

**University of the West of Scotland
Undergraduate Programme Specification**

Session: 2023/24

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Named Award Title:	BA (Hons) Business & Finance Single
Award Title for Each Award:	BA (Hons) Business & Finance BA Business & Finance Dip HE Business Cert HE Business
Awarding Institution/Body:	University of the West of Scotland
Language of Instruction & Examination:	English
Award Accredited By:	Chartered Institute of Management Accountants
Maximum Period of Registration:	Normally 4 years for Full Time; 8 years for Part Time
Mode of Study:	Full Time Part Time
Campus:	Paisley
School:	School of Business & Creative Industries
Programme Leader:	Nasir Kolade

Admission Criteria

Candidates must be able to satisfy the general admission requirements of the University of the West of Scotland as specified in Chapter 2 of the University Regulatory Framework together with the following programme requirements:

SQA National Qualifications

Scottish Highers: BBBC (102 UCAS Tariff points) including English, plus Maths at SQA National 5 (Grade C, or above), SQA Intermediate 2 (Grade C, or above), SQA Standard Grade (Credit).

or GCE

A levels: CCC (96 UCAS Tariff points) plus GCSE English Language and Mathematics (Grade C, or above).

Irish Leaving Certificate: H3 H3 H3 H4, including English, plus OL Mathematics.

International Baccalaureate (IB) Diploma: 24 points (4 at HL), plus SL English and Mathematics.

or SQA National Qualifications/Edexcel Foundation

An appropriate HNC/HND award in a suitable subject area commensurate with the programme being followed, with the level of entry and/or credit being awarded being subject to the content of the HN programme.

Applicants may also be considered with other academic, vocational or professional qualifications deemed to be equivalent.

Direct Entry is possible to the Business & Finance programme at SCQF Levels 8 and 9, with the necessary qualifications or pre-requisites. Support arrangements are in place to assist the integration of those students joining the programme in this way.

Other Required Qualifications/Experience

An applicant whose qualifications do not conform to the general entrance requirements but who presents other evidence which indicates an interest in personal educational advancement and an aptitude for academic study at the level concerned may be admitted to a programme of study at the discretion of the University. School Admissions Officers, Central Admissions Staff or Education Guidance Advisors will assess potential entry qualifications and their suitability for individual programmes of study. Guidance on qualifications can be found in UCAS publications on UK and International Qualifications. Students may be offered a programme of study that includes pre-sessional English language training in addition to their formal academic programme. The University also subscribes to the National Academic Recognition Information Centre (NARIC) which provides definitive information on the equivalence of international qualifications in relation to those of the UK.

See University Regulations 2.12 for English Language Requirements and 2.13 to 2.25 for Recognition of Prior Learning and Recognition for Credit. See 2.26 to 2.36 for Admission with Prior Learning.

To support the admission of students from a wide and diverse backgrounds, UWS considers a range of additional contextual indicators as a means of assessing candidates suitability for entry to programmes. For example, applicants who have care experience; applicants that live in priority postcode such as SIMD 20/40; applicants that are progressing from Schools for Higher Education or similar; and applicants that have successfully completed access and participation programmes (see UWS website for Admissions procedure).

Further desirable skills pre-application

None.

General Overview

Students studying for a single title in Business & Finance are expected to achieve all of the learning outcomes in this programme specification.

The programme is one of four pathways that students can follow:

BA (Hons) Business

BA (Hons) Business & Finance

BA (Hons) Business & HRM

BA (Hons) Business & Marketing

Each pathway is developed around the core BA (Hons) Business, but each pathway will offer its own distinct core modules which will differentiate them from each other. A key component of the programmes and their Unique Selling Point (USP) is that each will offer professional institute exemptions or recognition. Every degree within the pathway will allow students either to gain an institute qualification whilst studying or on completion of their degree opportunities to claim exemption(s) from key institute examinations.

The degrees have been designed to deliver up to date practical and professional skills, underpinned by appropriate academic theory which will produce 21st century graduates who are ready for the workplace; or who, where appropriate can expand their education into post graduate studies.

