BA (Hons) Business & Law Programme Handbook

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Version 8

Introduction to the Programme

Welcome to the BA (Hons) Business & Law programme. This handbook provides you with information about the structure of your programme and a description of each of the modules that you will study.

The programme is made up of the core modules listed in the tables below. An outline of the content of each of the modules and the assessment methods used can be found in the Module Detail section on iLearn.

Level 4

Module Code	Module Title	Credits	Module Type (Core/Option)
SKI4002	Effective Interdisciplinary Study	20	C
BUS4001	Understanding the Business Environment	20	C
LLBQLD002 (DL) LAW4002 (BL)	English Legal System	20	C
LLBQLD004 (DL) LAW4005 (BL)	Law of Contract	20	C
MKT4001	Principles of Marketing	20	C
HRM4002	People in Organisations	20	C

Level 5

Module Code	Module Title	Credits	Module Type (Core/Option)
RES5001	Research Ethics in Action	20	C
BUS5001	Managing Across Cultures	20	C
LLBQLD007 (DL) LAW5003 (BL)	Tort 1	20	C
LLBQLD008 (DL) LAW5004 (BL)	Tort 2	20	C
LLBQLD011 (DL) LAW5002 (BL)	EU Law	20	C
BUS5003	Enterprise & Entrepreneurship	20	C

Level 6

Module Code	Module Title	Credits	Module Type (Core/Option)
LLBQLD018 (DL) LAW6005 (BL)	Company Law	40	C
LLBQLD017 (DL) LAW6006 (BL)	Employment Law	20	C
BUS6001	Contemporary Mgt Issues	20	C
BUS6003	International Management	20	C
RES6004	Research Planning & Project	20	C

Please note that modules may not be delivered in this order; please refer to your course timetable.

Arden University Assessment Regulations

Students will be assessed in accordance with the standard Arden University assessment regulations which can be found on the Arden University website http://arden.ac.uk/

Programme Specification Form

Arden University QUALITY ASSURANCE DOCUMENT QA3 - PROGRAMME SPECIFICATION

1. Target Award	BA (Hons)
2. Programme Title	BA (Hons) Business & Law
3. Exit Awards	Certificate of Higher Education in Business & Law (120 credits)
	Diploma of Higher Education in Business & Law (240 credits)
	BA (Ordinary) in Business & Law (300 credits).
4. Programme Leader(s)	Angela Burns
5. Delivery Model	Blended Learning
	Online Learning
6. Start date	January 2017
7. Programme Accredited by *(PSRB or other, if applicable)*	N/A
8. UCAS Code *(If applicable)*	
9. Relevant QAA subject benchmark statement	Business & Management (2015)
	Law (2015)

10. Programme Aims

The overall aim of the AU BA (Hons) Business & Law is to enable students to acquire knowledge, understanding and a range of practical skills relating to the two inter-related disciplines which are applicable to commercial and non-commercial sectors, and in a variety of geographical and cultural settings. Simultaneously students will develop a range of transferrable skills that will aid them as they pursue business and legal careers or further relevant study. More specifically it will:

- allow students to develop managerial and professional level skills and understanding across the two related disciplines of Business and Law.
- promote understanding of the key aspects of current practice and ethics in the fields of Business and Law while acknowledging current and emerging developments in related disciplines.
- equip students with the essential skills and tools to work professionally in a range of commercial and non-commercial situations; and to be creative and professional practitioners, when working independently and when collaborating with others as part of multidisciplinary teams.
- present multiple perspectives on Business and Law in a way that fosters critical evaluation
- develop knowledge leading to an ability to appreciate and critically evaluate theory, research findings, and applications
- enable students to communicate effectively through a variety of media and presentational forms to specialist and non-specialist audiences.
- equip students to work within multicultural settings and to appreciate the complexities of such contexts
- provide a stimulating online academic environment in which students can develop confidence as practitioners, and as individuals who are part of a highly engaged community of learners and thereby to inspire students to become lifelong learners.

