15	English	0	100	0	A
Leadership and Organisations	6BUS1141	15	English	0	100	0	A

Optional Modules <i>(delete this part if not applicable)</i> Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
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Option Module List (60 credits, two modules in each of Semesters A and B)

Please note these options are available subject to Timetable constraints – where there is a clash an alternative will need to be chosen.

There are some co-requisites where prior knowledge is required either through the study of the module specified below or an equivalent:-

*4BUS1037 Economics for Business is a co-requisite for 6BUS1011 Issues in the Global Economy

**4BUS1026 People Resourcing is a co-requisite for 6BUS1019 International Human Resource Management

***5BUS1158 Financial Management is a co-requisite for 6BUS1041 International Financial Management

Creative Problem Solving for Managers	6BUS1047	15	English	50	50	0	B
Forecasting Methods for Managers	6BUS1026	15	English	0	100	0	B
International Financial Management ***	6BUS1041	15	English	70	30	0	B
International Human Resource Management **	6BUS1019	15	English	70	25	5	B
Issues in the Global Economy *	6BUS1011	15	English	0	70	30	B
Social Networking and Enterprise	6BUS1062	15	English	0	100	0	A or B
Electronic Commerce A	6BUS0184	15	English	100	0	0	A
Global Marketing Ethics and Culture	6BUS1025	15	English	40	60	0	A
Management Science in Business	6BUS1083	15	English	70	30	0	A
Small Business Management	6BUS1065	15	English	50	50	0	A

The following option is not available to direct entrants:

Language	Various	15 & 15	English	0	0	100	A & B
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Progression to level 5 on the Honours route requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

Progression to level 6 on the Honours route requires 240 credit points at levels 4 and 5, of which at least 120 credit points must be at level 5. For students with less than 240 credit points at levels 4 and 5 progression will be determined by the Programme Examination Board.

The award of an Honours Degree requires 360 credit points passed with a minimum of at least 120 credits at Level 6. An unclassified degree requires 300 credit points, with at least 180 credit points at level 5 or above, of which at least 60 credit points must be at level 6.

Honours classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
BA (Hons)	Business Administration	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6	All programme learning outcomes (see Table 2)
BA (Hons)	Business Administration with a Year Abroad	360 credit points including 240 at level 6/5 of which 120 must be at level 6. With one academic year of study at an approved Institution in Europe or world wide	6	All programme learning outcomes (see Table 2)
BA (Hons)	Business Administration with Language	360 credit points including 240 at level 6/5 of which 120 must be at level 6. 30 credits of language need to be successfully completed at Levels 4, 5 and 6.	6	All programme learning outcomes (see Table 2)
BA (Hons)	Business Administration with Study Abroad	360 credit points including 240 at level 6/5 of which 120 must be at level 6. With one academic semester of study at an approved Institution in Europe or world wide	6	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate		45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm

Certificate of Higher Education		120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Diploma of Higher Education		240 credit points including at least 120 at level 5	5, 6	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
BA	Business Administration	300 credit points including 180 at level 6/5 of which 60 must be at level 6	6	A1, A2, A4, A5, B1, B2, B4, C1, C2, C3, C4, D1, D2, D3, D4, D5, D6, D7, D8, D9
BA	Business Administration with a Year Abroad	300 credit points including 180 at level 6/5 of which 60 must be at level 6. With one academic year of study at an approved Institution in Europe or world wide	6	A1, A2, A4, A5, B1, B2, B4, C1, C2, C3, C4, D1, D2, D3, D4, D5, D6, D7, D8, D9
BA	Business Administration with Language	300 credit points including 180 at level 6/5 of which 60 must be at level 6. 30 credits of language need to be successfully completed at Levels 4, 5 and 6.	6	A1, A2, A4, A5, B1, B2, B4, C1, C2, C3, C4, D1, D2, D3, D4, D5, D6, D7, D8, D9
BA	Business Administration with Study Abroad	300 credit points including 180 at level 6/5 of which 60 must be at level 6. With one academic semester of study at an approved Institution in Europe or world wide	6	A1, A2, A4, A5, B1, B2, B4, C1, C2, C3, C4, D1, D2, D3, D4, D5, D6, D7, D8, D9

Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS12/UPR AS13](#) and [UPR AS14](#)) with the exception of those listed below, which have been approved by the University:

Further points of clarification and interpretation relevant to this specific programme are given below:

- There are two situations where, as a consequence of a perceived lack of engagement with the associated teaching and learning processes, the UHBS Module Board of Examiners will normally not permit referral in an individual module (FREF):
 - (a) where the aggregate mark in any Module is less than 20%, and/or
 - (b) where, at Levels 4 and 5 only, a student has been absent from more than 3 tutorial sessions in a Semester.

