Business Management

BA Honours

Programme Handbook 2017-18
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Your Degree Programme Director has overall responsibility for the management of the programme.

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Degree Programme Aims, Objectives and Outcomes

Aims
According to the QAA guidelines the purpose of general business and management programmes is threefold:

- The study of organisations, their management and the changing external environment in which they operate. Organisations include a wide range of different types e.g. private, public and not-for-profit, together with a variety of sizes and structures.
- Preparation for and development of a career in business and management.
- Enhancement of lifelong learning skills and personal development to contribute to society at large.

Programme Aims
In accordance with QAA guidelines the overall educational aims of the programme are:

- To study organisations, their management and the changing external environment in which they operate. Organisations include a wide range of different types, e.g. private, public and not-for-profit, together with a variety of sizes and structures.
- To prepare students for a career in business and management.
- To enhance lifelong learning skills and personal development to contribute to society at large.

Specifically this programme aims are:

1. To provide for the students on the programme a supportive and stimulating learning environment within the context of a social science faculty.
2. To offer students a broad, coherent, balanced and comprehensive portfolio of modules appropriate to a first degree level and covering the main disciplines of management. These modules will be relevant to understanding the role and problems of business in a global context in order to equip graduates for a successful career in business or in the further study of business, or in other careers where the degree will provide a general educational preparation.
3. To increasingly reflect the output of original research as students’ progress through the degree programme.
4. To expose students to a variety of teaching and learning experiences including lectures, seminars, case analyses, projects and a virtual learning environment.
5. To develop students’ transferable skills including numeracy, literacy, report writing skills, leadership, group working skills and an appreciation of working in a multicultural environment.
6. To enable students to effectively gather data, both qualitative and quantitative, from libraries, IT and other sources.
7. To develop students’ analytical and critical abilities in dealing with business concepts and practices.
8. To support students in acquiring a work placement that will provide an opportunity for the skills and understanding acquired during Stages 1 and 2 to be applied to actual situations in a business environment, or to support students in securing a place on the Erasmus European Exchange Programme to enable them to further develop their transferable skills (including language skills) and experiences of living and studying in an international environment.

9. To produce highly marketable graduates who can contribute immediately to an employing organisation through their application of the knowledge and practical skills gained on the programme which are grounded firmly upon a sound conceptual base and an understanding of relevant institutional frameworks.

Professional Accreditation:

The Chartered Management Institute

This degree programme prepares you for a career in business management as you develop skills in problem solving, written communication, oral presentation, team work, planning and computing. You also gain some exemptions from the Chartered Management Institute qualifications. A strong emphasis is placed on employability and the programme incorporates practical assignments, HR and consultancy as well as the optional work placement.

The Aims and Outcomes of Each Stage

Stage 1 Aims:
- To ensure that students make a smooth transition to the university and to university level study
- To introduce students to the basic concepts and institutions relevant to an understanding and analysis of business and business problems in a global context and to a range of skills and techniques necessary to support their later studies
- To begin to develop students’ personal and interpersonal transferable skills

Outcomes:
- To acquire a basic understanding of the ideas, theories and methods of accounting, finance, economics, social science all of which underpin the degree
- To develop numerical and other quantitative skills
- To develop skills in the effective written and oral communication of concepts and abstract ideas, arguments and empirical materials, showing knowledge of academic conventions and numerical skills in relation to the analysis of business
- To develop a familiarity with and ability to use appropriately and evaluate introductory academic literatures, and to use those sources to write coherent answers to specified questions
- To increase a familiarity with library, IT and other information and data sources
- To enhance skills in IT including email, the internet, word processing, spreadsheets as well as general understanding of computers and their capabilities
- To acquire abilities to learn through participation in the exchange of ideas and information
Stage 2 Aims:

- To build on the foundations laid in the first year
- To deepen knowledge in the key areas of study which make up the core of the programme
- To develop further analytical and evaluative skills generally and within the key areas of study identified as the core of the programme
- To develop capacity to undertake and write up independent work of significant scale and depth
- The opportunity to begin to specialise within particular optional areas i.e. pathways relevant to the programme, including modern languages

