



CORPORATE AND ACADEMIC SERVICES

PROGRAMME SPECIFICATION

Part 1: Basic Data			
Awarding Institution	University of the West of England		
Teaching Institution	University of the West of England		
Delivery Location	Frenchay Campus		
Faculty responsible for programme	Business and Law		
Department responsible for programme	Law		
Modular Scheme Title	Bristol Business School Undergraduate Scheme		
Professional Statutory or Regulatory Body Links	Not applicable		
<i>Name of PSRB</i> <i>Type of approval</i> Dates			
Highest Award Title	BA (Hons) in Business and Law		
Default Award Title			
Interim Award Titles	BA Business and Law DipHE Business and Law CertHE Business and Law		
UWE Progression Route			
Mode(s) of Delivery	Full and part-time		
Codes	UCAS:N1M2	JACS:	
	ISIS2: NM11	HESA:	
	NM11 (SW), NM1113(FT)		
Relevant QAA Subject Benchmark Statements	Law Benchmarks 2007 ISBN 978 1 84482 756 5 General Business and Management		
First CAP Approval Date	23 May 2012	Valid from	1 st September 2012
Revision CAP Approval Date	2 February 2016	Revised with effect from	September 2016
Version	2		
Review Date	1 st September 2018		

Part 2: Educational Aims of the Programme

This programme enables students to be able to combine business and law in such a way as to provide them with an understanding of key business and law areas and the opportunity to develop specialisms within the two interrelated disciplines. The programme enables students to develop knowledge and skills to meet the demands of the modern workplace in the private and public sectors and appreciate the interplay between business and law. It offers students a current and integrated education covering the main disciplines in business and law as well as developing the skills and attributes in both disciplines that would enhance a student's preparedness for entering employment.

Part 3: Learning Outcomes of the Programme

The award route provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas:

Learning Outcomes	Teaching, Learning and Assessment Strategies
A Knowledge and Understanding	
A Knowledge and Understanding of:	Teaching/learning methods and strategies:
<ol style="list-style-type: none"> 1. Knowledge and understanding of both black letter law and socio-legal studies. 2. The knowledge of markets and customers and role of marketing 3. Achieve a breadth of study of traditional and developing law and business areas. 4. Knowledge of values, principles, ethics and a substantial range of major business and legal concepts. 5. Knowledge of the global business environment. 6. Use of accounting and the sources, uses and management of finance. 7. Knowledge appropriate to programme subject specialism. 8. Knowledge of legal values, principles and concepts as they relate business practice 9. The nature of organisations, work and management. 10. The management and development of people 	<p>Lecture, seminar and workshop, formats are utilized to support classroom based studies.</p> <p>Achievement is supported through the personal academic tutor system which enables students to identify their strengths and weaknesses in their approach to learning. Students are assisted in developing strategies to improve their skills and subject knowledge base.</p> <p>Learning activities are supported through web based resources and the use of virtual learning environments.</p> <p><i>Acquisition of 1 is by the compulsory law modules Law of Contract (L1), Legal and Professional Skills (L1), and Legal Methods (L1),,</i></p> <p><i>Acquisition of 2 is by the compulsory module: Understanding the Principles of Marketing(BIM) (L1)</i></p> <p><i>Acquisition of 3 is by compulsory modules Law of Contract (L1), and Legal and Professional Skills (L1), and Legal Methods (L1),,</i></p> <p><i>Acquisition of 4 is by compulsory module Understanding the Business & Economic Environment (BIM) (L1),</i></p> <p><i>Acquisition of 5 is by compulsory module Understanding the Business and Economic Environment (BIM) (L1).</i></p>

