

## Part One: Programme Specification

### Course Record Information

Name and level of final award:	MA Management Postgraduate Diploma in Management Postgraduate Certificate in Management
Name and level of intermediate awards:	Postgraduate Diploma in Management Postgraduate Certificate in Management
Awarding Body/institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of Delivery:	Marylebone
Course/programme leader:	Keith Patrick
Course URL:	
Mode of Study:	MA: Full-Time 1 year MA: Part-Time; 2 years; MA Advanced Standing: Part-time; 1 year PG Diploma: Part-time 3 Semesters PG Diploma Advanced Standing: Part-time 2 semesters PG Certificate: Part-time 2 semesters Block Release for Corporate PG Diploma
University of Westminster Course Code:	PDMSWBS
JACS code:	
UCAS code:	
Professional Body Accreditation:	Chartered Management Institute [CMI] for full MA
Date of course validation/review:	2011
Date of Programme Specification	2012/13

### Admission Requirements

You should have a first degree (minimum Lower Second), or international equivalent or a professional qualification that is of a recognised equivalent standard to a degree. If you do not have formal qualifications, but you have at least five years of relevant work experience, you may also be considered for entry to the course at the discretion of the course leader. If English is not your first language, you will need an IELTS score of 6.5, with a minimum score of 6 in each element.

#### *Accreditation of Prior Learning (APL)/ Accreditation of Prior Experiential Learning (APEL)*

The University operates a system of awarding credit for prior learning, either accredited (APL) or experiential (APEL), which may contribute up to a maximum of 50% of the credits required for an award. If students think their prior experiential learning (e.g. work experience) or accredited learning (e.g. other study they may have undertaken) may qualify them for accreditation and thereby exemption from one or more modules they should contact their Course Leader.

In respect of accredited prior learning or prior experiential learning, the student will be required to submit specific evidence (such as original transcripts and syllabuses), which will be considered by the APL board.

Any credit awarded for prior certificated or experiential learning will be notified to the Conferment Board. Until a student who has applied for APL/APEL has been formally

advised of the outcome of their application for credit, they should register for and participate in their normal module load, including any modules for which they are seeking credit. For further details, please refer to the full regulations governing AP(E)L, which appear in Section 4 of the *Handbook of Academic Regulations*, see <http://www.westminster.ac.uk/study/current-students/resources/academic-regulations>

#### *MA Management (Advanced Standing)*

Applications for this programme who have successfully completed a DMS (Diploma in Management Studies) at another recognised institution will be considered for entry onto the Masters programme according to the University's Accreditation of Prior Certificated Learning (APCL) arrangements.

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#### *Postgraduate Diploma in Management (Advanced Standing)*

Those who have successfully completed the University of Westminster Post Graduate Certificate in Management will be able to join the Postgraduate Diploma in Management Advanced Standing programme

### **Aims of the course**

#### *Course Rationale*

- a) The MA/PG Diploma and Certificate in Management seeks to provide aspiring and new front line, junior and middle managers with academic accreditation and with a learning experience, which will develop them systematically for their management role.

#### *Course Aims*

- b) The MA/PG Diploma and Certificate in Management are designed to promote the development of the general management skills and abilities required by managers operating in the current economic environment.
- c) The course will develop the skills of analysis, problem solving and proactive thinking. It will provide the underpinning knowledge and understanding required to operate effectively in a managerial role.
- d) The aim is to ensure that as managers undergoing this programme progress through the MA, the emphasis will evolve from an operational to a more strategic perspective.

### **Employment and Further Study Opportunities**

Today's organisations require graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses
- Opportunities for part-time work, placements and work-related learning activities are widely available to students
- Staff continue to widen and strengthen the university's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

This is a general management qualification. Students who successfully complete the course will be well placed to meet the challenges of today's business. Our students have excellent records in career advancement in public and private sector, including blue chip companies.