Each programme develops the students' intellectual and imaginative understanding and judgement, the ability to resolve problems effectively and the ability to recognise the relevance of a wide variety of approaches fundamental to business. Each programme will engender an analytical and creative approach, encourage independent judgement and critical self-awareness all directed towards continual improvement in the business and/or pathway sector. In addition each programme provides students with opportunities to acquire and develop generic and specialist transferable skills relevant to their chosen career paths.

On completion of an Honours degree, graduates may follow a variety of routes at post-graduate level both within the University and elsewhere. Many may pursue professional qualifications in their chosen specialist area of study.

Students taking a Degree in any of the pathways, will follow a common framework with pathway specialist modules. In agreement with their PL students will have the opportunity at levels 8, 9 and 10 to select any available modules at the University of the West of Scotland. Individual modules will normally offer a blend of lecture, tutorial, presentations, practical session, workshops and/or site visit. Lectures are used to introduce and develop the principles of the subject areas, while tutorial and practical sessions are used to confirm and enhance the understanding of the material presented in lectures. The classes are divided into smaller groups for tutorial and practical work to allow greater interaction between students

and tutors. Assessment methods include formal examination, academic essays, formal reports, seminar discussion, participation and presentation of papers and preparation of business and project plans. Specific assessment methods are detailed in the module descriptors. Skills are developed through practical workshops, seminar discussions, industry visits, interactive group exercises, case study analysis and feedback. Professional Practice Skills are achieved through case study analysis, scenario development, role play and practical demonstration, guided practice of relevant techniques and behaviour. Achievement of such skills is assessed through a variety of means including but not limited to coursework, tutorial participation and presentations. Transferable skills are developed through; for example, group working interaction and team leadership exercises. Ability to the use of IT is developed through tutorial and seminar work and directed self-study. Assessment techniques used to gauge attainment of transferable skills include personal projects, individual and group assessments, presentations and interaction in class.

The programme will be structured over the 4 academic years each of which will follow a common conceptual approach:

- 1st years – Introductory Year
- 2nd year - Operational Year
- 3rd year – Managerial Year
- 4th year – Strategic Year

Graduate Attributes, Employability & Personal Development Planning

Learning outcomes throughout the programme have been designed to ensure that, in addition to the development of knowledge and understanding of the business and its components, students will have the opportunity to develop these skills and attributes that are most valued by employers. The programmes have employability embedded into the core curriculum, thereby ensuring that all students are exposed to the development of their key skills and have the opportunity to reflect on their own personal development. Employability skills development is continually reinforced throughout the programme. Although the general policy is that PDP should be embedded into the curriculum, it is also proposed that Personal Development Planning should be supported by students' reflection on key points within the programme. A diagnostic on-line toolkit will be used to enable students to self diagnose abilities in areas such as numeracy, languages, study skills, writing skills, time management skills etc.

Our Graduates

The University puts you, the future graduate, at the heart of everything that it does. The BA (Hons) Business and Finance programme has been designed to ensure that you, on completion of your degree, have all the necessary attributes required of a modern graduate in a professional workplace. Your modules are designed to develop a range of skills that are academic (developing your knowledge, skills and abilities to a high-level for academic study), personal (ensuring that your qualities and characteristics result in you being a well-rounded, developed, responsible individual, both in the workplace and in life), and professional (developing the range of skills that you need in a modern and constantly changing working environment). These are the keystones in modern business and finance. Your modules, both in terms of content and assessment, are professionally focussed to develop:

- Your academic skills (critical thinking, analysing, inquiring, improving knowledge, being digitally literate, problem solving, autonomy, being incisive and being innovative);
- Your personal skills (being emotionally intelligent, being ethically-minded, being culturally aware, communicating effectively, being influential, being motivated, being creative, being imaginative and being resilient), and;
- Your professional skills (collaborating, being research-minded, being socially responsible, becoming a potential leader, being enterprising, being ambitious, being driven, being daring, and being transformative).

Work Based Learning/Placement Details

Representatives from The Chartered Institute of Management Accountants (CIMA) and the Association of Chartered Certified Accountants (ACCA) regularly provide sessions on personal development and employability.

Graduates may also return to UWS to complete Accounting and Finance modules to gain further professional exemptions.

