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**Significant changes made to the Business Administration programme
specification 2024–2025**

- Students may not normally request a lower intermediate qualification if studying on a

Programme title and qualifications

Undergraduate degrees of the University of London are awarded with Honours. The award certificate will indicate the level of the academic performance (Honours) achieved by classifying the award. The classification of the degree will be based on the ratified

Individual modules

There is no provision for individual modules of the programme to be studied on a stand-alone basis.

Qualification titles may be abbreviated as follows:

Bachelor of Science – BSc

Diploma of Higher Education – DipHE

Certificate of Higher Education – CertHE

Level of the programmes

The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ) forms part of the UK Quality Code for Higher Education of the [Quality Assurance Agency for Higher Education](#) (QAA).

The qualifications are placed at the following Levels of the FHEQ:

BSc: Level 6

DipHE: Level 5

CertHE: Level 4

QAA subject benchmark

See the [QAA website](#) for information:

The latest [QAA subject benchmark statement](#) for bachelor's degrees with honours in business and management was published in November 2019.

Awarding body

University of London

Registering body

University of London

Academic direction

Royal Holloway, University of London

Accreditation by professional or statutory body

Not applicable

Language of study and assessment

English

Mode of study

Students are required to attend a full- or part-time programme of instruction at a teaching centre that is recognised by the University to teach the programme.

The University of London website provides an overview of [teaching centres](#).

Programme structures

BSc Honours degree

The BSc Honours in Business Administration consists of 12 modules:

- Four Stage 1 modules (FHEQ Level 4);
- Four Stage 2 modules (FHEQ Level 5), including one specific to your elected pathway, as applicable;
- Four Stage 3 modules

Students will retain the period of registration initially given to them on registration if the maximum registration period for their qualification changes during their studies.

Study materials are made available after registration and on payment of the applicable fee.

Credit value of modules

Further information about the credit systems used by universities in the UK and Europe is provided by the [Quality Assurance Agency](#) and the [European Credit Transfer and E8 0\(9EMCd/0n\)T0 Tc4-](#)

Internet access

BSc attendance requirements

BSc students who first register on the programme in 2021–2022 and thereafter must attend a recognised teaching centre.

Students with access requirements

The University of London welcomes applications from disabled students and/or those who have access requirements. The University will make every effort to provide reasonable adjustments to enable those with a disability, learning difficulty or access requirements to have the same opportunity as all other students to successfully complete their studies.

The University is committed to managing the application procedure and the programme itself to ensure that services are accessible for all students and that an inclusive environment is created. Students with a disability, or others who may need access arrangements to assist in taking assessments, should complete the relevant section of the application form, or contact the [Inclusive Practice Manager](#). A separate room or other arrangements may be considered.

Requests are considered by a University panel, whose purpose is to ensure that students with disabilities and/or specific access requirements are neither advantaged nor disadvantaged by such arrangements when compared with other students. These considerations remain separate from the academic selection processes.

For further information see the [Inclusive Practice Policy](#).

Sources of funding and scholarships

Information about potential sources of funding and scholarships is updated annually and where available is included in the prospectus web pages.

For further information see [Funding your study](#) on the website.

Educational aims and learning outcomes of the programmes

Educational aims – BSc

Business Administration is a broad-based academic subject and a field of study with practical implications offering the chance to develop related personal and technical skills. The aim of a programme in Business Administration and Management is not to produce students who are fully-fledged managers, since this can only occur with genuine management experience. The curriculum is based around a progressive ‘spine’ of mandatory modules, which reflect the variety of perspectives (institutional, comparative, international, critical and strategic) that inform an understanding of Business Administration and Management. The degree structures are progressive, allowing students to move from Stage 1 modules to more critical or specialist modules.

A range of modules is offered to ensure that students appreciate the diverse, interdisciplinary nature of management and also gain or reinforce a range of conceptual, technical, quantitative and personal skills.

Stage 1 provides a foundation for advanced and independent study through establishing a common platform of essential knowledge and skills.

(Stage 1 is equivalent to FHEQ Level 4 – successful completion of this stage would allow a student to exit with a Certificate of Higher Education).

Stage 2 provides students with a range of opportunities to build upon their foundation knowledge and develop their independent learning and a rigorous approach in the study of management.

(Stage 2 is equivalent to FHEQ Level 5 – successful completion of this stage and Stage 1 would allow a student to exit with a Diploma of Higher Education).

Stage 3 provides students with a range of opportunities to further advance their critical study
to the level of a Bachelor's degree (BSc).

