

PROGRAMME SPECIFICATION

Course record information

Name and level of final award	BSc (Honours) Business Information Systems BSc (Honours) Business Information Systems with Industrial Experience The BSc (Honours) Business Information Systems is a BSc (Hons) degree that is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards	Diploma of Higher Education in Business Information Systems Diploma of Higher Education in Business Information Systems with Industrial Experience Certificate of Higher Education in Business Information Systems
Awarding body/institution	University of Westminster
Teaching Institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Central London
Language of delivery and assessment	English
Mode, length of study and normal starting month	Full time, three years, September start OR Full time, four years with Industrial Experience, September start
<u>QAA subject benchmarking group(s)</u>	QAA subject benchmark for Computing British Computer Society guidelines on accreditation
Professional statutory or regulatory body	British Computer Society Re-accreditation is pending
Date of course validation/Revalidation	2019
Date of programme specification approval	September 2019
Valid for cohorts	2020/21
Course Leader	Dr Panagiotis Chountas
UCAS code and URL	westminster.ac.uk/courses/undergraduate
Westminster course code	BSBIS01F
HECoS code	100371

Admissions requirements

There are standard minimum [entry requirements](#) for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: westminster.ac.uk/courses/undergraduate/how-to-apply.

Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information: westminster.ac.uk/recognition-of-prior-certified-learning.

Aims of the course

The educational aims of the course are: Whilst preparing you with skills and knowledge for a technologically (IT) based career, this course will also assist you in the development, acquisition and implementation of business information systems and computing applications.

Emphasis will be placed on the business functions within an organisation and you will learn about the systems development process and be introduced to the principles of systems architectures, design and development methods.

This course has a strong bias towards defining the business requirements to support an organisation and will equip you with business analysis, consultancy and project management skills. With its business facing approach, the course will provide you with professional values that will enable you to become a key player in the global business environment.

The supplementary aims of the industrial experience mode of attendance are to provide graduates with relevant workplace experience and to launch their initial professional development.

The programme aims to:

- apply a full understanding, knowledge and experience of the principles of business information systems (e.g. organisational structures, different types of business systems and data intensive applications, the use and evaluation of information systems and their impact, business information system analysis, customer relationship and change management techniques) to the analysis, design and synthesis of solutions to requirements in the information systems development process.
- demonstrate and apply knowledge of information systems with particular reference to the applications of business information systems and business strategy (e.g. business systems support and implementation, business systems consultancy);
- apply appropriate theory, tools and techniques (e.g. systems analysis, design, development and implementation, project management) to the analysis, design and synthesis of solutions to requirements in the domain of information systems;

- demonstrate expert skill of the essential facts, concepts, principles, theories and practices enabling graduate employment in applications of Information system (e.g. enterprise information systems planning, deployment and management, information systems project management);
- demonstrate a range of transferable skills in: problem solving; communication; project management; working individually and in teams; self management ; and the ability to gather, evaluate and reflect on information from relevant sources and synthesise new knowledge and solutions to requirements in the domain of applications of information systems;
- demonstrate a range of social, legal, ethical and professional skills required for continuing professional development in the information systems discipline within a world-wide context.

In addition to the aims listed above, this programme specifically aims to:

- demonstrate how to specify, design, develop or acquire small and large scale information systems along with the necessary understanding and knowledge to effectively manage information systems projects.
- develop your skills to encompass digital literacy more fully such as learning how to find information and how to take best advantage of digital resources and the Internet to make you effective in the Information Age.
- build up your professional and employability skills and learn to apply the knowledge you have acquired in an enterprising way. To prepare you with the skills that employers demand and the opportunities for work based learning and placements will allow you to gain the vital experience that they often expect.

What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement and they fall into four categories:

- The overall **knowledge and understanding** you will gain from your course (KU).
- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA).
- **Professional and personal practice learning outcomes** are specific skills that you will be expected to have gained on successful completion of the course (PPP).
- **Key transferable skills** that you will be expected to have gained on successful completion of the course (KTS).

Level 4 course learning outcomes: upon completion of level 4 you will be able to demonstrate:

L4.1 Analyse small scale business problems and design solutions using fundamentals of information systems, while recognising their impact, limitations, to business operations, processes and the overall business context;

L4.2 Apply business computing to produce IT / data intensive solutions and utilities that power an organization's enterprise, planning, customer management and data storage systems;

L4.3 Methodically capture user requirements, and devise an appropriate basic information system specification that meets them;

L4.4 Design and implement simple data constructs to store organisational data and business rules, recognising limitations of their underlying representation, for the purposes of data analysis and decision making;

L4.5 Recognise and explain behaviour constraints of a professional code of conduct towards third parties in a Business Information Systems working environment;

L4.6 Review literature in Business Information Systems and present in written and oral form own work and learning, critically comparing, contrasting and evaluating the findings.

