

PROGRAMME SPECIFICATION

Course record information

Name and level of final award	BA (Honours) Finance and Business Management BA (Honours) Finance and Business Management (with International Experience) BA (Honours) Finance and Business Management (with Professional Experience) The BA (Honours) Finance and Business Management degree is Bologna FQ-EHEA first cycle degree or diploma compatible
Name and level of intermediate awards	Diploma of Higher Education in Finance and Business Management Certificate of Higher Education in Finance and Business Management
Awarding body/institution	University of Westminster
Teaching Institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Marylebone, Central London
Language of delivery and assessment	English
Mode, length of study and normal starting month	Three years full time, Four years full time if it includes one year international or professional experience. September start.
QAA subject benchmarking group(s)	Business and Management
Professional statutory or regulatory body	N/A
Date of course validation/Revalidation	March 2015
Date of programme specification approval	April 2021
Valid for cohorts	From 2021-22
Course Leader	Miss Roberta Adami
UCAS code and URL	westminster.ac.uk/courses/undergraduate
Westminster course code	BABSM31F (FT)
HECoS code	100078 – Business and Management

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

Our BA Honours Finance and Business Management is a multidisciplinary programme that combines financial theory and practice with general management education to prepare you for a fast-track and rewarding career in the international financial services sector or in general management. The course has been specifically designed to extend our education provision and meet the needs of a rapidly evolving global finance sector. Employers in this industry seek graduates with entrepreneurial flair and analytical mind-sets to make informed business and management decisions. Our graduates will have the confidence to take on exciting professional and management projects, to solve complex problems to make sound business decisions. Graduates emerging from this programme are expected to work for international organisations in the financial-services sector, for multinationals or in their own entrepreneurial financial-management practices.

The main aims of the course are to:

1. Develop the knowledge, skills and capabilities you require to respond proactively and creatively to contemporary financial-management issues and challenges in the global business environment;
2. Equip you with the knowledge, understanding and academic skills and expertise to be successful in a broad range of careers or to continue with post-graduate study;
3. Help you to develop a range of intellectual and organisational skills, professional attributes and transferable skills such as team-working, problem-solving, research, critical and creative thinking and communication that will enable you to gain employment and add value to the organisation.
4. Help you to develop the resilience to perform under pressure, to continue to strive towards finding solutions to financial-management problems in adverse circumstances and to use feedback to find a way through to successful outcome;
5. Produce graduates with ethics knowledge and skills who have the flexibility to adapt to a rapidly changing world of finance and management in a wider society in a sustainable way.
6. Equip you with critical understanding of global diversity in financial management practice, culture, social responsibility and ethics.
7. Provide a welcoming and inclusive environment where students can thrive socially as well as academically and where they can learn to apply independent thought and critical analysis to different aspect of their future professional life.

What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These statements of achievement or the learning outcomes broadly 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:

L4.1 Demonstrate an understanding of the functions and processes of financial and business organisations, including financial and management theories (KU)

L4.2 Investigate and evaluate the interrelationships between internal and external pressures on organisations within a global context (KU)

L4.3 Demonstrate an awareness of ethical and sustainability issues and responsible management concepts within the business management domain (KU)

L4.4 Collaborate effectively in groups, building team relationships that support the achievement of set goals in the context of business working (PPP) (KTS).

L4.5 Apply mathematical and statistical methods to solve financial problems (KU)

L4.6 Research and analyse business information from a range of authoritative and reliable sources and use analysis to make judgements and develop a coherent argument (KU)

L4.7 Communicate effectively and persuasively using a variety of media to a range of audiences in a business context (KTS)

L4.8 Take personal responsibility for learning and progress and to prepare for work-based learning (KTS)

L4.9 Analyse the surrounding macro-economic environment by applying methods learned (PPP) (KTS)

L4.10 Clearly distinguish ethical behaviours in both management and financial practices (KTS)

L4.11 Demonstrate awareness of cultural differences and ethical issues within the business environment (GA)

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

L5.1 Recognise the role and features of different financial securities, their markets and how they are used to attain efficient and cost-effective flows of financial funds (KU)

L5.2 Apply management theory and concepts to understand how to manage and provide leadership for the effective and responsible running of the organisation (KU).