In these situations students will be required to repeat the diet of study (FREN) prior to re-assessment.

- Students who study abroad for one semester will be required to take the equivalent of 60 credits (30 ECTS) per semester at the partner institution. Study abroad for one semester will be translated on their University transcript of results as 60 credits (30 ECTS) based on the grades received from the partner institution (using appropriate grade translations). These grades may be may not be used to replace failed modules.
- The regulations above to those students who study abroad for one year but the requirement is to study the equivalent of 120 credits i.e. 60 credits per semester (30 ECTS per semester)
- Students who repeat a module and do not gain a pass grade may, after consultation with the Programme Leader and confirmation by the Director of Undergraduate Programmes be permitted to study another appropriate module from the Hertfordshire Business School portfolio. Permission will only be given if the student's total programme of study covers all the learning outcomes of their programme.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- The Dean of School
- Head of Department who has delegated responsibility for programmes in the School of Business
- Programme Leaders who are responsible for the day to day management and who advise students on the programme as a whole
- An Admissions Tutor, with specific responsibility for open days and selection
- Designated administrators to deal with day to day administration associated with the programme
- Module Coordinators who are responsible for individual modules
- A Placements Officer to assist with the procurement of placements
- A programme committee, the membership of which includes student representatives from each level of study and key members of the Business School.

Support

Students are supported by:

- A programme/year tutor to help students understand the programme structure
- An induction week at the beginning of each new academic session
- Overseas Orientation
- A substantial Student Centre that provides advice on issues such as finance, University regulations, legal matters, accommodation, international student support, etc.
- Office of Dean of Students, incorporating Chaplaincy, Counselling and Nursery
- Medical Centre
- HBS Information Point to provide academic and pastoral support
- An International and Direct Entry Support Tutor
- A Disabled Student Coordinator
- An Equal Opportunities Officer
- A team of Academic Support Tutors
- An Exchange Programme Coordinator
- A European and Study Abroad Office
- A Careers and Placement Service for all current students and graduates
- A Mathematics Drop-in Centre
- Student representatives on programme committees
- A designated administrator
- The Students' Union
- StudyNet, a versatile on-line interactive intranet and learning environment
- Attractive modern study environments in Learning Resource Centres
- Guided student-centred learning through the use of StudyNet

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.

The [Herts Handbook](#) is an introduction to the academic, social, cultural and sporting services and opportunities available at the University of Hertfordshire, and includes the Student Charter and Student Code of Conduct.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

The UK Quality Assurance Agency for Higher Education (QAA) has confirmed the quality and standards of provision at the University of Hertfordshire. A key part of QAA's role is to review and report on how universities maintain their academic standards and quality, to inform students and the wider public. The team of QAA reviewers visited the University of Hertfordshire in 2015/16 and judged that its academic standards, the quality and enhancement of its students' learning experience, and the quality of information about this learning experience all meet UK expectations. In other words, the University meets national requirements for standards and quality. The QAA's report can be accessed at: <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.V-KHajXy0nE>

G. Entry requirements

The normal entry requirements for the programme are:

- GCSE English Language and Mathematics at grade C or above, or qualifications recognised as equivalent by the University on its website at <http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees/gcse-equivalent-entry-requirements>.

NB – Required GCSE grade is 4 for where exams are taken from 2017 onwards.

A minimum IELTS score of 6.0* or qualifications recognised as equivalent by the University on its website at <http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees> will be accepted as alternative to GCSE English Language at grade C.

[*IELTS at no lower than 5.5 in every band]

PLUS, EITHER

- 96-112 UCAS points from qualifications which include a minimum of two GCE A levels/AVCEs or one GCE/ AVCE Double Award',
Or
- An overall pass in an Access to Higher Education Diploma with a Merit profile in the top 45 Level 3 credits,
Or
- Equivalent qualifications to be assessed by the Admissions Tutor

Non-standard entry to the programmes

The Hertfordshire Business School Undergraduate Admissions Team makes all admissions decisions regarding non-standard applications, including those from elsewhere in the EU and those for direct entry above Level 4.

