

**Royal Holloway, University of London**  
**Course specification for an undergraduate award**  
**BSc Business and Management (Year in Business) (N201)**

**Section 1 – Introduction to your course**

This course specification is a formal document, which provides a summary of the main features of your course and the learning outcomes that you might reasonably be expected to achieve and demonstrate if you take full advantage of the learning opportunities that are provided. Further information is contained in the College prospectus, and in various handbooks, all of which you will be able to access online. Alternatively, further information on the College's academic regulations and policies can be found [here](#). Further information on the College's Admissions Policy can be found [here](#).

Your degree course in BSc Business and Management (Year in Business) is delivered in four stages. Stages one, two and four comprise one year of full-time study during which you must follow modules to the value of four units (one unit is equivalent to 30 national credits). Stage three consists of work experience of between nine and twelve months, either in business or for an organisation in the public or not-for-profit sectors, for which you take one unit (30 credits).

Management 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 course in 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 Management. The degree structures are progressive, allowing you to move from foundation modules to more critical or specialist modules, while maintaining a flexible set of options. A wide range of modules is offered to ensure that you appreciate the diverse, interdisciplinary nature of management and also gain or reinforce a range of conceptual, technical, quantitative and personal skills.

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

In **stage two** there is an even greater emphasis on independent learning and you build upon your foundation knowledge for the advanced study of key management functions, their role within organisations, and their relationship to overall strategic management.

In **stage four** you select specialist options which give the opportunity to develop particular skill sets, to deepen understanding of core management functions and to extend your knowledge of literature, theory and case evidence and the associated practical implications. You may also undertake a research dissertation, which integrates and further develops knowledge and skills acquired throughout the course. Those students on the degree course with a year in business will undertake a continuous period of work experience during which you are provided with opportunities for integration of theory and practice.

While Royal Holloway keeps all the information made available under review, courses and the availability of individual modules, especially optional modules are necessarily subject to change at any time, and you are therefore advised to seek confirmation of any factors which might affect your decision to follow a specific course. In turn, Royal Holloway will inform you as soon as is practicable of any significant changes which might affect your studies.

The following is brief description for some of the most important terminology for understanding the content of this document:

*Degree course* – May also be referred to as 'degree course' or simply 'course', these terms refer to the qualification you will be awarded upon successful completion of your studies.

*Module* – May also be referred to as 'course', this refers to the individual units you will study each year to complete your degree course. Undergraduate degrees at Royal Holloway comprise a combination of modules in multiples of 15 credits to the value of 120 credits per year. On some degree courses a certain number of optional modules must be passed for a particular degree title.

Section 2 – Course details			
<b>Date of specification update</b>	March 2020	<b>Location of study</b>	Egham Campus
<b>Course award and title</b>	BSc Business and Management (Year in Business)	<b>Level of study</b>	Undergraduate
<b>Course code</b>	2929	<b>UCAS code</b>	N201
<b>Year of entry</b>	2020/21		
<b>Awarding body</b>	Royal Holloway, University of London		
<b>Department or school</b>	School of Management	<b>Other departments or schools involved in teaching the course</b>	N/A
<b>Mode(s) of attendance</b>	Full-time	<b>Duration of the course</b>	Four years
<b>Accrediting Professional, Statutory or Regulatory Body requirement(s)</b>	N/A		
<b>Link to Coursefinder for further information:</b>	<a href="https://www.royalholloway.ac.uk/studying-here/">https://www.royalholloway.ac.uk/studying-here/</a>	<b>For queries on admissions:</b>	<a href="mailto:study@royalholloway.ac.uk">study@royalholloway.ac.uk</a>

Section 3 – Degree course structure										
3.1 Mandatory module information										
The following table summarises the mandatory modules which students must take in each year of study										
Year	Module code	Module title	Contact hours*	Self-study hours	Written exams**	Practical assessment**	Coursework**	Credits	FHEQ level	Module status (see below)
1	MN1105	Quantitative Methods	29	121	100%	0%	0%	15	4	MC
1	MN1115	Interpreting Management	29	121	0	0	100%	15	4	MC
1	MN1205	International Business	29	121	0	40%	60%	15	4	MC
1	MN1405	Accounting	29	121	60%	0	40%	15	4	MC
1	MN1505	Foundations in Digital Enterprise	29	121	60%	10%	30%	15	4	MC
1	MN1705	Organisation Studies	29	121	50%	0	50%	15	4	MC
1	MN1915	Management First	20	130	0	0	100%	15	4	MC
2	MN2205	Strategic Management	29	121	0	50%	50%	15	5	MC
2	MN2305	Marketing Strategy in Context	29	121	0	0	100%	15	5	MC
2	MN2405	Managerial Accounting	29	121	60%	0	40%	15	5	MC
2	MN2505	Operations Management	29	121	60%	40%	0	15	5	MC
2	MN2705	Human Resource Management	29	121	60%	0	40%	15	5	MC
3	MN3511	Year in Business					100%	30	6	MNC
4	MN3915	Business in Context	29	121	0	0	100%	15	6	MC

This table sets out the most important information for the mandatory modules on your degree course. These modules are central to achieving your learning outcomes, so they are compulsory, and all students on your degree course will be required to take them. You will be automatically registered for these modules each year. Mandatory modules fall into two categories; 'condonable' or 'non-condonable'.