<p>Engagement</p> <p>In line with the Academic Engagement Procedure, Students are defined as academically engaged if they are regularly engaged with timetabled teaching sessions, course-related learning resources including those in the Library and on the relevant learning platform, and complete assessments and submit these on time.</p> <p>Where a programme has Professional, Statutory or Regulatory Body requirements these will be listed here:</p> <p>Students are expected to engage with their programme and attend all timetabled events. The School of Business and Creative Industries sets a minimum threshold for engagement and attendance:</p> <ul style="list-style-type: none"> • Attendance at taught classes must be in excess of 75%, except in cases of illness and other authorised absence • Students must engage with non-classroom based activity at least once per week on average (e.g. accessing Moodle or Library resources) • Submission of all assessments, except in case of extenuating circumstances <p>For the most recent Academic Engagement Procedure (Sep 2020) see https://www.uws.ac.uk/media/6473/academic-engagement-procedure-061020.pdf</p>
<p>Equality and Diversity</p> <p>The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: UWS Equality and Diversity Policy</p> <p>Professional Services and the School's Disability Coordinators ensure that students receive adequate academic support. For students with disability needs, materials are available in advance of classes via MyUWS/Moodle sites in formats that ensure the University's Equality and Diversity policies are met.</p>

Programme structures and requirements, SCQF level, term, module name and code, credits and awards ([Chapter 1, Regulatory Framework](#))

A. Learning Outcomes (Maximum of 5 per heading)

Outcomes should incorporate those applicable in the relevant QAA Benchmark statements

Knowledge and Understanding	
A1	Develop and demonstrate knowledge and understanding of concepts, theories and skills appropriate for Business.
A2	Demonstrate learning skills appropriate for Business.
A3	Understand the multidisciplinary nature of Business including, Accounting and Finance, Marketing, Human Resource Management and Business Management in a global context
A4	Recognise the evolving nature of Business in a globalised society
Practice - Applied Knowledge and Understanding	
B1	Use Information and Communications Technology as appropriate to Business.
B2	Apply and practice relevant Business, Management and Financial information to a range of Business situations.
B3	Apply knowledge to a range of concepts, values and principles of Business.

Communication, ICT and Numeracy Skills	
C1	Use appropriate communication, information technology and numeracy skills.
C2	Develop professional presentation and reporting techniques for working in industry.
C3	Utilise a wide range of skills for the gathering, basic analysis and presentation of routine information, ideas and concepts.
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation	
D1	List and use problem-solving approaches relevant to Business.
HURD2	Implement basic evaluation techniques relevant to Business.
Autonomy, Accountability and Working With Others	
E1	Exercise some initiative and independence in carrying out defined activities independently or as part of a team under guidance.
E2	Work with others to support development of active learning, reflective practice and personal development planning.
E3	Accept responsibility for learning and engage in self and peer reflection.

Core Modules

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
7	HURM07001	Introducing People Management	20	✓			
7	MARK07006	Introduction to Marketing	20	✓			
7	ECON07003	Business Economics	20	✓			
7	ACCT07007	Data Analysis	20		✓		
7	ACCT07017	Introduction to Accounting and Finance	20		✓		

* Indicates that module descriptor is not published.

Footnotes

Optional Modules

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
7	DAAD07011	Digital Design 1	20		✓		
7	BUSN07050	Entrepreneurial Opportunity	20		✓		
7	TOUR07007	Tourism & The Experience Economy	20		✓		

* Indicates that module descriptor is not published.

Footnotes

Language modules may also be chosen but, as with all optional modules, the availability of these are subject to resources and demand. A list of optional modules will be provided during Enrolment.

Criteria for Progression and Award

Students obtaining 120 credits of which 120 are at SCQF7 or above from any programme are eligible for the exit award of the Certificate of Higher Education in Business.

For information on progression with credit deficit please refer to University Regulations 3.13 to 3.14.

For information on Grade Point Average please refer to University Regulations 3.18 to 3.19.

For information on Distinctions please refer to University Regulations 3.25 to 3.26.