11. Intended programme learning outcomes and the means by which they are achieved and demonstrated		
11a. Knowledge and understanding	**The means by which these outcomes are achieved**	**The means by which these outcomes are demonstrated**
A1 Evaluate the appropriateness of the structure, functions, processes and management priorities of a business organisation to achieve its strategic objectives. A2 Utilise business research to improve business performance and analyse and interpret written, visual and graphical data. A3 Recognise the importance of collecting relevant data, and the variety or information sources, both primary and secondary. A4 Analyse leading issues in business and have a clear view of the contemporary and cross cultural issues facing modern managers. A5 Apply a range of theoretical concepts to practical organisational or industry sector issues or problems, displaying sensitivity to differing cultural and ethical contexts in decision making. A6 Demonstrate factual and conceptual knowledge of the principle features of the English Legal System and European	Acquisition of knowledge and understanding is facilitated through a combination of seminars, tutorials, group discussions and independent and directed study, supported throughout by comprehensive online teaching materials and broader resources. We achieve this through a pedagogy that includes project work, group forums and project-based activities. That is: **Asynchronous** • Independent and directed student study, supported throughout by comprehensive online multi-media teaching materials and resources accessed through our VLE • Guided group / project based work • Discussion forums where students discuss and critically engage with themes emerging from the materials they engage with, following the posing of questions or propositions, case studies or similar by either tutor or students themselves • Podcasts and narrated PowerPoints **Synchronous** • Seminars (either face to face or using Adobe Connect) where theory and practice are integrated. • Independent and directed student study, supported throughout by comprehensive teaching materials and resources. • Guided group / project based work. Throughout, the learner is encouraged to undertake independent study to both supplement and consolidate what is being learnt and to broaden their individual knowledge and understanding of the subject. Learning is	Assessment methods and strategies: Our assessment strategy encourages a variety of assessment methods all explicitly aligned to learning outcomes that focus upon knowledge, understanding and skills. These are contextualised so that the assessment is directly relevant to each subject area and assessment methods include case study analysis, written essay, self-reflection, portfolios of evidence, sector report production, preparation of a subject-specific plan, etc.

	Union including familiarity with its institutions, procedures and operation.	facilitated largely by set tasks with regular tutor support including small group forums. This allows students to not only discuss with staff their own work and progress, but to also see other students' work and to engage in the discussions that relate to the work of their peers.	
A7	Demonstrate knowledge and understanding of a wide range of legal concepts, values, principles and rules of English Law on a wide range of topics which extend beyond the core whilst showing an awareness of contexts and frameworks.	There is a requirement for written work at all levels including reports, essays, practical tasks, developed plans, time constrained set work, etc. Our assessment policy informs how feedback is supplied by tutors at the formative and summative assessment phases. Developing critical analysis through a structured taxonomy is encouraged as students progress through levels 4 - 5 levels culminating in a dissertation.	
A8	Demonstrate a comprehensive and detailed knowledge of specialist areas of law and identify gaps in knowledge.	All students complete an induction module prior to starting on subject discipline units of work. The induction module requires students to undertake a range of tasks that both test and develop subject specific and online pedagogical knowledge, understanding and skills.	
A9	Demonstrate an awareness of commercial, political, social, environmental considerations and the values of law, justice and ethics involved in areas of study		
11b. Intellectual Skills		**The means by which these outcomes are achieved**	**The means by which these outcomes are demonstrated**
B1	Identify issues and formulate appropriate methods of investigation and evaluation.	Intellectual skills are developed throughout the programme by the methods and strategies outlined in section A, above. Intellectual development is further encouraged via formative assessment tasks including set briefs, in-module activities, self-initiated briefs, and discussion with tutors and peers both face to face and online.	Assessment methods and strategies: Our assessment strategy encourages a variety of assessment methods all explicitly aligned to learning outcomes that focus upon knowledge, understanding and skills. These are contextualised so that the assessment is directly relevant to each subject area and assessment methods include case study analysis, written essay, self-reflection, portfolios of evidence, sector report production, preparation of a targeted plan, etc.
B2	Select and synthesise information from a variety of sources.		
B3	Ask cogent questions and apply theoretical concepts and practical techniques to the solution of complex problems within an institutional, social, national and global context.	Specific modules support the development self-reflective skills and this is the focus of the Effective Interdisciplinary Study module. In addition, the student's thinking skills will be evident in a summative assessment process which requires and rewards learners for the demonstration of creative thinking and problem solving, analysis, judgement and self-reflection in the development of solutions.	