Part 3: Learning Outcomes of the Programme	
<p>11. The management of resources and operations</p> <p>12. Business policy and strategy</p>	<p><i>Acquisition of 6 is by the compulsory module Understanding Financial and Business Information (BIM) (L1)</i></p> <p><i>Acquisition of 7 is by compulsory law modules: Law of Contract(L1), and Legal and Professional Skills (L1), and Legal Methods (L1),</i></p> <p><i>Acquisition of 8 is by compulsory law modules: Law of Contract(L1), and Legal and Professional Skills (L1), and Legal Methods (L1),</i></p> <p><i>Acquisition of 9 is by compulsory modules Understanding Organisations and People (BIM) (L1); Managing People (BIM)(L2), Managing Organisational & Individual Change (BIM) (L3)</i></p> <p><i>Acquisition of 10 is by compulsory modules Understanding Organisations and People (BIM) (L1); Managing People (BIM)(L2)</i></p> <p><i>Acquisition of 11 is by Strategic Management (BIM) (L3)</i></p> <p><i>Acquisition of 12 is by compulsory module Strategic Management (BIM) (L3).</i></p> <p>Assessment:</p> <p>A range of assessment is used which varies according to module and module learning outcomes - please see individual module specifications for details.</p> <p>Assessments utilized include:</p> <ul style="list-style-type: none"> • research projects, • management reports • classroom tests, • online tests • unseen exams • coursework essays, • problem questions, • presentations and • e- portfolios evidencing progress in relation to the relevant subject benchmarks.
B Intellectual Skills	
<p>B Intellectual Skills</p> <p>Students are supported in:</p> <p>1. Learning to research, analyse, critically evaluate and develop a technical and practical understanding of important legal and business concepts and principles.</p>	<p>Teaching/learning methods and strategies</p> <p><i>Intellectual skills are developed at levels 1,2 and 3 through a range of learning approaches including lectures, seminars, workshops, group work, cases studies, projects, exercises and online and simulation activities.</i></p>

Part 3: Learning Outcomes of the Programme	
<ol style="list-style-type: none"> 2. Understanding the process of research - how to research and interpret and apply information from relevant legal , financial and business materials. 3. Developing a mature understanding of the areas of law and business studied. 4. Understanding the fast developing and organic nature of some areas of law and business. 5. Apply the skills acquired to a range of complex and unpredictable contexts 	<p>Achievement is supported through the personal academic tutor system which supports the development of a reflective approach to studying the subject specialisms.</p> <p>Students are encouraged to make constructive use of feedback.</p> <p>Through seminars workshops and the Personal Academic Tutoring system, students are assisted in developing the higher level reasoning and other intellectual skills in relation to specific bodies of subject knowledge.</p> <p>Assessment:</p> <p>A range of assessment is used which varies according to module and module learning outcomes - please see individual module specifications for details.</p> <p>Assessments utilized include:</p> <ul style="list-style-type: none"> • research projects, • classroom tests, • online tests, • unseen examinations, • coursework essays, • problem questions, • presentations and • e- portfolios evidencing progress in relation to the relevant subject benchmarks
C Subject, Professional and Practical Skills	
C Subject, Professional and Practical Skills	Teaching/learning methods and strategies:
<ol style="list-style-type: none"> 1. Carry out a business and management research programme and write management reports 2. Challenge students to develop skills of oral argument, 3. identify appropriate evidence and to build and structure arguments in an appropriate and ethical manner, 4. technical skills development fostered through practical problem solving, 5. develop a practical understanding of what happens in court by making a court visit and reflecting on the outcome and researching a specific legal role relevant to the case that they observed, 6. analysis of scenarios or research of topics which require the practical application of law 	<ul style="list-style-type: none"> • Some modules specialize in facilitating particular skills modules may use workshop and seminar spaces to achieve this goal. • Reflective approaches to skills acquisition are fostered , through the writing of logs particularly in the compulsory module Legal and Professional Skills, • Students are encouraged to undertake volunteering and pro bono experiences and to integrate them into their academic experiences to develop a reflective and mature approach to their own development and employability. • Law modules utilize the vehicle of specialist subject knowledge to develop the advocacy and reasoning skills though traditional lecture and seminar workshop environments. <p><i>Acquisition of 1 is by smaller research projects in modules at all levels and an integrative project at level 3 in Managing Individual & Organizational Change.</i></p>