Outcomes:
The learning outcomes of the second year are to allow students:

- To refine the range of analytical skills learnt in stage 1 and to enhance the critical capabilities necessary to develop and sustain independent analysis and argument of a high calibre
- To begin to show a confident command of academic techniques and other methods of disciplined treatments of bodies of information and interpretative and empirical material so as to facilitate specified research tasks to a demanding level of achievement
- To examine, in depth, literature on topics in organisation behaviour, business systems, operations management and to develop an understanding of such work
- To present the results of independent work in an effective form that shows a proper command of academic bibliographical and stylistic conventions
- To work effectively in groups
- To help students to take increasing responsibility for their own learning
- To allow students to identify areas of specialisation and begin gaining knowledge within those areas

Stage 3 Aims:

- To refine and extend the learning of the previous two years so that students are equipped with the intellectual tools that will bring them close to the frontiers of knowledge in a number of interconnected areas relevant to the management degree programme
- To require students to apply the full range of skills acquired in the previous two years to their work generally and also to a substantial, independent piece of research that seeks to integrate aspects of the diverse subject matter covered in their studies
- To allow students further opportunities to specialise within their chosen area or areas of specialisation
- To continue to develop students' transferable personal and interpersonal skills
- To facilitate students to take increasing responsibility for their own learning and to prepare them for continuing learning throughout their careers

Outcomes:

- To enable students to demonstrate a detailed knowledge of the literature and issues associated with a number of subject areas relevant to the management degree programme
To ensure that students have the intellectual adaptability and flexibility to enable them to readily assimilate new ideas and materials from a variety of sources

To ensure that students have developed and consolidated their skills at communicating and of working constructively with others

To ensure that students are able to communicate both orally and in writing to an exacting standard

Overall Objectives:
Our objectives for the programme are that on successful completion of the degree programme students will have:

1. Gained an understanding of core business areas (finance, economics, marketing, organisational behaviour/ human resource management) as subjects of academic study and as practical activities.
2. Obtained a detailed understanding of the issues and problems appropriate to business management.
3. Obtained an understanding of how to evaluate critically ideas, concepts and practices related to business and management, the environments in which they function, and the institutions which affect them, including business firms, governments, international organisations and the markets in which businesses operate.
4. Developed the skills needed to work independently and as part of a multicultural team through the various exchange programmes operating within the School.
5. Applied a wide range of skills and techniques to real life business situations and problems.
6. Developed their communications skills, both oral and written, and be able to produce reports which communicate their ideas and arguments effectively; and make effective presentations to academic staff and fellow students.
7. Developed analytical skills and the ability to relate theory to practice through exposure to projects and other assessments based on real organisations and business situations.
8. Used library, IT and other sources to gather information.
9. Obtained a wide range of career opportunities through the acquisition of a broad range of knowledge and skills

Summary of content
Duration of the course: The programme is studied over a minimum of three years on a full-time basis. This consists of 30 weeks attendance per annum.

Stages: Each stage or year of the programme requires students to study modules with a credit value of 120. A 10 credit module consists of 100 hours of student effort, covering lectures, seminars/tutorials, private study, completion of coursework and revision. Modules can vary in size from 10 to 20 credits.

Stage 1 provides the students with a general foundation in the main disciplines of management including accounting, IT, quantitative techniques, economics, marketing, organisational behaviour within the context of a social science faculty.
Stage 2 focuses on the business operations and systems of organisations as well as human resource management. This is complemented by a more in depth understanding of organisational behaviour and research methods suitable to business management. Students may select options at Stage 2 which allow them to begin to specialise in certain management areas, develop entrepreneurial skills or take a modern foreign language.

Optional Year Out: Between stages 2 and 3 students may choose to do an optional work placement or to study abroad at one of our European partner institutions as part of the ERASMUS Exchange Scheme.