B4	Analyse, evaluate and interpret quantitative and qualitative data, thereby display numeracy and quantitative skills including data analysis, interpretation and extrapolation.		
B5	Demonstrate the ability to apply knowledge to a situation of limited complexity in order to provide well-reasoned conclusions for concrete problems and make recommendations.		
B6	Conduct accurate and efficient self-directed research searches of legal and business websites and databases and demonstrate insight in evaluating and presenting materials and data drawn from a variety of appropriate primary and secondary sources including academic journals.		
B7	Analyse conceptual and doctrinal difficulties within the study of law including recognition of ambiguities within the law and present solutions to contentious debates.		
B8	Plan effectively to undertake academic research in Business and Law.		
11c. Practical Skills		**The means by which these outcomes are achieved**	**The means by which these outcomes are demonstrated**
C1 Engage in academic debate in a professional manner. C2		Practical skills are employed in the production of ethical solutions to real life situations developed through set briefs and are a particular focus in Research and Ethics in Action, Research Planning and Project and Effective Interdisciplinary Study. The important modern day skills of engaging in academic debate, working independently and presenting	To support the development of practical skills, students must supply worked materials and evidence in completion of their assignments. Sound reasoning, good presentation and evidence trails in

Work productively and independently both within and between disciplines to produce work in a variety of formats as specified. C3 Present information clearly and coherently in an appropriate form using subject specific terminology. C4 Show an ability to read a range of complex academic works suitable for study at undergraduate level, summarising the arguments accurately and ranking in accordance of merit and substance. C5 Examine practical, theoretical and ethical issues associated with the use of different methodologies, paradigms and methods of analysis. C6 Identify and evaluate alternative academic perspectives to contentious issues and integrate ideas and findings from multiple perspectives, recognising distinctive approaches. C7 Formulate research questions, deploy appropriate research methodologies and data collection methods and evaluate research findings examining practical, ethical and theoretical constraints associated with the chosen methodology and paradigm.	ideas clearly using appropriate terminology pervade all modules and forms of assessment on the programme. Practical skills are further developed and integrated through a series of in-course and online activities and projects intended to test skills acquired. Group discussion forums provide opportunities for peer to peer discussion of ideas, progress, the work of others and the strengths and weakness in the work and ideas presented and particularly support the development of flexibility and adaptation. Activities are provided so that students can work independently to consolidate their knowledge and grasp of practical skills.	all assignments are rewarded. Assessment briefs include a variety of commercial and geographical contextual settings. Students receive formative feedback on all tasks, activities and assessment which includes practical examples towards improvement.

C8 Demonstrate a confident understanding of interdisciplinary themes and problem-solving skills.		
11d. Transferable skills	**The means by which these outcomes are achieved and demonstrated**	**The means by which these outcomes are demonstrated**
D1 Communicate succinctly in written and oral forms at a level suitable for an undergraduate student. D2 Reflect upon working effectively in collaboration with others and evaluate own strengths and weaknesses in engaging in critical reflection and acting on feedback. D3 Take responsibility for own learning, acting independently in planning and managing tasks with limited guidance.	Transferable skills are developed throughout the programme. The skills of communication, critical use and acknowledgement of source material especially the internet, and research informing practice are integral to coursework at all levels. All modules promote practical application and employability that a student may develop further in their dissertation topic at level 6 if they wish. As work becomes more progressively more complex at levels 5 and 6, students are required to draw upon their skill sets to manage increasingly large workloads. Students are required to complete a number of assignments and a dissertation in level 6 that demonstrate independence and originality, and critical enquiry, and which further enhance communication and self-reflective skills.	To embed transferable skills all assignments must meet time deadlines and word count guidelines as guided by our policies All assessed work must be submitted independently even where group activity has been an element of the process. Students must take responsibility for their own work. All assignments require students to engage in critical enquiry and self-reflection which is rewarded in marking guides. These guides, in line with good practice are available to students and are included with every assignment brief.