Part 3: Learning Outcomes of the Programme

to facts.	<i>Acquisition of 2 is by Law of Contract (L1), and Legal and Professional Skills (L1), and Legal Methods (L1),</i>
7. development professional and legal skills which would support working in a business environment	<i>Acquisition of 3 is by Law of Contract (L1),</i>
8. Contribute effectively to group projects and deliver presentations	<i>Acquisition of 4 is by Law of Contract (L1), and Legal and Professional Skills (L1), and Legal Methods (L1),</i>
9. Select and use subject specific tools and techniques	<i>Acquisition of 5 is by Legal and Professional Skills (L1), and Legal Methods (L1),</i>
10. Develop professional identity and subject expertise relevant to degree programme.	<i>Acquisition of 6 is by Law of Contract (L1)</i>
	<i>Acquisition of 7 is through the compulsory law modules: Legal and Professional Skills (L1), and Legal Methods (L1),, Managing People (I2), Managing Individual & Organisational Change (L3)</i>
	<i>Acquisition of 8 is by the compulsory modules; Understanding Organisations & People (BIM) (L1); Managing People (BIM) (L2); Managing Individual & Organisational Change (L3)</i>
	<i>Acquisition of 9 is by the compulsory modules; Understanding the Business & Economic Environment (BIM) (L1); (L1); Understanding the Principles of Marketing(BIM) (L1); Managing People (BIM) (L2); Strategic Management (BIM) (L3)</i>
	<i>Acquisition of 10 is through the compulsory modules: Legal and Professional Skills (L1), and Legal Methods (L1),, Managing People (L2) and Law of Contract (L1)</i>
	<p>Assessment:</p> <ul style="list-style-type: none"> • E-portfolios giving evidence of levels of tasks completed and skills achievement • presentation • report writing • reflective logs • essay questions • problems questions • seen examinations where problem scenarios are set in advance • work based or critical business enquiry project • practical examination

D Transferable Skills and other attributes

Part 3: Learning Outcomes of the Programme

D Transferable Skills and other attributes

On completion of the programme students will be able to:

1. Work effectively alone.
2. Work effectively in groups.
3. Present, discuss and defend ideas, business and law concepts and views through formal and informal written and spoken languages.
4. Extract, process and present numerical information for a given purpose.
5. Use information technology.
6. Manage own time and workload.
7. Take responsibility for own learning.
8. Reflect on own performance and respond positively to feedback.
9. Transfer knowledge and skills across different settings.
10. Develop a strong sense of self and the life-long learning skills to make an ongoing contribution to society at large.
11. identifying issues and obtaining and summarizing appropriate and up to date legal and business information from electronic and paper sources
12. the ability to identify and use primary and secondary sources of law
13. to show an understanding of legal and business principles
14. to show a command of standard legal arguments

Teaching/learning methods and strategies:

Transferable skills are developed through an integrated programme of learning, which is built into all compulsory modules at levels 1, 2 and 3

Skills 1, 2, 3, 4, 5, 6, 7, 8 and 9 are developed in all compulsory and option modules. Skills 1,3,6, 7, 8 are given particular emphasis in the modules: Law of Contract (L1) and Legal and Professional Skills (L1), and Legal Methods (L1),

Skill 2 is given particular emphasis in the compulsory modules: Understanding Organisations & People (BIM) (L1); Managing Individual & Organisational Change (BIM) (L3)

Skill 4 is given particular emphasis in the compulsory modules: Understanding Financial and Business Information (BIM) (L1).

Skill 5 is given particular emphasis in Managing Business Processes

Skill 8 is given particular emphasis in compulsory module Legal and Professional Skills (L1), and Legal Methods (L1),

Skill 9 is given particular emphasis in Managing Individual and Organisational Change (BIM) (L3), Strategic Management (BIM) (L3)

Skill 10 is given particular emphasis in ; Managing People (BIM) (L2); Managing Individual and Organisational Change (BIM) (L3)

Skill 11 is given particular emphasis in and Law of Contract (L1), Legal and Professional Skills (L1), and Legal Methods (L1),

Skill 12 is given particular emphasis in Law of Contract (L1), Legal and Professional Skills (L1), and Legal Methods (L1),

Skill 13 is given particular emphasis in Law of Contract (L1), Legal and Professional Skills (L1), and Legal Methods (L1),

Skill 14 is given particular emphasis in Law of Contract (L1), Legal and Professional Skills (L1), and Legal Methods (L1),

Part 3: Learning Outcomes of the Programme

Assessment:

Assessment of transferable skills is accomplished through a range of methods which include written individual and group coursework, peer assessment, employer assessment, self-assessment, tests, presentations, examinations, dissertations


All skills are assessed in the compulsory modules at level 3

- E-portfolios giving evidence of levels of tasks completed and skills achievement
- presentation
- report writing
- reflective logs
- essay questions
- problems questions
- examinations (written and practical)

Part 4: Programme Structure

BA(Hons) Business and Law PRE 2015 COHORTS

This structure diagram demonstrates the student journey from Entry through to Graduation for a typical **full time student**, including:
 level and credit requirements
 interim award requirements
 module diet, including compulsory and optional modules