Applicants with prior relevant undergraduate study and who meet the necessary English and Mathematics requirements are eligible to be considered for entry to the programme at Level 5 or Level 6. They should have 120 credit points at Level 4 or equivalent to join at Level 5, plus a further 120 credit points at Level 5. Those joining at level 6 need a further 120 credit points at level 5 or equivalent but are exempted the separate English and Mathematics requirements. The modules making up the previous 120 credit points of study must normally be passed at the first attempt and should contribute to an overall grade average of at least 55%.

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:
Programme Leaders - Wendy Yellowley w.yellowley@herts.ac.uk or Kerry McKay k.mckay@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

BA (Honours) Business Administration

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

		Programme Learning Outcomes (as identified in section 1 and the following page)																					
		Knowledge & Understanding					Intellectual Skills				Practical Skills				Transferable Skills								
		A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6	D7	D8	D9
Module Title	Module Code																						
Level 4	Accounting for Business	4BUS1043			x		x	x	x		x	x	x		x	x	x		x	x	x		
	Global Perspectives in Business or Language	4BUS1028	x	x		x			x			x			x		x	x	x		x		x
	Economics for Business	4BUS1037		x				x	x	x	x	x	x	x	x		x			x	x		
	Methods and Systems for Business Decisions	4BUS1019			x		x	x	x	x		x	x	x		x	x	x		x	x		
	Principles of Marketing B	4BUS1050	x	x	x	x	x	x	x		x		x		x		x			x			
	The Business Professional	4BUS1061	x		x		x	x	x	x		x	x	x		x	x	x	x	x	x	x	x
	<i>HRM Practice and Society (optional)</i>	<i>4BUS1123</i>	x	x	x	x	x	x	x	x	x		x		x	x		x	x		x	x	x
Level 5	<i>Global Perspectives in Business (optional)</i>	<i>4BUS1060</i>	x	x	x	x	x	x	x	x		x		x	x		x	x		x	x	x	
	Managing People	5BUS1037	x	x	x	x	x		x		x	x	x		x		x	x				x	
	Exploring Business Ethics	5BUS1049	x	x		x	x		x		x		x		x		x				x		
	Enhancing Employability	5BUS1085	x	x	x	x		x	x			x	x	x		x	x	x	x	x	x	x	
	Enterprise	5BUS1080	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x
	<i>Understanding Customers (optional)</i>	<i>5BUS1165</i>	x	x	x	x	x	x	x	x		x	x	x	x	x		x	x	x	x	x	x
	<i>Human Computer Interaction for Commercial Applications (optional)</i>	<i>5BUS1007</i>	x		x		x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x
	<i>Managing People (optional)</i>	<i>5BUS1037</i>	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x
	<i>Management Accounting for Business Decisions (optional)</i>	<i>5BUS1038</i>	x		x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x
	<i>Marketing Planning (optional)</i>	<i>5BUS1032</i>	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x
	<i>Organisational Psychology (optional)</i>	<i>5BUS1030</i>	x		x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x
	<i>Analysing Financial Information (optional)</i>	<i>5BUS1002</i>	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x
	<i>Financial Management (optional)</i>	<i>5BUS1158</i>	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x
<i>Employment Law (optional)</i>	<i>5LAW1003</i>		x	x	x	x		x		x				x		x	x	x	x	x	x	x	
<i>Mobile Business Technologies (optional)</i>	<i>5BUS1066</i>	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