Stage 3 has compulsory modules in advanced strategy and operations management and contemporary issues in international business management. Students have 40 credits of options that allow further specialisation in the subjects of their choice. There is the option of a dissertation or consultancy project that allows students to further their independent learning and research skills. Options include Enterprise and Innovation, Marketing, perspectives on Management, Modern Foreign Languages.

Degree Programme Regulations

Degree regulations are revised annually and you can also find the current regulations on


UCAS Code: N200

Stage 1

(a) All candidates shall take the following core modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1003</td>
<td>Introduction to Accounting and Finance (for Business School Students)</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>BUS1002</td>
<td>Global Business Environment</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>BUS1015</td>
<td>Management and Organisation</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>BUS1016</td>
<td>Academic and Professional Skill Development</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>BUS1004</td>
<td>Critical Perspectives on Business growth</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
<tr>
<td>MAS1403</td>
<td>Quantitative Methods for Business Management</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>Core</td>
</tr>
</tbody>
</table>

NOTE - Students who achieve below 70 in the University English Language Assessment are required to take INU9094 Writing for Business School Undergraduates and / or INU9053 Listening and Speaking for Business School Undergraduates on a NOT FOR CREDIT basis (in addition to the 120 credits listed above).
Stage 2

(a) All candidates shall take the following 80 credits of compulsory and core modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS2029</td>
<td>Operations Strategy and Management</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>BUS2010</td>
<td>Managing People in Organisations</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>BUS2018</td>
<td>Research Skills for Business</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>BUS2019</td>
<td>Understanding Work and</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>Core</td>
</tr>
</tbody>
</table>

(b) All candidates shall take 40 credits of optional modules from the following list:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS2005</td>
<td>Business Game/Case Studies in Management</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BUS2011</td>
<td>Business Enterprise</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BUS2017</td>
<td>Introduction to Innovation and Technology Management</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BUS2031</td>
<td>Managing Change</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ACC2000</td>
<td>Interpreting Company Accounts</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BUS2035</td>
<td>HR for Line Managers</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>LAW1054</td>
<td>Introduction to Business Law</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ACE1000</td>
<td>Introduction to Marketing and Consumer Behaviour</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

With the approval of the Degree Programme Director, candidates may select ONE of the 20 credits modules listed below INSTEAD of one of their 20 credit modules from the above list:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCL2007</td>
<td>Career Development for second year students</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SPA1001</td>
<td>Business Spanish</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Students will also be permitted to study an alternate language module to the value of 20 credits. For other optional modules not listed in this section, students should discuss the suitability of the intended selection of module(s) with the Degree Programme Director in order to obtain the approval.

Year 3 (Intercalating Year)

On completion of Stage 2 and before entering Stage 3, candidates may as part of their studies for the degree spend a year in a placement with an approved organisation. Permission to undertake a placement is subject to the approval of the Degree Programme Director.
There is also the opportunity to take part in the Erasmus exchange scheme which involves a period of study and/or work placement in a European country.

The University will withdraw UK student (Tier 4) visas for International students spending a year overseas. It will then be the sole responsibility of the student to re-apply, in a timely fashion, for a UK student (Tier 4) visa to return to Newcastle to complete their studies.

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS3025</td>
<td>Intercalating Year Personal Learning Record</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3026</td>
<td>Intercalating Year Reflecting Learning Account</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Stage 3**