ENTRY		Compulsory Modules	Optional Modules	Interim Awards
	Year 1	<p>UMAD4U-15-1 Understanding Business and Financial Information (BIM) (15 credits)</p> <p>UMED8A-15-1 Understanding the Business & Economic Environment (BIM) (15 credits)</p> <p>UMOD63-15-1 Understanding Organisations and People (BIM) (15 credits)</p> <p>UMKD6J-15-1 Understanding the Principles of Marketing (BIM) (15 credits)</p> <p>UJUJ6-15-1 Legal and Professional Skills</p> <p>UJUTN3-30-1 Law of Contract</p> <p>UJUJJC-15-1 Legal Methods</p>		<p>Cert HE Business and Law <i>Credit requirements</i> 120 credits at appropriate level</p>

Year 2	<p>Compulsory Modules</p> <p>Managing People (BIM) (30 credits) UMPD78-30-2</p> <p>Employment Law UJUUIR-30-2</p>	<p>Optional Modules(subject to availability) 30 credits from Business options</p> <p>Accounting Information for Business UMAD5H-15-2 Market Analysis for Private Investors UMAD5M-15-2 Law and Equality at Work UMPD7J-15-2 Good Business, Bad Business and Sustainability UMED8U-15-2 Entrepreneurship & Small Business UMSD7Q-15-2 Integrated Marketing Communications UMKD6M-15-2 Credit Management: Theory and Practice UMAD5N-15-2 Digital Business Management UMMDFY-15-2</p> <p>30 credits from Law options</p> <p>Environmental Law UJUUIE-30-2 European Union Law UJUUIB-15-2 Land Law UJUUI9-15-2 International Trade UJUUIS-30-2 Law of Torts 1 UJUUKL-15-2 Sports Law UJUUIG-30-2 Migration Law and Policy UJUUIF-30-2</p>	<p>Interim Awards</p> <p>Dip HE Business and Law <i>Credit requirements</i> 240 credits at Appropriate level</p>
<p>Placement Students taking the sandwich (SW) programme must complete a Work Placement (a minimum of 40 weeks in employment) normally in the legal field.</p> <p>Whilst on Placement students complete study a 15 credit level 3 module, Learning & Development on Placement (UMCDDA-15-3) to assess the student's personal development from the experience of placement and their ability to work critically with theory in practice through the demonstration of a detailed knowledge and critical understanding of how their degree subject specialism may be applied in, and in turn be influenced by, real world organisations</p> <p>To be eligible for Placement students must have passed a minimum of 210 credits</p>			

Year 3	<p>Compulsory Modules</p> <p>UMSD7T-15-3 Strategic Management (BIM) (15 credits)</p> <p>UMOD68-30-3 Managing Organisational & Individual Change (BIM) (30 credits)</p>	<p>Optional Modules (subject to availability) 15 credits from Business options</p> <p>HR Development & Knowledge Management UMPD7F-15-3 Events & Festivals Management UMKD75-15-3 Global Marketing Management UMKD6Q-15-3 International Business in the Emerging Markets UMSD7W-15-3 Project Management UMMD7P-15-3 Sustainable Business UMED95-15-3 Business Innovation & Growth UMSD87-15-3 Investment Management UMAD5X-15-3 Organisational Leadership UMOD6F-15-3 International Financial Management UMAD5T-15-3 Personal Financial Planning UMAD5R-15-3 Brand Management UMKDCA-15-3 Entrepreneurship: Ideas and Practices UMSD84-15-3</p> <p><i>Additional options, as appropriate and available, may be offered through the annual Online Module Choices process each year.</i></p> <p>60 credits from Law options Advanced European Union Law UJUJ5-15-3 Commercial Law UJUTK6-30-3 Company Law in Context UJUUKP-30-3 Equity and Trusts UJUTK4-30-3 Globalisation, Trade and Natural Resources Law UJUJH4-30-3 Intellectual Property Law UJUTKB-30-3 Land Law II UJUUK4-15-3 Law Project UJUUK3-15-3 Media and Entertainment Law UJUTNG-30-3</p> <p>Contd.</p>	<p>Interim Award</p> <p>BA Business and Law <i>Credit requirements</i> 300 credits at appropriate level</p>
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Year 3		<p>Optional Modules contd. Law of Torts 2 UJUUK5-15-3 Information Technology Law UJUUL3-30-3 Dissertation UJUTA7-30-3</p> <p>Students who have completed a Placement (and passed the relevant modules) are not required to do a Business option.</p>	
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GRADUATION

Part 5: Entry Requirements
<p>The University's Standard Entry Requirements apply with the following additions: International students seeking direct entry into level 3 require IELTS with 6.0 in all components or an overall band score of 6.5 or above.</p>

Part 6: Assessment

Approved to University Regulations and Procedures

Assessment Map

The programme encompasses a range of **assessment methods** including; presentations, e portfolios, written assignments, report writing, in class written tests, written assignments, and seen and unseen written examinations.