Level 5 course learning outcomes: upon completion of level 5 you will be able to demonstrate:

L5.1 Specify, design, and develop user requirements, specifications and models into architecture and an implemented solution and test information systems to solve medium scale business problems with appropriate techniques;

L5.2 Demonstrate how information is modelled, persistently stored, manipulated and retrieved, as data, to serve scalable solutions to medium-scale business problems;

L5.3 Identify and critically explain security risks and their implications for real world business systems;

L5.4 Formally analyse and present business results to support high quality decision making using appropriate quantitative and statistical techniques;

L5.5 Demonstrate project management, communication, working individually and in teams; self management and the ability to gather, evaluate and reflect on real world business systems or applications and synthesise new knowledge and solutions to requirements in the domain of applications of information systems;

L5.6 Demonstrate professional responsibility in the development of quality business information systems solutions in a global context and the presentation and defence of these in multiple communication forms, supported by methodical research.

Level 6 course learning outcomes: upon completion of level 6 you will be able to demonstrate:

L6.1- Methodically and independently develop requirements to a technical solution for a large scale business problem using appropriate languages and tools;

L6.2 - Critically analyse a complex business problem/situation and develop an appropriate strategy to solve it within the constraints of information systems and their impact on society;

L6.3 - Appraise and resolve the issues and implications surrounding the management of information systems projects and emergent challenges;

L6.4 - Critically evaluate opportunities offered by enterprise and e-business solutions, recognising hardware and software constraints, towards a appropriate and quality assured information systems;

L6.5 - Demonstrate complete handling of the full life-cycle of a business information systems project underpinned by an entrepreneurial approach and a focus on the needs of real clients and the wider society;

L6.6 - Apply appropriate research methodologies in carrying out independent research in business information systems and produce a report demonstrating evidence of critical thinking.

How will you learn?

The principal aim of your course is to equip you for professional life, or higher study, relevant to your current programme of study. Your course is a collection of learning opportunities and teaching and learning methods are directly related to the aims and learning outcomes identified above. The course consists of a number of modules at each level. These are the building blocks of your course. Each module consists of a number of learning activities over a number of weeks designed to help you achieve the knowledge and skills related to a particular subject area.

Your course is a collection of learning opportunities. Using these opportunities will help you mature in attitude and competence, preparing you for your future career and life in general. Learning in your course is a partnership: expert University staff will guide you through the necessary core knowledge of your subject and help you develop an understanding, while you, increasingly, take the leading role in pursuing the learning that meets your specific needs.

Your course is organised into a number of modules at each level. These are the building blocks of your course. Each module consists of a number of learning activities over a number of weeks designed to help you achieve the knowledge and skills related to a particular area within your subject.

The principal aim of your course is to equip you for professional life, or higher study, relevant to your current programme of study.

To prepare you for this, the learning in your course will not take place only in the class. Your learning will use four methods, each supporting the others:

- *Lectures* will give you access to expertise and present you with the knowledge you need in your subject.
- *Practical tutorial or laboratory sessions* will allow you to understand, apply and strengthen your skills under the guidance of a tutor.

- *Independent study time* will let you take more control of your own learning and give you the framework that will help you to keep on learning without supervision.
- *Personal development* will allow you to complement your knowledge with the specific specialised skills that meet your individual needs.

Whenever possible online resources will be provided through the university virtual learning environment to support you in your learning.

In your first year of study (Level 4) you will make the full transition into Higher Education. You will develop the key core skills for Business Computing, Mathematics, Requirements Modelling, Database Design & Implementation, Information Systems principles, and Web Development for the purpose of designing, implementing and delivering IT solutions around real world data intensive business processes and services. To help this transition your course has additional classes and support sessions at this level that you will need to fully engage with so you can prepare for the advanced study that follows.