Business & Law Exit Awards: Programme Outcomes

As a joint honours award, students will be required to meet the credit thresholds set out in the AU Assessment Regulations. It is therefore not possible to map precisely which outcomes will be met for each exit award as this will depend across which modules the credits have been achieved. However, the table below provides an indication which Programme Outcomes will typically be achieved for each exit award.

Exit Award	Knowledge & Understanding	Intellectual Skills	Practical Skills	Transferrable Skills

BA (Ordinary) (300 credits)	A1, A2, A3, A4, A5, A6, A7, A8, A9	B3, B4, B5, B6	C1, C2, C3, C4, C6	D1, D2, D3
Diploma of Higher Education (240 credits)	A1, A2, A3, A6, A7, A8	B4, B5, B6	C1, C2, C3, C5	D1,D3
Certificate of Higher Education (120 credits)	A1, A6, A7	B6	C1, C2, C3	D1, D3

12. Graduate Attributes and the means by which they are achieved and demonstrated
Graduate Attributes
The concept of the Arden Graduate, based upon the definition of 'graduate attribute' by Bowden et al (2000) has been developed around 6 attributes E1 –Discipline Expertise E2 – Effective Communication E3 – Responsible Global Citizenship E4 - Professional Skills E5 - Reflective Practitioner E6 - Lifelong Learning
The means by which these outcomes are achieved and demonstrated
All six attributes are relevant to this programme but will be developed through levels 4-6 of the undergraduate award where they are integrated into all programmes of study curriculum, unit study tasks (individual and group work) and through summative assessment tasks.

13. Learning and teaching methods and strategies

Learning and teaching methods and strategies are delivered through an integrated learning and teaching pedagogy that includes both asynchronous and synchronous activity. That is:

Asynchronous
- Independent and directed student study, supported throughout by comprehensive online multi-media teaching materials and resources accessed through our Virtual Learning Environment
- Guided group / project based work
- Research tasks
- Discussion forums where students discuss and critically engage with themes emerging from the online materials they engage with, following the posing of questions or propositions, case studies or similar by either tutor or students themselves
- Podcasts and narrated PowerPoints

Synchronous
- Face to face seminars for blended students where theory and practice are integrated.
- Independent and directed student study, supported throughout by comprehensive teaching materials and resources.
- Guided group / project based work.

Based upon our typical student profile, our strategy enables students to engage with a variety of learning tools that best meet their learning styles, overall objectives and personal circumstances.

Independent study is the cornerstone of the learner experience, supported by peer engagement and engagement with the tutor.

There is a requirement for written work at all levels including reports, essays, practical tasks, developed plans, timed examinations, portfolios of work etc., and our assessment policy informs how feedback is supplied by tutors at the formative and summative assessment stage.

14. Assessment methods and strategies

Our assessment strategy encourages a variety of assessment methods all explicitly aligned to learning outcomes that focus upon knowledge, understanding and skills. These are contextualised so that the assessment is directly relevant to each subject area and assessment methods include case study analysis, written essay, critical self-reflection, portfolios of evidence, sector report production, preparation of a targeted sector plan, time constrained tests, etc. All students will have the opportunity to engage in an activity and receive formative feedback from the tutor before the summative assessment.

15. Employability

Our approach pays due regard to the UKCES report 'The Employability Challenge' (2009a) definition of employability, 'the skills almost everyone needs to do almost any job. They are the skills that must be present to enable an individual to use the more specific knowledge and technical skills that their particular workplaces will require.'

The development of key skills for future employability is reflected and embedded through the AU values (Programme Outcomes C & D) and the AU Graduate Attributes (LO5 on the MDFs). This development is supported throughout the student journey with the suite of tools provided by the Ab Integro Careers Portal on the student home page.