L5.3 Gather, assess and communicate information to make informed management decisions (PPP)

L5.4 Think innovatively and develop problem-solving abilities to enhance work environment (PPP)

L5.5 Demonstrate key project-management skills, being willing to take professional responsibility for own decisions (KTS)

L5.6 Demonstrate understanding of global citizenship and personal potential to contribute to communities, appreciating diversity of people and cultures. (GA)

L5.7 Demonstrate the ability to reflect and evaluate on ongoing personal and professional development skills and to organise and undertake work-based learning experiences. (PPP)

L5.8 Show a clear and good understanding of ethical issues arising in the field of management and independent critical thought in providing sustainable solutions (GA)

L5.9 Evaluate the impact of a business on the wider social and ethical environment (GA)

L5.10 Demonstrate ability to understand and work with diversity in terms of people, cultures, business and management (GA)

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

L6.1 Critically evaluate strategic options to enhance organisational performance across a range of contexts and appreciate the ramifications of those decisions on operational activities (KU) (GA).

L6.2 Use appropriate methods and innovative solutions to address issues relating to business competition, sustainability and efficient financial management (PPP)

L6.3 Implement appropriate communication skills and solutions to enhance inclusiveness and sense of belonging within an institution (PPP)

L6.4 Critically evaluate and apply creative solutions to real-world business problems in a range of contexts such as global business strategy and management and leadership and communicate these solutions effectively and convincingly (PPP) (KTS).

L6.5 Use sophisticated models and methods in evaluating financial portfolios and in making complex financial decisions (KTS)

L6.6 Provide sound and independent financial advice (KTS)

L6.7 Show ability to make appropriate financial and business decisions in terms of ethical behaviour and social responsibility (KTS)

L6.8 Develop own academic research, working with a minimum of guidance, critically evaluate and analyse arguments to make own judgements (PPP, KTS)

L6.9 Formulate and engage in professional, complex arguments within theoretical frameworks (KTS)

L6.10 Demonstrate a cross-cultural perspective on the operational and strategic position of an organisation by applying personal, corporate and professional responsibility (GA)

How will you learn?

To enhance student experience, the BA Finance and Business Management emphasises *active* student learning through classes, workshops, problem-based and blended learning designed to engage your interest. Employability and enterprise are strongly embedded in the modules through the use of practical activities. Course material will be provided electronically through the virtual learning environment platform (Blackboard) which means you can access learning material when and where you want. Blackboard also allows you to communicate with your group members and your module leader through wikis and blogs.

You will be encouraged to work in groups with other students (we often call these 'learning sets') during classes and for any non-assessed purpose, including revision and examination preparation. This gives you the opportunity to learn from one another and helps you to value the views of others and to learn to give and receive constructive feedback.

Our Level 4 core module 4FNCE001W Introduction to Finance uses problem-based learning: working in teams, identifying what you need to know and what you already know, and how and where to access information leading to a solution of the problem. This helps develop flexibility, knowledge, effective problem-solving skills, self-directed learning, collaboration skills and motivation.

After having explored the essential knowledge in first year, **Level 5** takes you to the next level of your development, where you develop specialist knowledge and learning, for example through Securities Analysis and Corporate Finance. You will be asked to perform tasks which require critical thinking and apply this to real-life company examples by learning how to evaluate performance of these companies given the publicly available information. Management modules will concentrate on developing key transferable skills, such as looking into explaining the process of managing the project, evaluating the role of individuals in a company and how this can be used better to plan a business. By the end of this year, students are expected to develop a capacity for independent learning.

After Level 5, you have an opportunity to take an optional placement year to gain experience of working in the relevant industry and enhance your learning experience, which will help to develop your graduate attributes. Successful completion of this year means that you will graduate with the award title 'with Professional Experience'. You also have the option to study abroad for a year or complete a semester of study and / or semester of work abroad for the 'with International Experience' award.