These are detailed in the following assessment map:

Assessment Map for *BA (Hons) Business and Law*

		Type of Assessment*									
		Unseen Written Exam	Open Book Written Exam	In-class Written Test	Practical Exam	Practical Skills Assessment	Oral assessment and/or presentation	Written Assignment	Report / Project	Dissertation	Portfolio
Compulsory Modules Level 1	UJUUJ6-15-1		A (40)					B (42)			B (28)
	UJUUJC-15-1	A (70)				B (30)					
	UJUTN3-30-1		A (50)	B (25)				B (25)			
	UMAD4U-15-1				A (75)				B (25)		
	UMED8A-15-1				A (50)			B (50)			
	UMOD63-15-1	A (50)						B (50)			
	UMKD6J-15-1						A (50)	B (50)			
Compulsory modules Level 2	UJUUR-30-2	A (100)									
	UMPD78-30-2	A (25)						B (35)			B (40)
Compulsory modules Level 3	UJUJ8-15-3						A (25)				A (75)
	UMSD7T-15-3	A (60)						B (40)			
	UMOD68-30-3						A (30)	B (42)			B (28)

*Assessment should be shown in terms of either **Written Exams**, **Practical exams**, or **Coursework** as indicated by the colour coding above.

Part 7: Student Learning

Teaching, learning and assessment strategies to enable learning outcomes to be achieved and demonstrated

At UWE, Bristol there is a policy for a minimum average requirement of 12 hours/week contact time over the course of the full undergraduate programme. This contact time encompasses a range of face:face activities as described below. In addition a range of other learning activities will be embedded within the programme which, together with the contact time, will enable learning outcomes to be achieved and demonstrated.

On the BA(Hons) Business and Law programme teaching is a mix of scheduled, independent and placement learning.

Scheduled learning includes lectures, workshops, tutorials/seminars, lectorials (a mix of lecture and seminar), some webinars (synchronous online seminar), project supervision, some external visits. The nature of scheduled learning may vary slightly depending on the module choices made.

Independent learning includes hours engaged with essential reading, case study preparation, class preparation, reviewing lecture content, assignment preparation and completion, examination preparation etc.

Placement learning: For students on the sandwich programme this is either:

- **Placement option** - A minimum of 40 weeks in employment

Description of Distinctive Features and Support

The overarching aim of the Faculty's Learning Teaching & Assessment Strategy is 'to maximise student achievement (both in relation to award classification and to employability) and student satisfaction whilst maintaining appropriately rigorous academic standards and supporting the university's vision of becoming an inclusive and welcoming learning community, actively engaged with global society and based on values of mutual respect, critical engagement and self-awareness'.

The supporting objectives of the strategy are the:

- further development of intellectually vibrant, highly reflective, mutually respectful and diverse student and staff learning communities within the Faculty
- increase in the use of links with the world external to UWE (including professional accreditation where possible) to inform curriculum design and delivery and provide lifelong learning opportunities
- provision of an effective, efficient and supportive infrastructure for learning (organisation and management of programmes, student advice, communication with students etc)
- appropriate design and flexible delivery of curricula which provide an intellectually stimulating learning experience enabling students to develop as highly employable and internationally aware lifelong learners
- provision of effective support for students making the transition to learning at UWE
- provision of effective and ongoing developmental support for all staff
- use of effective strategies for assessment for learning

Curriculum Design Content & Organization

The programme is delivered within the Faculty's Undergraduate Scheme, which allows credit

Part 7: Student Learning

accumulation and flexibility in the student learning process.

The business modules are structured on the basis of 15 and 30 credit modules which are semesterised modules in business. Each semester consists of a 12 week teaching block following by a period of assessment. In each semester students study a mixture of 15 and 30 credit modules. Students therefore study 60 credits in business at each level and 180 business credits over the three levels.