16. Entry Requirements

Two Subjects at GCE A level or equivalent, plus passes at grade C or above in three subjects at GCSE level or equivalent; or

Completion of a recognised Access Programme or equivalent.

IELTS 6.0 (no less than 5.5 in any element) or equivalent for students whose medium of prior learning was not English.

Candidates who demonstrate an ability to study the programme as evidenced through previous a personal statement (of between 350-500 words) that addresses their motivation for undertaking the programme; including their references, relevant prior experience and qualifications.

Exemptions may be granted in respect of other qualifications subject to Arden University's APL regulations.

17. Programme Structure

Level 4

Module Code	Module Title	Credits	Module Type (Core/Option)	Assessment Method
SKI4002	Effective Interdisciplinary Study	20	C	Portfolio of Tasks
BUS4001	Understanding the Business Environment	20	C	Assignment
LLBQLD002 (DL) LAW4002 (BL)	English Legal System	20	C	Essay
LLBQLD004 (DL) LAW4005 (BL)	Law of Contract	20	C	Time Constrained Assessment
MKT4001	Principles of Marketing	20	C	Case Study based Assignment
HRM4002	People in Organisations	20	C	Assignment

Level 5

Module Code	Module Title	Credits	Module Type (Core/Option)	Assessment Method
RES5001	Research Ethics in Action	20	C	Report and Reflective Learning Statement
BUS5001	Managing Across Cultures	20	C	Report
LLBQLD007 (DL) LAW5003 (BL)	Law of Tort 1 – Tort of Negligence	20	C	Exam
LLBQLD008 (DL) LAW5004	Law of Tort 2 – Land and Other Torts	20	C	Case Analysis
LLBQLD011 (DL) LAW5002 (BL)	European Union Law	20	C	Exam
BUS5003	Enterprise & Entrepreneurship	20	C	Business Plan and Business Idea Pitch

Level 6

Module Code	Module Title	Credits	Module Type (Core/Option)	Assessment Method
LLBQLD018 (DL) LAW6005 (BL)	Company Law	40	C	Problem Scenario and Essay
LLBQLD017 (DL) LAW6006 (BL)	Employment Law	20	C	Portfolio Assessment
BUS6001	Contemporary Management Issues	20	C	Report
BUS6003	International Management	20	C	Group Presentation with Individual Report and Written Assignment Task
RES6004	Research Planning & Project	20	C	Interdisciplinary Research Project

18.	Subject:	*Select from:* https://www.hesa.ac.uk/component/content/article?id=1787

Last Updated: 19th July 2019 (v8)

Annex – Mapping of Programme Learning Outcomes and Modules

	Modules	Module Type	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	C5	C6	C7	C8	D1	D2	D3
Level 4	Effective Interdisciplinary Study	C						√									√				√								√	
Level 4	Understanding the Business Environment	C	√			√		√								√														
Level 4	English Legal System	C						√													√							√		
Level 4	Law of Contract	C							√										√					√					√	
Level 4	Principles of Marketing	C					√												√			√								
Level 4	People in Organisations	C	√									√																		
Level 5	Research Ethics in Action	C					√						√		√	√								√		√	√		√	√
Level 5	Managing Across Cultures	C				√	√					√		√																
	Tort 1	C								√									√										√	
	Tort 2	C									√								√											√

	Programme Learning Outcomes / Modules	Module Type	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	C5	C6	C7	C8	D1	D2	D3
	EU Law	C						√								√				√				√				√		
	Enterprise & Entrepreneurship	C				√	√					√			√																
Level 6	Company Law	C								√	√					√							√								√
Level 6	Employment Law	C						√				√										√								√	
Level 6	Contemporary Mgt Issues	C		√			√							√																	
Level 6	International Management	C					√					√			√					√		√	√								
Level 6	Research Planning & Project	C		√	√					√			√	√		√		√	√	√	√		√		√	√				√	√