At Level 6, there is an expectation that you will take a pro-active, self-directed approach to your own learning. The final year allows you to complete an extended piece of independent research on a particular business 'theme'. The experience encourages you to make connections between your studies on other modules so allowing you to experience first-hand how knowledge derives from research. Your independent research provides a valuable foundation for both employment and postgraduate study in terms of showcasing your development of self-motivation, the ability to prioritise time and resources in order to meet deadlines, to deal with pressure effectively, to apply your own informed perspective, and to prepare a cogent analysis based on clearly articulated evidence.

The final year module Strategic Perspectives for Finance and Accounting helps you to integrate and apply your knowledge from all areas of your degree through an online business simulation.

Teaching will be informed by our research so giving you the benefit of the knowledge of current theories and their practical application.

We use a blended learning approach, which combines the best of traditional face-to-face teaching methods such as classes with the use of on-line resources such as videos, tests and quizzes to improve your learning experience. Blended-learning is used by leading universities worldwide as it enables you to:

- have a degree of flexibility regarding when you study
- become an independent learner
- clarify confusing topics by reviewing videos of topics (as many times as required)
- revise using multi-media resources and not just your own notes

How will you be assessed?

Assessment is an integral part of your learning process. It is designed to promote initiative and creativity, critical thinking, structure of coherent arguments, evaluation, research and analysis, professional communication skills, effective group work, personal reflection, time-management, the ability to meet deadlines, and ability to work under pressure. It is not merely about giving and receiving a mark: rather to ensure that your competences and abilities in business are enhanced.

Every module incorporates 'formative assessment' that you are expected to complete as it provides you with useful feedback so you can reflect on your progress and act on the feedback to prepare for the assessments that count. Formative assessments are important to you as they help you to identify ways in which you can improve and areas of strength to be developed further.

'Summative' assessment will measure your individual learning and achievement. You can expect to be assessed through coursework in the form of essays, reports, presentations, case studies, videos, podcasts, wikis, blogs, posters as well as time-constrained in-class tests and exams. Weightings for each assessment element will vary to reflect the nature and level of the module.

Examinations develop your ability to work under pressure and will be an advantage to you in preparing you for attempting subsequent professional-body examinations so you are expected to complete them. Exams will normally be unseen and involve analysis and not merely repeating factual information. Papers may include multiple choice, short answer, essay or data handling sections. Some may use a seen case study.

Our employers tell us that the ability to work effectively as part of a team is an essential skill, which they expect graduates to have. In relation to your degree, assessed group work is useful to you as it:

- helps you to become more self-aware, self-critical and self-analytical;
- improves the quality of your work by benefiting from the integration of diverse perspectives;
- allows you to tackle tasks of greater complexity or carry out tasks in greater depth or breadth than would be the case if you had tackled it on your own.

Consequently, assessed group work has been incorporated where it reflects the working practice in that professional area.

In your course you will complete ‘synoptic’ assessments, which will encourage you to appreciate and apply the full breadth and depth of your knowledge by drawing connections between what you have learnt on different modules. At Level 5, in Managing and Leading People for Finance and Accounting, you will draw together, and reflect on your learning and skill development on the course and in your life experience. At Level 6, in Strategic Perspectives for Finance and Accounting, you will integrate and apply your accumulated knowledge from all areas of your degree through a business simulation.

Employment and further study opportunities

University of Westminster graduates will be able 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. For example, we have been able to organise training sessions at the London Stock Exchange, one of the most important financial exchanges in the world, where students could benefit directly from the expertise of LSE staff and trainers.

The BA Finance and Business Management degree has embedded these graduate attributes within its core modules.