Your second year of study (Level 5) will help you develop some autonomy and focus on Business Systems view. At this level you will develop detailed knowledge in Business Systems Design and Development, Database Systems, Agile Project Management & Professional Experience, Information Technology Security, and database systems. You will also be able to deal with more specialist areas such as Business Analytics, Service operations management, and Server-side Web Development by yourself and in teams, reflecting on your own strengths and identifying areas to specialise in. Most of your learning will come from work-based learning (WBL) projects that are valuable to your employer, which you complete at 'work', for example, developing an IT solution for your stakeholders. You'll research, analyse and present a well-reasoned recommendation to your employer as a professional report or software utility. Following that level you may choose to have a year in industry (a placement year) to strengthen your understanding of industry needs through direct application of your evolving skills.

Your final year of study (Level 6) introduces advances in business information systems for the purpose of delivering more effective business strategies that are self adaptive to the needs of today's business that have to operate in a dynamic and changing environment. You will have learned to work autonomously with your lecturers increasingly being there to support you and challenge your thinking. This is the level that completes your preparation for going into industry and further study, with an ability to handle the complexity of large-scale systems and environments and with full control of your further development needs.

The learning and the teaching of the course

How will you be assessed?

As your learning continues it is important to stop every now and then and take stock of how much you learn so that you know where you are and how much more you still need to cover. In your course, assessment and feedback are the key elements in measuring learning.

Assessment in your course has two functions: formative assessment is assessment that lets you see where you are in your learning and what you have learned so far, while summative assessment measures how much you have learned in a way that contributes to your overall grades.

You will undertake a **wide variety of assessment tasks** as you progress through your degree course. Their nature will vary according to your level and the nature of the task. Some, such as group work, will help you to develop practical skills alongside the more specific skills that are being assessed. You will write essays and research reports and learn to write in a style suitable to a piece of academic work, and to make proper use of references and bibliographies.

Other forms of assessment will include practical exercises ranging from small tasks that might be completed in a tutorial, to something more complex like designing and writing a larger computer program. There will be some formal examinations (usually at the end of each academic year). Some of the work will be completed individually, and sometimes you will work with other students as part of a team, emulating as close as possible the environment you will face in your later life in industry. For example, at L5, you will be assessed on your ability to design, develop, implement and test BIS solutions to simulated industrial problems. This would give valuable skills required by IS industry.

All assessments that contribute to your final grades will be assessed against set criteria, following rigorous quality mechanisms that ensure our academic judgement remains fair and consistent with the wider educational sector. Typically, assessment tasks will become longer, and more self-managed, as you get into the second year and the final year of your course and they will have less detail in guidance and more room for you to innovate through your own decisions informed by your own research in your specialist areas.

Assessment is designed to be a learning experience in itself and will help you make that transition from small practical exercises to more complex piece of work towards the substantial, year-long, project of your final year.

Throughout your learning you will receive feedback, this can be online written, verbal, individual or collective. **Feedback** will help you reflect on what you have learned so you can identify the areas in which you are strong and the areas in which you need to learn more. Feedback will be given to you in response to assessment, in response to questions in lectures, seminars and tutorials, and in guidance you get during supervision. But feedback will also come from your interactions with other students and with industry. All feedback will be useful to help you guide your learning so that you develop the rights skills faster

Employment and further study opportunities

The course offers a short-term work-based learning experience by providing you with an opportunity to work on a real-life problem which is normally set by an external organisation as a small-scale project.

This project forms a part of the assessment in a designated module called 5BUIS004W Agile Project Management & Professional Experience. This module provides the structure for your learning and receiving support from the module team. You will work on the project on your own and/or as part of a small team within and outside the class. During this time, you may also get a chance to interact with the organisation that has set the project. The quality of the work that you produce for the project get assessed as part of the module's assessment.

This experience will allow you to put theory into practice by applying your knowledge and skills gained from various modules to address a real-life situation, usually within the context of a

business-related problem. Furthermore, this experience will help you develop subject-specific technical skills as well as certain employability skills such as leadership, organisation and commercial awareness.

In addition, this course gives you with the opportunity to take a year in industry (work placement) after completing the second year of your study and gain work experience, increasing your chances of employability after graduation. You will be offered help and support to find and secure placement opportunities through various workshops and events organised by the Career Development Centre and the course team. Typically, you will be assigned into roles involving tasks related to business information systems.

As a graduate of University of Westminster, you shall be expected to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

The *BSc Business Information Systems* aims to create graduates who have a strong focus on solving real-world business problems, have adaptability and maturity, and have a strong foundation of knowledge and the technical capability to be able to immediately contribute to their workplace environment. Graduates of the *BSc Business Information Systems* course will have been taught and have utilised industrial techniques and tools and will be versed in design and technical aspects of data intensive applications, business systems and business strategy. Graduates shall be independent thinkers, prepared for lifelong learning and be able to analyse, critically reflect, and confidently and effectively communicate. They shall be able to meet the required professional and ethical standards expected in the workplace.