B. Learning Outcomes (Maximum of 5 per heading)

Outcomes should incorporate those applicable in the relevant QAA Benchmark statements

Knowledge and Understanding	
A1	Demonstrate an understanding of the scope, defining features, and key areas of business and finance.
A2	Demonstrate a discerning understanding of a range of core theories, concepts, principles and terminology relating to business and finance.
A3	Demonstrate an awareness and understanding of the legal implications associated with the business and finance sectors.
Practice - Applied Knowledge and Understanding	
B1	Apply knowledge, skills and understanding in using a range of professional skills, techniques, practices and materials associated with the business and/or finance sectors, some of which are more advanced.
B2	Apply knowledge, skills and understanding to some professional level problems and issues.
Communication, ICT and Numeracy Skills	
C1	Use a wide range of routine skills and some advanced skills associated with business and/or finance to convey some complex information for a range of purposes.
C2	Use a range of standard ICT applications to process data.
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation	
D1	Undertake some critical analysis and/or synthesis of ideas, concepts, information and issues that are within the common understandings of the business and/or finance sectors.
D2	Use a range of approaches to formulate and evaluate routine problems and issues.

Autonomy, Accountability and Working With Others	
E1	Exercise autonomy and initiative in some activities with appropriate guidance.
E2	Take continuing account of own and others' roles, responsibilities and contributions in carrying out and evaluating tasks.
E3	Systematically identify and address own learning needs.

Core Modules

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
8	ACCT08019	Financial Management for Business	20	✓			
8	ACCT08016	Business Accounting	20	✓			
8	BUSN08062	People Planet and Profit	20	✓			
8	LAWW08010	Business Law	20		✓		
8	ACCT08013	Business Statistics	20		✓		

* Indicates that module descriptor is not published.

Footnotes

Optional Modules

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
8	BUSN08058	Business Accelerator	20		✓		
8	LAWW08025	Consumers and the Law	20	✓			
8	LAWW08018	Succession and Trusts	20		✓		
8	HURM08003	Talent Management	20		✓		
8	TOUR08012	Tourism Operations and Management	20		✓		
8	HURM08010	Workplace Health and Wellbeing	20		✓		
8	BUSN08067	Business Information Technology	20		✓		

* Indicates that module descriptor is not published.

Footnotes

Language modules may also be chosen but, as with all optional modules, the availability of these are subject to resources and demand. A list of optional moHURMdules will be provided during Enrolment.

Criteria for Progression and Award

Students obtaining 240 credits of which at least 90 are at SCQF8 or above from any programme are eligible for the exit award of the Diploma of Higher Education in Business.

For information on progression with credit deficit please refer to University Regulations 3.13 to 3.14.

For information on Grade Point Average please refer to University Regulations 3.18 to 3.19.

For information on Distinctions please refer to University Regulations 3.25 to 3.26.

C. Learning Outcomes (Maximum of 5 per heading)

Outcomes should incorporate those applicable in the relevant QAA Benchmark statements

Knowledge and Understanding	
A1	Demonstrate and work with an understanding of the scope and defining features of business and finance, and an integrated knowledge of the key areas and boundaries.
A2	Demonstrate a critical understanding of a range of the principles, principal theories, concepts and terminology relating to financial reporting, the audit process, and the financial sector within business.
A3	Demonstrate a critical awareness of the role and purpose of research and research methods.
Practice - Applied Knowledge and Understanding	
B1	Apply knowledge, skills and understanding in using a range of the principal professional skills, techniques, practices and materials that are specialised and/or advanced in relation to business and/or finance.
B2	Use skills, techniques, practices and materials that are specialised and/or advanced.,
B3	Demonstrate an ability to practise in a range of professional level contexts.
Communication, ICT and Numeracy Skills	
C1	Use a wide range of routine and some advanced and specialised skills relating to the business and/or finance.
C2	Use a range of ICT applications to support and enhance work.
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation	
D1	Undertake a degree of critical analysis, evaluation and/or synthesis of ideas, concepts, information and issues relating to business and/or finance.
D2	Draw on a range of sources in making judgements.
Autonomy, Accountability and Working With Others	
E1	Work in groups or teams as a participant in a way that contributes effectively to the group's tasks.

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* Indicates that module descriptor is not published.

Footnotes

The availability of optional modules are subject to resources and demand. A list of optional modules will be provided during Enrolment.

Criteria for Progression and Award

Students who obtain at least 360 credits, including all core modules, of which a minimum of 90 are at least SCQF9, are able to progress to Year 4; or can exit with the BA Business & Finance, should they choose not to progress to Year 4.

The award of distinction can be made to a student obtaining a pass degree as stated in the University Regulations 3.25 to 3.26.