In the case of mandatory 'non-condonable' (MNC) modules, you must pass the module before you can proceed to the next year of your course, or to successfully graduate with a particular degree title. In the case of mandatory 'condonable' (MC) modules, these must be taken but you can still progress or graduate even if you do not pass them. Please note that although Royal Holloway will keep changes to a minimum, changes to your degree course may be made where reasonable and necessary due to unexpected events. For example; where requirements of relevant Professional, Statutory or Regulatory Bodies have changed and course requirements must change accordingly, or where changes are deemed necessary on the basis of student feedback and/or the advice of external advisors, to enhance academic provision.

\*Contact hours come in various different forms, and may take the form of time spent with a member of staff in a lecture or seminar with other students. Contact hours may also be laboratory or, studio-based sessions, project supervision with a member of staff, or discussion through a virtual learning environment (VLE). These contact hours may be with a lecturer or teaching assistant, but they may also be with a technician, or specialist support staff.

\*\*The way in which each module on your degree course is assessed will also vary, however, the assessments listed above are all 'summative', which means you will receive a mark for it which will count towards your overall mark for the module, and potentially your degree classification, depending on your year of study. On successful completion of the module you will gain the credits listed. 'Coursework' might typically include a written assignment, like an essay. Coursework might also include a report, dissertation or portfolio. 'Practical assessments' might include an oral assessment or presentation, or a demonstration of practical skills required for the particular module.

### 3.2 Optional module

In addition to mandatory modules, there will be a number of optional modules available during your degree. The following table lists a selection of optional modules that are likely to be available. However, not all may be available every year. Although Royal Holloway will keep changes to a minimum, new options may be offered or existing ones may be withdrawn. For example; where reasonable and necessary due to unexpected events, where requirements of relevant Professional, Statutory or Regulatory Bodies (PSRBs) have changed and course requirements must change accordingly, or where changes are deemed necessary on the basis of student feedback and/or the advice of External Advisors, to enhance academic provision. There may be additional requirements around option selection, so it is important that this specification is read alongside your department's Student Handbook, which you can access via their [webpage](#).

Year 1	Year 2	Year 3	Year 4
MN1125 Economic and Social Foundations of Sustainable Organisations	MN2815 Business in Society		MN3045 International Financial Accounting
MN1305 Markets and Consumption	MN2165 The Global Economy		MN3055 Consumer Behaviour
	MN2225 Multinational Enterprise		MN3205 Emerging Markets

	MN2315 Marketing Research		MN3215 Asia Pacific Business
	MN2325 Digital Marketing		MN3225 European Business
	MN2415 Financial Management		MN3245 Accounting for Corporate Accountability
	MN2425 Managerial Economics		MN3265 The Globalisation of Work
	MN2515 Creative Process Management		MN3271 International Human Resource Management
	Management and Environmental Sustainability		MN3295 The Individual at Work
	MN2605 New Venture Creation		MN3305 Business in International Comparative Perspective
	MN2615 Fundamentals of Entrepreneurship		MN3311 Dissertation (30 credits)
	MN2715 Motivation and Performance		MN3315 Brands and Branding
	MN2725 Managing Organisational Change		MN3325 Global Marketing
			MN3345 Strategic Management Accounting
			MN3365 Strategic Finance
			MN3455 Advertising and Promotion
			MN3495 Clusters, Small Business and Entrepreneurship
			MN3515 Business Data Analytics
			MN3655 Innovation, Strategy and the Corporation
			MN3715 Organisations and Accountability
			MN3725 Corporate Governance
			MN 3745 Responsible Entrepreneurship and Innovation
			Marketing Ethics and Society
			MN3536 Social Media, Networks, and Business
			Security Management for the Cyber Age
			MN3010 Business Simulation
			MN3272 Global Challenges to Human Resource Management

### 3.3 Optional module requirements

During stage one, you must take either MN1125 or MN1305.

During stage two, you must take three of the 15 credit optional stage two modules however, you may not take more than one of the following modules: MN2425 Managerial Economics, MN2515 Creative Process Management or MN2805 Business and the Natural Environment. You may take up to 30 credits from another Department(s) subject to approval from the other Department(s).