The law modules are structured on the basis of 15 and 30 credit modules over the entire teaching year with assessment at appropriate periods, depending upon the nature of the assessment in any particular module. Students will study one 60 credits in law at each level and 180 credits in law over the three levels.

The programme is organised within and between each of the three levels, where it is designed to provide a coherent set of modules at each level and to allow students to develop and progress through each level; in relation to knowledge and understanding, cognitive, subject-specific and study skills.

The programme utilizes first year modules that are common with the single honours business and law programmes and the modules are drawn from compulsory modules in the respective Undergraduate Schemes, this allows students the maximum flexibility to transfer in or out of this programme and to pursue the course of study that is most appropriate to their emergent subject and/or professional interests. The key feature of this first year permits students to make a choice the end of their first year as to whether they wish to remain upon this route of study dividing their time equally between business and law throughout their studies or allowing them to choose to major in business or law at levels two and three.

Level One provides students with a general business and law foundation to enable them to develop the skills and underpinning disciplinary areas for subsequent levels of study.

Level Two business modules are structured around the key functional areas of business. In addition students can select one option. These modules are designed to compliment elements of the compulsory modules. They allow students to start to specialise around their particular area of interest.

In law students develop research skills and can then select options, to the value of 30 credits from the law modules offered which have been specifically chosen to compliment the business modules and that allow students to further specialise around their particular area of interest.

Level Three has been designed to integrate the academic knowledge gained in the first two levels of study to enable students to gain an understanding of the inter-disciplinary nature of business and law. In addition students have optional modules to select, which focus on specific areas of interest and can follow on from module choices at Level 2. These optional modules allow level three students to develop a deep understanding of the areas of business and Law in which they have a specialist interest.

Teaching, Learning & Assessment

The teaching, learning and assessment strategy of the Faculty encourages students to assume responsibility for many aspects of their learning and staff to take responsibility for facilitating that learning. The balance of student and staff responsibility varies according to individual student profiles, academic level and according to the nature of the learning outcomes the students are expected to meet. Ultimately, the aim of this programme is to enable students to progress to a high level of autonomy in their learning and to view that learning as an ongoing process over

Part 7: Student Learning

which they have some control, about which they are able to make active choices, and which they are free to challenge.

To achieve this, an appropriate blend of learning approaches and opportunities have been integrated throughout the programme with an overall emphasis on active student participation. The Faculty 'blend' consists of face to face learning in large and small groups (lectures and seminars/ workshops) supported by on-line learning Blackboard, together with exposure to real life examples through case studies, occasional organisational visits and guest practitioner speakers. There is a significant requirement for students to work independently throughout the programme – both individually and in groups - with the level of this independence increasing as the student moves from level one to level three.

Included within the programme is a clear personal & professional development strand of transferable skills and “brain habits” of the sort which facilitate the transition into HE and underpin employability and lifelong learning.

	Personal and Professional Strand (Employability)	Enquiry Strand (Research & Academic Skills development)
Level 1	Foundations for Law	Legal Methods
Level 2	Managing People Professional Development	
Level 3	Managing Individual & Organisational Change	

Whilst the 30 credit modules in business and the 15 credit modules in law provide the focus for the development of skills, subject specific and transferable skills are further developed throughout the programme and in more depth in identified modules i.e. analytical and interpretive skills , numeric and problem-solving skills (and self-reflective capabilities).

The teaching and learning methods used in the programme intend to challenge the existing perspectives of the students and encourage creative thinking. Thus many of the approaches used, including those that are case based, set concepts and problems in a wide range of contexts to add depth and complexity and to ensure an applied focus.

Teaching is based on research literature, professional experience and significant use of debate and discussion. Through didactic pedagogy students are challenged to defend their thinking. A final year capstone module requires students to integrate learning from the total programme and to reflect on how this prepares them for a future in complex and changing organisations.

All sandwich students will undertake a work placement of a minimum of 40 weeks, normally in an area of a business related to the specialism of the degree, and this provides a rich process in which student can make links between theory and practice, reassess themselves and confront the challenges of carrying out a role in a new organisation whilst knowing that they will have the opportunity to be supported if there is a problem and that they will be returning to the programme for a further period of reflection and learning after the placement is completed.

During Placement students complete one 15 credit Level 3 module (*Learning & Development on Placement*)

Assessment is an integral part of the teaching and learning process. Students are exposed to a variety of assessment methods that test their ability to integrate theory and practice and which promote the growth of their life-long learning skills. Assessment feedback helps students to ascertain their learning strengths and weaknesses and continuing development needs.