We provide our students the right environment, support/guidance, throughout their studies keeping them motivated, up-to-date and always on the lookout for the latest news and interesting opportunities. The content of the programme demonstrates command of a significant body of subject knowledge expected in a professional capacity, e.g. in the areas of IT Service Management, Managing Data & Security, Enterprise Systems and processes, Business Systems Management. In developing the programme, reference was made to the opinions of employers, contacts with IT-based companies, and IT employment and curriculum portals.

We focus on Work-based Learning:

- At Level 5 as part of the Agile Project Management & Professional Experience, module: This module is intended to be consolidative as the project team should be able to manage and deliver the project from planning and costing through to implementation of the project deliverable (a high-level software prototype). Most of students learning will come from work-based learning (WBL) projects that are valuable to employers, which you complete at 'work'. For example, developing an IT solution for

your stakeholders. You'll research, analyse and present a well-reasoned recommendation to your employer as a professional report or software utility;

We organise relevant events, internships, competitions will be promoted to our students through the course Blackboard site:

- We'll help you to identify internships, voluntary roles and study abroad opportunities that will complement your studies.
- When you finish the course, our Careers and Employability service can help you find a job that puts your information systems skills to work;
- Encouraging them to attend and network at BIS meet up events;
- Follow the BCS chapter network brings talented, passionate computer science students together throughout the UK to discuss ideas and share information. The "ITNOW2 digital magazine explores latest industry developments, Specialist newsletters will keep you up to date with technology news and BCS updates in the field.

After completion of their studies, we keep in contact with our graduates through:

- Yearly school career panel event inviting alumni representing various courses to share their experience (including studies, job application, career progression) with current students;
- A school alumni LinkedIn group (created in 2017), where alumni and lecturers can post the latest university/school news, advertise MSc courses, promote relevant conferences and other events. Alumni are invited to post job opportunities so their peers (mainly new graduates) can benefit.

The Graduate Attributes (GA) are developed throughout the course through the knowledge and professional skills modules and are intended to ensure that you have a deep knowledge of the subject area, you are critical and creative thinkers, are professional, socially, ethically and environmentally aware, global in outlook and community engaged, and a literate and effective communicator. Our graduates will be distinctive in being:

- creative thinkers - making connections within and beyond the discipline, recognising distinctive contribution of IS to real-world issues, and constructing knowledge by framing and developing lines of enquiry
- enterprising in outlook - tackling problems resiliently and confidently both independently and in groups, reflecting and learning from own performance, with an appreciation of the routes of professional development to BIS practice
- numerate, and effective communicators - reasoning about data, presenting research findings effectively, and able to explain ideas clearly and fluently orally, in writing, and through the creation of artefacts such as IS solutions, posters or reports
- global in outlook, and community engaged – respecting diversity, promoting equality, and showing awareness of cross-cultural variance in business constructs
- socially, environmentally and ethically aware –practicing computer science in accordance with ethical codes, behaving with integrity, and aware of the potential application of IS solutions to the promotion of social justice and environmentally sustainable behaviour.

Graduates shall also be capable of and prepared for broadening their knowledge by undertaking Masters level study on related subjects. We provide such opportunity to our graduates within the department of Computer Science.

Attributes are developed throughout all levels of the course to help graduates compete effectively in a global changing environment. The table below maps the attributes to the core course modules for levels 4 to 6.

	Graduate Attributes	Level 4 course LOs	Business Computing	Database Design and Implementation	Requirements Modelling	Business Mathematics	Web Design and Development	Business Information Systems Concepts
KU KTS	Critical and creative thinkers, Entrepreneurial	L4.4 Design and implement simple data constructs to store organisational data and business rules, recognising limitations of their underlying representation, for the purposes of data analysis and decision making.	✓	✓	✓	✓	✓	✓
		L4.3 Methodically capture user requirements and devise an appropriate basic information system specification that meets them.						
KU KTS	Critical and creative thinkers, Entrepreneurial	L4.2 Apply business computing to produce IT / data intensive solutions and utilities that power an organization's enterprise, planning, customer management and data storage systems.	✓	✓	✓		✓	✓
KU PPP	Critical and creative thinkers	L4.1 Analyse small scale business problems and design solutions using fundamentals of information systems, while recognising their impact, limitations, to business operations, processes and the overall business context	✓	✓	✓	✓	✓	✓
KTS PPP	Critical and creative thinkers, Global in outlook and community engaged, Socially, environmentally & ethically aware	L4.5 Recognise and critically explain behaviour constraints of a professional code of conduct towards third parties in a Business Information Systems working environment.			✓			✓
KTS	Literate and Effective Communicator	L4.6 Review literature in Business Information Systems and present in written and oral form own work and learning, critically comparing, contrasting and evaluating the findings.	✓	✓	✓	✓	✓	✓