For information on Grade Point Average please refer to University Regulation 3.18 to 3.19.

D. Learning Outcomes (Maximum of 5 per heading)

Outcomes should incorporate those applicable in the relevant QAA Benchmark statements

Knowledge and Understanding	
A1ACC	Demonstrate knowledge and understanding that covers and integrates most of the principal areas, boundaries, terminology and conventions that relate to business and/or finance.
A2	Demonstrate a critical understanding of the principal theories, concepts and principles relating to business and/or finance.
A3	Demonstrate an understanding of how the business and finance sectors have developed, including a range of established techniques of enquiry or research methodologies.
Practice - Applied Knowledge and Understanding	
B1	Apply detailed knowledge, skills and understanding in using a wide range of the principal skills, techniques, practices and/or materials associated with the business and finance sectors.
B2	Apply knowledge, skills and understanding in using a few skills, techniques, practices and/or materials that are specialised, advanced and/or at the forefront of the business and/or finance sectors.
Communication, ICT and Numeracy Skills	
C1	Use a wide range of routine skills and some advanced and specialised skills in support of established practices in relation to business and/or finance to convey information about specialised topics.
C2	Communicate with peers at a professional level.
C3	Use a range of ICT applications to support and enhance work at this level.
C4	Interpret, use and evaluate a range of numerical and/or graphical data to set and achieve goals/targets for research purposes.
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation	

D1	Critically identify, define, conceptualise and analyse complex or professional problems and issues.
D2	Offer professional insights, interpretations and solutions to problems and issues.
D3	Demonstrate some originality and creativity in dealing with professional issues.
Autonomy, Accountability and Working With Others	
E1	Exercise autonomy and initiative in completing professional or equivalent activities.
E2	Exercise responsibility for the work of others and for a range of resources.
E3	Practise in ways that show awareness of own and others' roles and responsibilities.

Core Modules

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
10	ACCT10014	Finance in a Digital World	20	✓			
10	ACCT10007	Honours Dissertation (BAcc)	40	✓	✓		
10	ACCT10015	Financial Modelling and Change Management	20		✓		

* Indicates that module descriptor is not published.

Footnotes

Optional Modules

SCQF Level	Module Code	Module Name	Credit	Term			Footnotes
				1	2	3	
10	ACCT10003	Contemporary Accounting Issues	20		✓		
10	ACCT10013	Enterprise Risk Management	20	✓			
10	BUSN10076	Enterprise with Creative Media	20		✓		
10	MARK10016	Marketing Strategy Theory (MST)	20	✓			
10	ACCT10016	Personal Finance	20		✓		
10	BUSN10079	The Common Good	20		✓		

* Indicates that module descriptor is not published.

Footnotes

The availability of optional modules are subject to resources and demand. A list of optional modules will be provided during Enrolment.

Criteria for Award

Students obtaining 480 credits, with a minimum of 200 in the subject at SCQF 9 and SCQF 10, of which a minimum of at least 90 are at SCQF level 10, are eligible for

the exit award of BA (Hons) Business & Finance.

For information on the award of Honours classification please refer to University Regulations 3.20 to 3.24.

For information on Grade Point Average please refer to University Regulations 3.18 to 3.19.

Regulations of Assessment
<p>Candidates will be bound by the general assessment regulations of the University as specified in the University Regulatory Framework.</p> <p>An overview of the assessment details is provided in the Student Handbook and the assessment criteria for each module is provided in the module descriptor which forms part of the module pack issued to students. For further details on assessment please refer to Chapter 3 of the Regulatory Framework.</p> <p>To qualify for an award of the University, students must complete all the programme requirements and must meet the credit minima detailed in Chapter 1 of the Regulatory Framework.</p>
Combined Studies
<p>There may be instances where a student has been unsuccessful in meeting the award criteria for the named award and for other more generic named awards existing within the School. Provided that they have met the credit requirements in line with the SCQF credit minima (please see Regulation 1.21), they will be eligible for an exit award of CertHE / DipHE or BA / BSc in Combined Studies.</p> <p>For students studying BA, BAcc, or BD awards the award will be BA Combined Studies.</p> <p>For students studying BEng or BSc awards, the award will be BSc Combined Studies.</p>

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