**(a) All candidates shall take the following 80 credits of compulsory modules:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS3053</td>
<td>Management Consultancy Project</td>
<td>40</td>
<td>20</td>
<td>20</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS3051</td>
<td>Management Studies Dissertation</td>
<td>40</td>
<td>20</td>
<td>20</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3054</td>
<td>Strategy, Organisations and Society</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3055</td>
<td>Contemporary Issues in International Business Management</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**(b) All candidates shall take 40 credits of optional modules from the following list:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS3004</td>
<td>Electronic Business</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3033</td>
<td>Critical Organisation Studies</td>
<td>10</td>
<td>10</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3019</td>
<td>The Representation of Management and Organisation in Popular</td>
<td>10</td>
<td>10</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3024</td>
<td>Critical Perspectives on Human Resource Management in Britain</td>
<td>10</td>
<td>10</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3021</td>
<td>International HRM</td>
<td>10</td>
<td>10</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3027</td>
<td>Innovation and Creativity</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3015</td>
<td>Management Practice Seminars</td>
<td>10</td>
<td>10</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3031</td>
<td>Management Practice Business Game</td>
<td>10</td>
<td>10</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>BUS3049</td>
<td>Understanding Enterprise</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
With the approval of the Degree Programme Director, candidates may select ONE of the 20 credits modules listed below INSTEAD of one of their 20 credit modules from the above list:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive Title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCL3007</td>
<td>Career Development for final year students</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>SPA2001</td>
<td>Business Spanish 2</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Students will be permitted to study an alternative language module to the value of 20 credits.

**Skills**

Employers expect graduates to have trained minds, with abilities to apply their intellects to business situations, to learn quickly and to continue learning throughout their careers. Whatever the academic qualifications or abilities sought employers also expect all graduates applicants to have acquired a range of personal, or transferable skills. Although every job calls for a particular blend of skills, research has shown that there are certain core skills that are required to some extent in all graduate jobs.

With respect to academic study, Degree programmes and their constituent modules are designed to offer students a range of opportunities to develop transferable skills. It is important to note that these opportunities may be explicit or implicit. That is, the design of a module, in terms of its delivery and assessment, may explicitly develop, for example, oral presentation and problem solving. Guidance for developing these skills will typically be offered during course specific modules. Yet many modules will also encourage implicit skills such as listening and understanding (part of interpersonal communication, via lectures) and written communication (via exams), whilst the very nature of the Degree Programme encourages Planning and Organising.

The relationship between your degree programme and these skills is expressed in the following table.
<table>
<thead>
<tr>
<th>Core Skill</th>
<th>Definition. The ability to:</th>
<th>Examples of opportunities to develop skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>Write well expressed, concise and grammatical documents, appropriate to the needs of the reader.</td>
<td>Written exams; submitted essays, reports and dissertations; written communication with module leaders, degree programme directors and with other third parties.</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td>Listen attentively and seek to understand what other people say; ask probing questions; consider different viewpoints; negotiate with people to reach agreement on a point of view or course of action; speak in clear and succinct language.</td>
<td>Lectures; seminars; tutorials; personal tutorials; business games; team games.</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>Make lucid and confident presentations appropriate to the audience.</td>
<td>Tutorials; personal tutorials; project presentations.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Recognise and respect the attitudes, actions and beliefs of the other members of the group; establish a good rapport with others and work effectively with them to meet an objective or complete a task; contribute to the planning and co-ordination of a group’s work; assist the working process of a group by helping to resolve conflicts; recognise the strengths of others and encourage them to contribute when appropriate; take a leadership role, setting direction and winning the commitment of others.</td>
<td>Seminars; tutorials; business games; team projects.</td>
</tr>
<tr>
<td>Planning and Organising</td>
<td>Take a long-term view and set challenging but achievable objectives; decide priorities for attaining targets, make a plan and arrange resources to carry it out; draw up a work schedule and meet deadlines effectively; manage personal time and handle a range of activities simultaneously.</td>
<td>Presentations; team projects; dissertations. Module choices and degree programme path. Managing multiple assignments, projects and exams.</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Assimilate, analyse and evaluate complex information, identify key issues and principles and draw well-reasoned conclusions. Think critically; learn from mistakes; challenge established assumptions and make well-supported judgements; take a broad view, seeing less obvious connections and interdependencies; think conceptually and creatively; generate ideas that pay off in practice; implement action based on the assessment of all available information.</td>
<td>Case study analysis; quantitative assignments; business games; team projects; dissertations.</td>
</tr>
<tr>
<td><strong>Initiative</strong></td>
<td>Be a 'Self Starter', take appropriate action unprompted; set demanding personal goals and overcome difficulties to achieve them; pursue an activity to a high standard and rise to challenges; take well-researched decisions quickly.</td>
<td>Team projects; dissertations. Resource investigation (e.g. further reading, seeking out published data, contact with other information providers).</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Adaptability</strong></td>
<td>Respond readily to changing situations and priorities; recognise potential for improvement; re-apply known solutions to new situations; initiate change and make it happen. Be proactive not reactive. Manage stress and remain effective under pressure.</td>
<td>Responding to feedback on submitted work and academic progress; recognising and acting on linkages between modules and successive assignments; learning from mistakes, recognising problems and, where appropriate, informing staff of these; managing multiple assignments, projects and exams.</td>
</tr>
<tr>
<td><strong>Numeracy</strong></td>
<td>Use numbers accurately</td>
<td>Quantitative modules; projects; dissertations.</td>
</tr>
<tr>
<td><strong>Computer Literacy</strong></td>
<td>Use word-processing and spreadsheet software, and to search databases competently. Use the Internet and local Intranet.</td>
<td>Use of appropriate software throughout the degree programme.</td>
</tr>
</tbody>
</table>
# Grade Range and Assessment Criteria