	<i>Principles of Operations Management (optional)</i>	5BUS1023	x		x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	<i>Project Planning and Control (optional)</i>	5BUS1008	x		x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	Placement Year		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Level 6	Business Strategy	6BUS1143	x	x	x	x	x	x	x	x	x		x		x	x	x	x	x	x				x	
	Leadership and Organisations	6BUS1141	x	x	x	x	x	x	x		x	x	x		x	x	x	x		x	x			x	
	Contemporary Issues in Business and Management	6BUS1101		x		x	x	x	x	x	x	x		x	x	x		x	x	x	x	x	x	x	
	Business and Commercial Awareness	6BUS0279	x	x	x	x	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	x	
	<i>Creative Problem Solving for Managers (optional)</i>	6BUS1047			x	x		x	x	x	x	x		x	x		x	x	x	x	x	x	x		
	<i>Forecasting Methods for Managers (optional)</i>	6BUS1026			x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	<i>International Financial Management *** (optional)</i>	6BUS1041		x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x	x	
	<i>International Human Resource Management ** (optional)</i>	6BUS1019	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x	x	
	<i>Issues in the Global Economy * (optional)</i>	6BUS1011	x	x	x	x		x	x	x	x	x		x	x		x	x	x	x	x	x	x	x	
	<i>Social Networking and Enterprise (optional)</i>	6BUS1062	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	<i>Electronic Commerce A (optional)</i>	6BUS0184	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	<i>Global Marketing Ethics and Culture (optional)</i>	6BUS1025	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x	x	
	<i>Management Science in Business (optional)</i>	6BUS1083		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
	<i>Small Business Management (optional)</i>	6BUS1065	x	x	x	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x	

KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and Understanding

- A1. The intricacies of organisations
- A2. The complexity of the local, national and international external environments in which organisations operate;
- A3. The wide range of processes, procedures and practices of effective business management
- A4. The basic principles and ethical considerations of business and organisations
- A5. One or more functional areas of business

Intellectual Skills

- B1. Analyse and evaluate business information for decision-making purposes
- B2. Utilise cognitive skills of critical thinking, analysis and synthesis
- B3. Analyse and solve business problems using appropriate techniques
- B4. Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations

Practical Skills

- C1. Apply a range of appropriate business techniques to analyse data to solve structured and unstructured business problems
- C2. Conduct research into business and management issues through the creation, extraction and analysis of data from a range of sources
- C3. Apply and utilise relevant IT tools in the analysis and communication of business information

Transferable Skills

- D1. Communicate effectively, both orally and in writing
- D2. Make effective use of IT tools for business
- D3. Manage time and resources effectively
- D4. Work effectively within a team
- D5. Manipulate, sort and present data
- D6. Solve business problems and make business decisions effectively using appropriate quantitative and qualitative techniques
- D7. Learn to study effectively in preparation for life-long learning
- D8. Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments
- D9. Operate in the dynamic global arena and appreciate contemporary and Cross-cultural difference.

Section 2

Programme management

Relevant QAA subject benchmarking statements

Type of programme

Date of validation/last periodic review

Date of production/ last revision of PS

Relevant to level/cohort

Administrative School

General Business and Management 2015

Undergraduate

February 13

March 2018

All students entering September 2018

Hertfordshire Business School

Table 3 Course structure

Course details					
Course code	Course description			JACS	
BSBA	BA (Hons) Business Administration			N100	
Course Instances					
Instances code	Intake	Stream	Instances Year	Location :	Mode of study
BASD1F	A	BA (Hons) Business Administration	1	Hatfield	Full Time
BASD1P	A	BA (Hons) Business Administration:	2	Hatfield	Part Time
BASD2EX	A	Business Administration	2	Hatfield	Full Time
BASD2F	A	BA (Hons) Business Administration	2	Hatfield	Full Time
BASD2FEB EX	A	Business Administration	2	Hatfield	Full Time
BASD2P	A	BA (Hons) Business Administration:	2	Hatfield	Part Time
BASD2SEP EX	A	Business Administration	2	Hatfield	Full Time (Less than 24 weeks)
BASD3AS	A	BA (Hons) (YAB) Business Administration	3	Hatfield	Study Abroad
BASD3F	A	BA (Hons) Business Administration	3	Hatfield	Full Time
BASD3P	A	BA (Hons) Business Administration:	3	Hatfield	Part Time
BASD4P	A	BA (Hons) Business Administration:	4	Hatfield	Part Time
BASD4S	A	BA (Hons) (YAB) Business Administration	4	Hatfield	Sandwich
BASD5P	A	BA (Hons) Business Administration:	5	Hatfield	Part Time

BASD6P	A	BA (Hons) Business Administration:	6	Hatfield	Part Time
BASDB3F-1	A	BA (Hons) Business Administration	3	Hatfield	Full Time
BASDB3F-2	A	BA (Hons) Business Administration:	3	Hatfield	Full Time
FPBASD2E X	A	Business Administration	2	Hatfield	Full Time
FPBASD2F EBEX	A	Business Administration	2	Hatfield	Full Time
FPBASD2S EPEX	A	Business Administration	2	Hatfield	Full Time (Less than 24 weeks)