During stage four, you must take optional modules to the value of 105 credits, however, you may not take more than one of the following modules: MN3715 Organisations and Accountability, MN3536 Social Media, Networks, and Business, MN3495 Clusters, Small Business and Entrepreneurship, MN3315 Brands and Branding and MN3265 The Globalisation of Work.

### Section 4 - Progressing through each year of your degree course

For further information on the progression and award requirements for your degree, please refer to Royal Holloway's [Academic Regulations](#). As part of your degree course you may also be required to complete a module to develop your academic writing skills. This module does not carry credit but passing it is a requirement to progress to the next year of study.

Year in Business - The third year of this degree course will be spent on a work placement. You are supported by your academic department and the Royal Holloway Careers Service to find a suitable placement. However, Royal Holloway cannot guarantee that all students who are accepted onto this degree course will secure a placement, and the ultimate responsibility lies with you. You will need to achieve an agreed level of academic performance to proceed onto, or remain on, a placement. On BSc Business and Management (Year in Business) this level is set at passing Year 1 and Year 2 with a stage average of at least 60%. This year forms an integral part of the degree course and you will be asked to complete assessed work. The mark for this work will count towards the degree. For students on BSc Business and Management (Year in Business) the module, MN3511 Year in Business is mandatory non-condonable and must be passed to qualify for the degree title Year in Business.

## Section 5 – Educational aims of the course

The aims of this course are:

- to provide an intellectually challenging and relevant education which will equip students with the analytical competence, knowledge base, critical capabilities, and personal and technical skills required for future roles in business, the public sector, and society and for further study and doctoral research;
- to combine academic and practical insights into the subject of Management within an international and comparative context;
- to reflect the dynamic nature of the business world in the international environment;
- to provide a learning environment informed by the research expertise of academic staff;
- to develop students' lifelong learning skills, and instill and improve a broad range of transferable personal and technical skills;
- to provide for integration between theory and practice by a variety of means including, for example, work-based experience or placement, with input from external business-related visitors.



**Section 6 - Course learning outcomes**

**In general terms, the courses provide opportunities for students to develop and demonstrate the following learning outcomes. (Categories – Knowledge and understanding (K), Skills and other attributes (S), and Transferable skills (\*))**

<ol style="list-style-type: none"> <li>1. the discipline of Management as pursued by the School, with an emphasis on the historical, political, cultural, ethical and institutional forces shaping modern business <b>(K)</b>;</li> <li>2. the principal interdisciplinary and comparative perspectives that inform Management theory and practice <b>(K)</b>;</li> <li>3. the organisation, its functions, and the context of business leading to a multifaceted appreciation of the Management discipline <b>(K)</b>;</li> <li>4. how organisations develop and maintain competitive advantage within a changing business environment influenced by economic, political, social, and cultural factors <b>(K)</b>;</li> <li>5. key managerial functions such as information systems, marketing, human resource management, accounting, operations management <b>(K)</b>;</li> <li>6. 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 <b>(K)</b>;</li> <li>7. the emergence of the global economy and multinational firms, using various theoretical approaches (economic management, international relations and geo-political) <b>(K)</b>;</li> <li>8. the principles of business statistical calculations and assessment of the results <b>(K)</b>;</li> <li>9. the application of management theory to practical situations, the managerial skills needed in business, and how to deal with practical work-based situations <b>(K)</b>;</li> </ol>	<ol style="list-style-type: none"> <li>10. capacity to critically apply methodologies in the analysis of management <b>(S)</b>;</li> <li>11. ability to evaluate theory, research and practice within management <b>(S)</b>;</li> <li>12. ability to analyse real-life problems facing actual businesses and evaluate the effectiveness and limitations of different management attempts to solve them <b>(S)</b>;</li> <li>13. effective oral and written communication, including presentation skills <b>(S*)</b>;</li> <li>14. presentation skills <b>(S*)</b>;</li> <li>15. personal skills such as effective listening, negotiating and persuasion <b>(S*)</b>;</li> <li>16. teamworking <b>(S*)</b>; skills in information technology, numeracy, and research <b>(S*)</b>.</li> </ol>
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### Section 7 - Teaching, learning and assessment

Teaching is through a number of means depending on the specific topic or module, but is mostly by lectures, seminars and workshops. Lectures normally cover the essential subject matter, literature review, and provide summaries of the key debates. Seminars or workshops supplement lectures, or allow you the opportunity to practise or acquire a technical or personal skill. They employ a range of approaches, including case studies, discussion, role-plays, one-to-one interactions, question and answer sessions, information technology, or computer-based training. Considerable emphasis is placed on personal study and library work, often in preparation for seminars, workshops and lectures, and modules provide guided reading and indicative bibliography.