The Graduate Attributes are designed to help you enhance your employability when you leave with a degree in Business Management. They are aligned to the Course Outcomes as follows:

Graduate Attribute	Corresponding Course Outcome
Critical and creative thinker	L4.2, L4.4, L4.5, L4.6, L4.9 L5.1, L5.2, L5.3, L5.4, L5.5, L5.7 L6.1, L6.2, L6.3, L6.4, L6.5, L6.6, L6.8
Literate and effective communicator	L.4.7 L5.2, L5.3 L6.2, L6.3, L6.8, L6.9
Entrepreneurial	L4.1, L4.3, L4.8 L5.3, L5.4, L5.5, L5.6, L5.7 L6.1, L6.2, L6.4, L6.6
Global in outlook and engaged in communities	L4.4, L4.5, L4.6, L4.10 L5.5, L5.8, L5.9, L5.10 L6.1, L6.2, L6.4, L6.10
Socially, ethically and environmentally aware	L4.3, L4.10, L4.11 L5.4, L5.8, L5.9, L5.10 L6.1, L6.2, L6.7, L6.10

The BA Honours Finance and Business Management aims to create graduates who will have a sound knowledge of Finance and high-level managerial skills. These graduates will hold an array of multi-disciplinary and practical skills which will make them highly desirable employees and will allow them to stand out in the job market.

Graduates of the BA Finance and Business Management course will be taught management and finance theories, and models employed in the industry. Students graduating from the course will be able to specialise further in either management or finance to make themselves more appealing in the job market, with clear, outstanding leadership, managerial skills or as financial professionals such as fund managers, asset / wealth managers, financial advisors. The degree will provide students with the necessary tools to be independent thinkers and global ethical managers, aware of and sensitive to issues arising from new, global challenges. By being exposed to up-to-date professional skills and practices, graduates will be able to confidently meet the professional and ethical standards expected in working environments and will be well equipped for the job market in the areas of Financial Management, Wealth Management, Corporate Finance (Treasury). Graduates will also be ready to undertake further studies, such as MSc and MBAs, should they wish to do so.

Employers of our graduates expect you to have skills of critical thinking, analysis and synthesis; effective communication using varied technology and media; quantitative aptitude and effective problem solving; reflective, adaptive and collaborative learning; motivation and initiative. Employability and enterprise are strongly embedded in the core modules.

We provide the opportunity for you to undertake an optional one-year work placement / professional experience or international experience year to add value to the student experience. You will be allocated a Personal and Professional Development Tutor (PPDT) in your first year who will not only provide tutorial guidance from the start of your degree but will work with you to identify, develop and articulate your employability skills in your Personal Development Plan which will be closely linked to activities in core modules. The aim is to help you to gain an internship or work placement and future graduate employment. There is also a designated team of advisors who have effective links with industry and will support you to find a relevant placement.

The course also provides the opportunity to spend either a semester or a year studying at one of our overseas partner universities. This can be a transformative experience for students; it helps development of a global outlook, valued by most employers. Past graduates have found successful employment in a range of organisations including BT, Coca Cola, HSBC, Barclays, the Bank of England and the NHS. Many students progress to further study on graduation: either taking professional qualifications or proceeding to a specialist Master degree in a relevant discipline.

Students embarking on this degree will develop towards professional life across the three years of their university journey and are supported by the team for that period. Modules embed employability across the curriculum with dedicated specialist modules at every level.

This begins with an induction to the Careers and Employability Services which includes mentoring, interview practice, online skill building and a suite of courses available online and delivered as on-campus workshops. There are rolling speaker events and panels from industry as well as supporting students in team industry challenges. The work is underpinned by the personal tutoring system and the College's Business Experience Team's expertise. In their first year, level 4, students are prepared for 35 hours of Work-Based Learning as work experience or focused volunteering opportunities. This is assessed the following year at level 5 when the focus shifts towards finding a one-year industry placement, in the UK or abroad, aligned to the student's degree. The optional placement year has been

shown to enhance graduate employability giving students better business insight when returning at level 6. At level 6 students continue to exploit the resources on the Career and Employability Services' ENGAGE virtual career development platform as they apply for their graduate trainee scheme posts to launch their specialist careers.

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.

In addition to core modules, students can take one optional or elective module in each year.

The School of Finance and Accounting organises module-information sessions (module fairs) where advice is given to students regarding their module choices and cognate areas. Student can also seek advice on their optional modules from their personal tutor and other academics.