	Graduate Attributes	Level 5 course LOs	BIS Design and Architecture	BIS Development	Agile Project Management & Professional Experience	Information Technology Security	Database Systems
KU	Critical and creative thinkers	L5.1 Specify, design, and develop user requirements, specifications and models into architecture and an implemented solution and test information systems to solve medium scale business problems with appropriate techniques;	✓	✓	✓	✓	✓
		L5.4 Formally analyse and present business process data to support high quality querying and decision making using appropriate quantitative and statistical techniques		✓	✓	✓	✓
KU KTS	Critical and creative thinkers, Entrepreneurial, Global in outlook and community engaged,	L5.5 Demonstrate project management, communication, working individually and in teams; self management and the ability to gather, evaluate and reflect on real world business systems or applications and synthesise new knowledge and solutions to requirements in the domain of applications of information systems;	✓	✓	✓	✓	
PPP KTS KU	Entrepreneurial, Socially and ethically aware, Global in outlook and community engaged	L5.2 Demonstrate how information is modelled, persistently stored, manipulated and retrieved, as data, to serve scalable solutions to medium-scale business problems; L5.3 Identify and critically explain security risks and their implications for real world business systems;	✓	✓		✓	✓
PPP	Critical and creative thinkers, be ethically and environmentally aware	L5.6 Demonstrate professional responsibility in the development of quality business information systems solutions in a global context and the presentation and defence of these in multiple communication forms, supported by methodical research.	✓	✓	✓	✓	✓

	Graduate Attributes	Level 6 course LOs	Final Year Project	Strategic Management of Information Systems	Information Driven Entrepreneurship & Enterprises
KU PPP	Critical and creative thinkers, entrepreneurial and environmentally aware	L6.1 Methodically and independently develop requirements to a technical solution for a large scale business problem using appropriate languages and tools;	✓		✓
		L6.2 Critically analyse a complex business problem/situation and develop an appropriate strategy to solve it within the constraints of information systems and their impact on society;	✓	✓	✓
KU PPP	Entrepreneurial, socially, ethically and environmentally aware	L6.3 Appraise and resolve the issues and implications surrounding the management of information systems projects and emergent challenges;	✓	✓	✓
KU KTS	Critical and creative thinkers, Entrepreneurial, Global in outlook and community engaged,	L6.4 Critically evaluate opportunities offered by enterprise and e-business solutions, recognising hardware and software constraints, towards a appropriate and quality assured information systems;	✓	✓	✓
		L6.5 Demonstrate complete handling of the full life-cycle of a business information systems project underpinned by an entrepreneurial approach and a focus on the needs of real clients and the wider society;			
KTS	Entrepreneurial, literate and effective communicators	L6.6 Apply appropriate research methodologies in carrying out independent research in business information systems and produce a report demonstrating evidence of critical thinking.	✓	✓	✓

Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Credit Level 4				
Module code	Module title	Status	UK credit	ECTS
New	Database Design and Implementation	Core	20	10
New	Business Computing	Core	20	10
4BUI002W	Business Mathematics	Core	20	10
4COSC011W	Web Design and Development	Core	20	10
4BUI003W	Requirements Modelling	Core	20	10
4BUI001W	Business Information Systems Concepts	Core	20	10
Award of Certificate of Higher Education available				
Credit Level 5				
Module code	Module title	Status	UK credit	ECTS
New	BIS Design and Architecture	Core	20	10
New	BIS Development (work-based learning)	Core	20	10
5BUI004W	Agile Project Management & Professional Experience	Core	20	10
5BUI003W	Information Technology Security	Core	20	10
5COSC002W	Database Systems	Core	20	10
5BUI002W	Business Analytics	Option	20	10
5COSC006W	Server-side Web Development	Option	20	10
5DATA003W	Service Operation Management	Option	20	10
Various	[Westminster Elective]	Elective	20	10
Award of Diploma of Higher Education available				
*6COSC013W	*Computer Science Placement	Core		
Credit Level 6				
Module code	Module title	Status	UK credit	ECTS
6BUI003W	Strategic Management of Information Systems	Core	20	10
6BUI002W	Information Driven Entrepreneurship & Enterprises	Core	20	10
6COSC006W	Final Year Project	Core	40	10
6BUI001W	Customer Relationship & Change Management (CRM & CM) with Business Intelligence	Option	20	10
6DATA001W	Data visualisation and Dash boarding	Option	20	10
6DATA003W	Big Data Analytics	Option	20	10
6COSC002W	Cyber Security	Option	20	10
6MMCS002W	Digital Marketing, Social Media and Web Analytics	Option	20	10
Award of BSc available				
Award of BSc Honours available				
*When 6COSC013W is taken award of BSc /BSc Honours with Industrial Experience available				

One Westminster Elective module may also be chosen as an alternative to an option at level 5 and level 6.

Please note: Not all option modules will necessarily be offered in any one academic year. In addition, timetabling and limited spaces may mean you cannot do your first choice of modules.

Professional Body Accreditation or other external references

The course is intended to fulfil the educational requirements of the British Computer Society (BCS) to fulfil the educational requirements registration as a Chartered IT Professional (CITP) and partial Chartered Engineer (CEng). Re-accreditation from Professional Body is pending.

Reference points for the course

- **Internally**
University Teaching and Learning policy statements,
University Quality Assurance Handbook and Modular Frameworks, staff research.
- **Externally**
QAA Subject Benchmark statements,
Professional, Statutory, Regulatory Body requirements/guidance,
University and SEEC (credit consortium) level descriptors.
- **Professional body accreditation**
British Computer Society (BCS) Criteria.

Academic regulations

The current Handbook of Academic Regulations is available at:
westminster.ac.uk/academicregulations

However, this course may have specific regulations to comply with professional body accreditation which should be read in conjunction with [Section 17 Framework for Undergraduate Courses](#) of the Handbook of Academic Regulations. Any course specific regulations will be outlined in the course handbook provided to students on enrolment.

How will you be supported in your studies?

Course Management

The BSc (Honours) Computer Games Development course is under the Computer Science Department (CS) and the management structure supporting the course is as follows:

- Dr Panagiotis Chountas, Course Leader, is responsible for day to day running and overall management of the course and development of the curriculum.
- Dr Philip Trwoga, Head of School, holds academic responsibility for the course and other courses within the School Professor.
- Jonathan Stockdale, Pro Vice-Chancellor and Head of the College of Design, Creative and Digital Industries, holds overall responsibility for the course, and for the other courses run by the College.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed

information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at westminster.ac.uk/blackboard.

You will be allocated a personal tutor at the beginning of your studies who will support you throughout your student journey easing the transition into Higher Education through to higher levels of study.

Academic and Personal tutoring involves fostering academic partnerships, with mutual expectations, between tutors and students. Tutors will provide proactive, personalised academic and pastoral support to help your academic, personal and professional development. We see students as co-creators in this academic partnership taking responsibility for their own development by fully engaging with tutoring arrangements to optimize their learning experience.

As such, you will have scheduled mandatory, individual meetings with your tutor who will provide you with regular feedback on your academic progress. Tutors can also advise you on the educational coherence of your module choice, assessment procedures, regulations and University structures, and educational support needs advising on appropriate provision available.

You will also have continuous pastoral support throughout your time at University and can see your tutor either by appointment or in designated office hours. Your tutor can provide a link to specialist support available through University Services and refer you for more specialised pastoral guidance as appropriate to the School Senior Tutor, Disability Services, Counselling Services, Registry and/or other Services for Students. It is important that you seek and ask for advice earlier rather than later.

More information is available from the Student Hub on Personal Tutoring which can be found at: <https://www.westminster.ac.uk/current-students/support-and-services/personal-tutors>

Learning Support

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at westminster.ac.uk/academic-learning-development.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students¹ can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith

guidance. Further information on the advice available to students can be found at westminster.ac.uk/student-advice. The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at westminster.ac.uk/students-union.

How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel in 2015. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Student representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the student representatives.
- There are also School Staff Student Exchange meetings that enable wider discussions across the School. Student representatives are also represented on key College and University committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

Please note: This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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