Assessment methods vary in accordance with the aims and outcomes of a specific topic or module, but frequently involve a combination of in-module assessment and formal end of year written examinations. In addition group and individual projects, in-module tests, group and individual presentations, reports, quantitative analysis, and essays are all used at some point during the courses. For all assessments except in-module tests, you receive either written or oral feedback.

At stage one, teaching, learning and assessment focus on achievement of foundation knowledge and skills for advanced study; at stage two there is an even greater emphasis on independent learning and development of conceptual capabilities and advanced knowledge; and stage three allows students to deepen their specialist knowledge, adopt more critical and evaluative approaches and carry out independent research. Full details of the assessments for individual modules can be obtained from the [School](#).

### Section 8 – Additional costs

Costs incurred by students while on a Year in Industry/Business vary depending on the nature and location of the placement. For further information please contact our Student Fees Office.

**These estimated costs relate to studying this particular degree course at Royal Holloway. General costs such as accommodation, food, books and other learning materials and printing etc., have not been included, but further information is available on our website.**

<b>Section 9 – Indicators of quality and standards</b>	
<b>QAA Framework for Higher Education Qualifications (FHEQ) Level</b>	4-6
Your course is designed in accordance with the FHEQ to ensure your qualification is awarded on the basis of nationally established standards of achievement, for both outcomes and attainment. The qualification descriptors within the FHEQ set out the generic outcomes and attributes expected for the award of individual qualifications. The qualification descriptors contained in the FHEQ exemplify the outcomes and attributes expected of learning that results in the award of higher education qualifications. These outcomes represent the integration of various learning experiences resulting from designated and coherent courses of study.	
<b>QAA Subject benchmark statement(s)</b>	<a href="http://www.qaa.ac.uk/quality-code/subject-benchmark-statements">http://www.qaa.ac.uk/quality-code/subject-benchmark-statements</a>
Subject benchmark statements provide a means for the academic community to describe the nature and characteristics of courses in a specific subject or subject area. They also represent general expectations about standards for the award of qualifications at a given level in terms of the attributes and capabilities that those possessing qualifications should have demonstrated.	

### Section 10 – Further information

This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate when taking full advantage of the learning opportunities that are available. More detailed information on modules, including teaching and learning methods, and methods of assessment, can be found via the online [Module Catalogue](#). The accuracy of the information contained in this document is reviewed regularly by the university, and may also be checked routinely by external agencies, such as the Quality Assurance Agency (QAA).

Your course will be reviewed regularly, both by the university as part of its cyclical quality enhancement processes, and/or by your department or school, who may wish to make improvements to the curriculum, or in response to resource planning. As such, your course may be revised during your study at Royal Holloway. However, your department or school will take reasonable steps to consult with students via appropriate channels when considering changes. All continuing students will be routinely informed of any significant changes.

### Section 11 – Intermediate exit awards (where available)

You may be eligible for an intermediate exit award if you complete part of the course as detailed in this document. Any additional criteria (e.g. mandatory modules, credit requirements) for intermediate awards is outlined in the sections below.

Award	Criteria	Awarding body
Diploma in Higher Education (DipHE)	Pass in 210 credits of which at least 90 must be at or above FHEQ Level 4 and at least 120 of which must be at or above FHEQ Level 5	Royal Holloway and Bedford New College
Certificate in Higher Education (CertHE)	Pass in 120 credits of which at least 90 must be at or above FHEQ Level 4	Royal Holloway and Bedford New College

### Section 12 - Associated award(s)

<p>BSc Business and Management (N200)          BSc Business and Management (Year in Business) (N201)          BSc Management with Accounting (N2N4)          BSc Management with Accounting (Year in Business) (NN24)          BSc Management with Human Resources (N2N6)          BSc Management with Human Resources (Year in Business) (NN16)          BSc Management with Digital Innovation (N2G5)          BSc Management with Digital Innovation (Year in Business) (NI12)          BSc Management with Marketing (N2N5)          BSc Management with Marketing (Year in Business) (NN25)          BSc Management with International Business (N2N1)          BSc Management with International Business (Year in Business) (NN21)          BSc Management with Corporate Responsibility (ND24)          BSc Management with Corporate Responsibility (Year in Business) (N191)          BSc Management with Entrepreneurship (NN23)          BSc Management with Entrepreneurship (Year in Business) (N190)</p>	<p>BSc Economics and Management (LN12)          BA French and Management (RN12)*          BA German and Management (RN22)*          BA Italian and Management (RN32)*          BSc Computing and Business (NG25)          BSc Computing and Business (Year in Industry) (NG25)          BA Management and Spanish (NR24)*          BSc Mathematics and Management (GN12)          BSc Mathematics with Management (G1N2)          BSc Management with Mathematics (N2G1)</p>
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