<table>
<thead>
<tr>
<th>Class</th>
<th>Mark Range %</th>
<th>Unseen Exams</th>
<th>Assessed Essays/Assignments</th>
<th>Dissertations</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>100-80</td>
<td>An outstanding answer displaying critical thought and insight or a high level of numerical accuracy and analysis.</td>
<td>Worthy of retaining for reference.</td>
<td>Publishable quality, valuable original contribution to the discipline. High level of achievement demonstrating insight throughout the project.</td>
</tr>
<tr>
<td></td>
<td>79-70</td>
<td>Perceptive, focused use of good depth of material. Original ideas or structure of argument.</td>
<td>Perceptive, focused use of good depth of material. Original ideas or structure of argument. Evidence of insight and depth of understanding</td>
<td>Perceptive analysis using considered choice of research methods and techniques, supported by critical review of relevant literature, and presented in a well-structured framework.</td>
</tr>
<tr>
<td>Second Upper</td>
<td>69-60</td>
<td>Perceptive treatment of the issues plus a coherent presentation with evidence of a broader understanding</td>
<td>Thorough, clear treatment shows understanding of arguments, contribution and context.</td>
<td>Thorough investigation of research topic using appropriate methods and techniques, supported by thorough review of relevant literature, and presented in a well-structured framework.</td>
</tr>
<tr>
<td>Third</td>
<td>49-40</td>
<td>Based almost entirely on lecture material but unstructured and with increasing error component.</td>
<td>Very basic approach to a narrow or misguided selection of material. Lacking in background or flawed in argument.</td>
<td>Limited or superficial analysis with errors in application or interpretation, but broadly appropriate choice of methods and techniques. Limited review of literature. Presented in an adequate framework.</td>
</tr>
<tr>
<td>Fail</td>
<td>39-30</td>
<td>Errors of concept and scope or poor in knowledge, structure and expression (as in a highly foreshortened answer with 3rd qualities)</td>
<td>Little or misdirected effort. Shallow and poorly presented. Lacking in conclusions or conclusions incorrect.</td>
<td>Little effort. Superficial write-up conveying little of the context or value of the research. Poor in knowledge, structure and expression.</td>
</tr>
<tr>
<td></td>
<td>29-0</td>
<td>Significant inability to engage with the question or an answer to an imaginary question</td>
<td>Little or no adherence to assignment title.</td>
<td>Significant inability to engage with research topic or very poorly defined topic. No reference to relevant literature. Very poorly structured.</td>
</tr>
</tbody>
</table>
Module Selection

In Stages 2 and 3 you will be able to select options from the range available. You can select any of the listed modules providing you meet the pre-requisites and time-tabling permitting. It is important that you make the right choice for you and we would advise:

- Consider the information in the module outline
- Think about the career that you want to follow
- Talk to the module leader
- Talk to students who have done the module
- Talk to your personal tutor if unsure

You will be asked to select your preferences at the end of Stage 1 for those students going into Stage 2 and at the end of Stage 2 for those going into Stage 3. As noted earlier, it is very important that you take time to consider the pre-requisites for the modules you are considering. You will not be able to take the modules for which you do not have the pre-requisites.