Credit Level 4				
Module code	Module title	Status	UK credit	ECTS
4FNCE001W	Introduction to Finance	Core	20	10
4FNCE003W	Mathematics for Finance	Core	20	10
4FNCE004W	Introduction to Financial Markets	Core	20	10
4MARK017W	Marketing for Finance and Accounting	Core	20	10
4HURM013W	Organisational Behaviour for Finance and Accounting	Core	20	10
4HURM007W	The Role of the Manager	Option	20	10
4EBUS002W	Creating and Managing an Online Presence	Option	20	10
Max 1:	Elective	Elective	20	10
<i>Award of Certificate of Higher Education available</i>				
Credit Level 5				
Module code	Module title	Status	UK credit	ECTS
5BDIN002W	Project Management	Core	20	10
5FNCE002W	Securities Analysis	Core	20	10
5FNCE003W	Corporate Finance	Core	20	10
5FNMN001W	Corporate Financial Management	Core	20	10
5MNST010W	Managing and Leading People for Finance and Accounting	Core	20	10
5DIBU005W	Digital Business for Finance and Accounting	Option	20	10
5HURM006W	Leadership and Management	Option	20	10
Max 1:	Elective	Elective	20	10
<i>Award of Diploma of Higher Education available</i>				
Optional Year Abroad or Placement Year				
The following modules must be passed for the award title 'with International Experience'				
5BUSS13W	WBS International Experience Year Semester 1	Option	60	30

5BUSS14W	WBS International Experience Year Semester 2	Option	60	30
The following modules must be passed for the award title 'with Professional Experience'				
5BUSS11W	Professional Placement Project Part 1	Option	60	30
5BUSS12W	Professional Placement Project Part 2	Option	60	30
Credit Level 6				
Module code	Module title	Status	UK credit	ECTS
6SUEV004W	Sustainable Supply Chain Management for Finance and Accounting	Core	20	10
6FNCE004W	Current Themes in Finance	Core	20	10
6FNCE006W	Personal Finance	Core	20	10
6FNCE009W	International Investments	Core	20	10
6MNST010W	Strategic Perspectives for Finance and Accounting	Core	20	10
6BDIN005W	Project and Programme Management	Option	20	10
6FNCE002W	Advanced Corporate Finance	Option	20	10
6FNCE003W	Global Financial Markets and Institutions	Option	20	10
6LLAW033W	Elements of Commercial Law	Option	20	10
Max 1:	Elective	Elective	20	10
<i>Award BA available</i>				
<i>Award BA Honours available</i>				

Professional Body Accreditation or other external references

The course is intended to meet the educational requirements of the Chartered Institute for Securities and Investment (CISI).

Academic regulations

The current Handbook of Academic Regulations is available at westminster.ac.uk/academic-regulations.

How will you be supported in your studies?

Course Management

The BA (Honours) Finance and Business Management is hosted by the School of Finance and Accounting. The management structure for the course is as follows:

- Roberta Adami as Course Leader is responsible for daily running, overall management of the course and development of the curriculum
- Prof. Harry Thapar, Head of School, holds academic responsibility for the course and other courses within the School

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.

All students will also be allocated a Personal Tutor at the beginning of their first year, supporting them throughout all years of the programme.

The main role of the Personal Tutor is to provide academic support. As students progress throughout the course, the type of support will change as well: starting from their help during the induction to completing their studies and providing them with reference letters if students ask to. Personal Tutors will also signpost student to the right direction, whether they need academic or personal support. Main responsibilities of Personal Tutors include welcoming, helping during the induction, providing support and discussing academic progress.

Therefore, students are going to have mandatory, scheduled meetings with their personal tutors who will provide them with feedback on their academic progress. Students are also able to see their Personal Tutors during their office hours, where they can guide and refer students for more specialised pastoral guidance as appropriate to the Senior Tutor, Disability Services, Registry, Financial Support, Counselling Services and other Services available at University. It is important for students to seek advice earlier rather than later.

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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