Stage	Knowledge and understanding of:	Skills and other attributes:
	comparative perspectives that inform management theory and practice.	C1: Research C2: Self-management C3: Problem Solving C4: Numeracy C5: Netiquette C6: Written communication
Stage 2 (Stage 2 is equivalent to FHEQ Level 5 –Exit award DipHE).	A2: Key managerial functions such as information systems, marketing, human resource management, accounting, operations management; A2.1: How organisations develop and maintain competitive advantage within a changing business environment influenced by economic, political, social, and cultural factors.	Intellectual (thinking) skills B2: Capacity to critically apply methodologies in the analysis of management. Transferable Skills C1: Research C2: Self-management C3: Problem Solving C4: Numeracy C5: Netiquette C6: Written communication
Stage 3 (Stage 3 is equivalent to FHEQ Level 6 –BSc)	A3: The organisation, its functions, and the context of business leading to a multifaceted appreciation of the Management discipline; A3.1: The strategic and operational processes by which management plans and coordinates the use of resources with the general objective of securing or maintaining competitive advantage; A3.2: The emergence of the global economy and multinational firms, using various theoretical approaches (economic management, international relations and geopolitical).	Intellectual (thinking) skills B3: Ability to analyse real-life problems facing actual businesses and evaluate the effectiveness and limitations of different management attempts to solve them. Transferable Skills C1: Research C2: Self-management C3: Problem Solving C4: Numeracy C5: Netiquette C6: Written communication

Transferable skills: definitions

- **Research:** the ability to analyse and evaluate a range of business data, sources of information and appropriate methodologies, which includes the need for strong digital literacy, and to use that research for evidence-based decision-making;
- **Self-management:** a readiness to accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time;
- **Problem solving:** analysing facts and circumstances to determine the cause of a problem and identifying and selecting appropriate solutions;
- **Numeracy:** the use of quantitative skills to manipulate data, evaluate, estimate and model business problems, functions and phenomena;
- **Netiquette:** respecting other users' views and displaying common courtesy when posting your views to online discussion groups and other internet-based mediums;
- **Written communication:** development of an argument through understanding structure, style and content related issues.

Learning outcomes by programme: Business Administration with Marketing

Subject specific – knowledge and understanding:

- The organisation, its functions, and the context of business leading to a multifaceted appreciation of marketing and other management disciplines;
- The strategic and operational processes by which management plans and coordinates the use of marketing resources with the general objective of securing or maintaining competitive advantage;
- The emergence of the global context through and the influence of technology, and the impact of digital marketing on business operations and consumer behaviour.

Stage

**Knowledge and
understanding of:**

Skills and other attributes:

Stage	Knowledge and understanding of:	Skills and other attributes:
	A3.3: Contemporary perspectives on global marketing, the consumer and advertising and branding.	

Stage	Knowledge and understanding of:	Skills and other attributes:
<p>Stage 2 (Stage 2 is equivalent to FHEQ Level 5 –Exit award DipHE).</p>	<p>A2: Key managerial functions of human resources management and its links to information systems, marketing, accounting and operations management;</p> <p>A2.1: How organisations develop and maintain competitive advantage within a changing business environment influenced by economic, political, social, and cultural factors;</p> <p>A2.2: Contemporary perspectives on organisational change and performance in organisations.</p>	<p>Intellectual (thinking) skills</p> <p>B2: Capacity to critically apply methodologies in the analysis of management.</p> <p>Transferable Skills</p> <p>C1: Research C2: Self-management C3: Problem Solving C4: Numeracy C5: Netiquette C6: Written communication</p>
<p>Stage 3 (Stage 3 is equivalent to FHEQ Level 6 –BSc)</p>	<p>A3: The organisation, its functions, and the context of business leading to a multifaceted appreciation of human resources management and management discipline;</p> <p>A3.1: The strategic and operational processes by which management plans and coordinates the use of human resources management with the general objective of securing or maintaining competitive advantage;</p> <p>A3.2: The emergence of the global economy and multinational firms, using various theoretical approaches (economic</p>	

Diploma of Higher Education in Business Administration

- Online student café and discussion areas which allow students to communicate with each other.
- Practice examination questions to aid revision.
- [Student Guide](#): This provides information which is common to all students and gives information about matters of importance from the start of a student's relationship with the University of London through to their graduation.
- [Programme Handbook](#). This tells students how to access available resources and assessment and examinations procedures.
- Induction and resource hub. This is a key source of information and support for study skills throughout the time on the programme.
- [Programme Regulations](#).
- [The Online Library](#): This provides a range of full-text, multidisciplinary databases where journal articles, e-books and reports can be found.
- University of London library: Registered students may use the resources located within the Senate House library.
- A University of London email account and web area for personal information management.

All students must make their own arrangements to study with a locally-based recognised teaching centre, and additional fees will be payable to the teaching centre.

Attendance at a recognised teaching centre is a requirement for students first registering on the programme from 2021–2022. BSc students who registered on the programme as independent learners in 2020–2021 or earlier, or who transfer as independent learners from the Old Regulations, may continue to learn independently, without registering with a teaching centre, for the duration of their registration period.

scrutiny and student engagement, are in place for all programmes. Learning materials are written and all assessments are set and marked by academic staff who are required to apply the University's academic standards.

Review and evaluation mechanisms

Some of the key mechanisms in place to assure the standards of all University of London qualifications and the quality of the student experience, include:

- Annual programme reports: produced for all programmes in order to review and enhance the provision and to plan ahead;
- Independent external examiners: submit reports every year to confirm that a programme has been assessed properly and meets the appropriate academic standards;
- Annual student performance, progression and completion statistics;
- Periodic programme reviews: carried out every 4-6 years to review how a programme has developed over time and to make sure that it41Hd to m imeders6 ym to rnuualss