Part 7: Student Learning

Assessments are designed to facilitate a progression through differing levels of complexity at each level of study:

- At level 1, a sound knowledge of the basic concepts of a subject.
- At level 2, a sound understanding of the principles of the field of study and the ability to apply these principles more widely.
- At level 3, an understanding of a complex body of knowledge, some of it at the current boundaries of the academic discipline.

The faculty supports the University's current Academic Regulations and Procedures, and its requirement for controlled conditions to apply to part of the assessment of every module. Forms of assessment commonly used in controlled and non-controlled conditions assessment are: invigilated timed assignments including examinations, presentations, in-class tests, self and peer assessments, individual and group projects and supervised mini-projects, dissertations, personal development portfolios and employer and self-assessment of the placement.

Learning Resources

All modules make use of Blackboard for web-enhanced delivery to at least the recommended minimum standard and for communications with students. All modules have teaching/learning resource booklets and most have set texts in accordance with the university's Reading Strategy. Additional support is provided through the library and an extensive student computing network.

Students are directed towards the University Library online MySkills resource for the development of skills appropriate to the level and style of each module. Students will be directed on how the resources on this site should be used to develop the skills that will underpin their studies in module handbooks and/or via Blackboard.

Additional support is provided through the library by means of information skills sessions embedded at module level and self directed online tutorials. There is also an extensive programme of regular workshops including referencing management, database searching and finding journal articles. The library offers zoned space from silent to group study and student bookable rooms. There is excellent access to electronic databases on campus through the extensive student computing network and wifi. Most databases are also available off campus and supported by the online library enquiry service.

Student Support & Guidance

Student Support

Academic student support for all issues relating to the content, delivery and assessment of modules is provided by Module Leaders and for more general academic and professional concerns, by Personal Academic Tutors. In addition, students can seek support from Faculty Learning Support Tutor to address study skills issues, or from Disability Services.

The role of Personal Academic Tutor is primarily about being the first point of contact for students as a named individual who is concerned for their well-being and progress. The aim is to help students in the achievement of their academic and employability goals. This is an academic role and where students have problems of a personal nature they are to be referred as appropriate to UWE Student Services Student Advisors and to UWE Careers regarding employability issues.

These Student Services Student Advisors provide timely, accurate and confidential advice

Part 7: Student Learning

where necessary on all aspects of the provision, for example coursework and examination arrangements, extenuating circumstances procedures, progression counselling, as well as personal issues such as problems with studying or meeting deadlines, financial matters, ill health and so on, including when relevant how to access the wider support provided by the University. This service is supported by extensive online resources.

Students and graduates are also supported by UWE Careers who help them to access skills, experience and knowledge to improve their employability prospects. The service provides high quality and professional advice and guidance focusing on enabling them to take control of and responsibility for their own career planning and progression/development. They can access support around finding vacancies for work experience, volunteering, part time work and internships, as well as events and workshops, UWE Careers provides recruiter facing services including advertising graduate job vacancies, work experience and volunteering opportunities, and running both undergraduate and graduate internship schemes. There are also part time jobs advertised by the Student Union Jobshop.

There is specialist support for international students including specific resources developed for a range of countries where students are recruited from. Students are introduced to the service during the induction to the course and are encouraged to use the service all through their undergraduate programme and for three years after graduation.

There is also specialist Placement support offered through the employability teams at UWE Careers which provide extensive support for students in preparation for, as well as throughout, their placement period.

Part 8: Reference Points and Benchmarks

Description of **how** the following reference points and benchmarks have been used in the design of the programme:

QAA subject benchmark statements
Business & Management
Law

University strategies and policies

- University's Vision & Mission – 2020 Strategy
- University Strategic Plan
- UWE Charter

Faculty strategies and policies:

- Blended Learning Framework
- Curriculum Principles
- Employability Strategy
- Faculty of Business and Law LTA Strategy

Staff research projects

- Where ever possible staff are encouraged to utilize their research – and that of colleagues – to inform their teaching, both in terms of content and pedagogic approach

Employer interaction and feedback

- Employers and alumni are regularly consulted to ensure the currency and relevance of the programme

QAA subject benchmark statements

This specification provides a concise summary of the main features of the programme and the 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 learning outcomes, content and teaching, learning and assessment methods of individual modules can be found in module specifications, available on the University's website.