Students should note that all modules are offered subject to the constraints of the timetable and to any restrictions on the number of students who may be taught on a particular module. Not all modules may be offered in all years and they are listed subject to availability. Module timetable can be viewed online at: [http://www.ncl.ac.uk/timetable/](http://www.ncl.ac.uk/timetable/)

Selecting Modules From Outside the Regulations

For other optional modules not listed in this section, students should discuss the suitability of the intended selection of module(s) with the Degree Programme Director in order to obtain the approval.

‘Students into schools’ (NCL modules) and other work related modules (Career Development)

Students may select NCL (or similar) modules at Stages 2 and 3. However, students may not select more than a total of 20 credits of NCL (or similar) modules in one year and no more than 30 credits across the degree.

Studying a Modern Language

You may choose to study a language in stages two or three as part of your option choice. To do so, certain criteria apply:

1. You must be accepted by the School of Modern Languages
2. Your timetable must be able to accommodate the language classes
3. If studying a European Language, you must be able to take at least the Lower Intermediate Level in your final year (i.e. a minimum of Elementary level in stage 2)
4. If studying an Oriental Language, you may take any level in either stage 2 or stage 3, but may not take a different language at beginners level in both stages

You must also have the language study agreed by the Programme Director.

Details of both European and Oriental Languages are available from the Language Centre, the Old Library Building.
Changing Modules

If you wish to change your module choice, then the following applies.

1. Any selections or changes to selections for Semester one modules must be made within the first three weeks of the Semester. For second Semester modules your choice must be finalised and registered with the office by the end of the first two weeks of Semester two. You should submit a Change of Module form to the Undergraduate Office. Any modules selected outside the department must have the express permission of your DPD.

2. To make selections after the above period, you will require a Concession from the Faculty Concessions Committee, and your DPD will have to submit an application on your behalf. A Concession to change modules is normally only granted on exceptional grounds.

Module outlines

Module outlines for all the modules offered by the Business School are available at the School’s home page at: https://apps.ncl.ac.uk/mofs/

Reading lists (MOFS)

Detailed reading lists provided by module leaders at the start of each module (usually via Blackboard). Key readings for each module can also be obtained from the specific module outline which are available online through the school’s website. The library is also presently revamping its online reading lists. These will allow students to access catalogue information and other resources (such as electronic journals), directly through reading lists for each module, via the library home-page.

Prizes

There are a number of prizes offered at the end of each stage for Business Management. These are:

- N200 Stage 1 Prize – Awarded to the Best Stage 1 Student on BA Hons Business Management.
- N200 Stage 2 Prize – Awarded to the Best Stage 2 Student on BA Hons Business Management.
- N200 Final Year Prize – Awarded to the Best graduating student on BA Hons Business Management.
- N200 Final Year Prize – Awarded for Outstanding Performance in Final Year BA Hons Business Management.
- NN52/N200 Final Year Prize - Awarded for the Best Major Group Project on BA Hons Business Management or BA Hons Marketing & Management.
- N200/NN52 Final Year Prize – Awarded for Best Major Project/Dissertation on BA Hons Business Management or BA Hons Marketing & Management.
Summary of Programme Commitments

The University’s Student Charter is available online:
www.ncl.ac.uk/pre-arrival/regulations/#studentcharter

It is also provided to all students as part of The Student Guide. In the Student Charter, the University undertakes to provide you with access to ‘high standards of teaching, support, advice and guidance’.

The Student Charter requires that students are provided with a ‘programme handbook’ which details any professional requirements, contact hours, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures’. The purpose of this summary is to help you locate further details about this key information in your handbook.

Your handbook also contains a range of other valuable information, so you should read it thoroughly and retain a copy for future reference.

Your attention is also drawn to the Student Charter Supplementary Statement of Student Rights and Responsibilities.