### **Learning Outcomes**

Learning outcomes are statements of what successful students have achieved as the result of learning. These are threshold statements of achievement and are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

### **Knowledge and Understanding**

By the end of the course students should:

- be familiar with up-to-date theories, techniques, tools, systems across the range of management function;
- be able to critically analyse, interpret and evaluate the underlying theories and techniques of management in a range of disciplines and to successfully relate these to their organisation;
- have developed a critical and balanced view as to the roles and responsibilities of general management within changing economic, social, legal, ethical and political contexts;
- have developed the appropriate knowledge central to general management at junior, middle and senior levels, to enable them to successfully compete; for public-sector and not-for-profit organisations to develop a commercial, professional focus;
- be able to demonstrate the ability to conceptualise and formulate strategies for implementing appropriate solutions to complex management problems.

### **Specific Skills**

By the end of the course students should:

- have developed the appropriate knowledge and analytical skills central to general management at the relevant level, which will enable them to successfully contribute to either public-sector, private sector or not-for-profit organisation;
- demonstrate personal development in the interpersonal and transferable skills required to manage relationships as a manager;
- for Masters students, via the Strategic Management: develop skills and knowledge to evaluate complex scenarios that require analysis and critical long-term decision-taking;
- for Masters students via a specialist project: develop the in-depth skills requiring in data collection, research, critical analysis and evaluation, problem-solving and report-writing, utilising practical experience and academic underpinning, to produce a professional report.

### **Key Transferable Skills**

During the course you will learn and develop many key skills essential for successful management. Some of these are listed below. Later in this document we will expand on these, showing how some of these skills are integrated into the course.

- solve complex problems in a systematic way, informed by range of relevant knowledge, tools and techniques;
- act autonomously in planning and implementing tasks in a professional setting, and in a timely manner;
- reflect on personal performance and planning for personal development;

- apply interpersonal, group-working, and leadership skills to enhance the performance of yourself and others;
- communicate effectively with others in both written and spoken media.

## **Learning, Teaching and Assessment Methods**

### **Teaching**

#### *Methods*

- A The modules will be delivered to meet the required learning outcomes through a combination of lectures, seminars, group discussions and case study analysis. Each module description outlines the approach in the module. Students will be encouraged to draw on their own work experience.
- B Use of technologies, including Web 2.0 functions provided through Blackboard (to include discussion boards, blogs, wikis and conferencing)
- C A weekend residential programme will be an integral part of the course and students will be required to attend unless there are special circumstances, which are agreed by the relevant course leader to be mitigating. The aims and objectives of the residential will be to reinforce the concepts of team building, group awareness and interpersonal skills incorporated in the Managers and Organisations module. This activity is linked to an assessment.

### **Learning**

The modules are delivered through a combination of lectures, seminars, case study analysis and group work. You will be encouraged to draw on your work experience where appropriate. In some modules, where appropriate, use is made of computer models for simulation and presentations. Towards the beginning of the course there is a residential weekend. This is an integral part of the course. *This residential will involve a series of small and large group tasks which will develop a range of interpersonal management skills such as team-working and leadership, behavioural observation and handling communications, negotiations and presentations. These will provide opportunities to discuss and reflect on actual experience, both individual and group, and to provide a basis for a reflective assignment incorporating two significant learning outcomes identified by the individual over the weekend. This will form the first assignment of the Managers & Organisations module. The weekend also provides opportunities for staff and students to get to know each other.*

### **Course member participation**

In many modules, the tutor will ask for participation by course members in discussions of reading, of set topics or of issues, which arise during the session. Please be prepared to participate as it will help your own learning and it is an integral part of the design of many class sessions.

### **Guided Independent Learning**

Guided Independent Study is an aspect of learning that encourages you to learn to work on your own, adopt enquiry-led approaches to learning, develop individual learning habits and become self-aware about your own learning capabilities so that you become lifelong learners. Each module leader will give you guidance and support on this for the individual modules.

Preparation for class sessions is important. If a tutor sets preparatory work for a session, it will be assumed that the work has been done. If preparatory work has not been done, the design of the session will be undermined and its benefit to you will be reduced.

### Group Work:

Working as a team is a key management skill and there will be many opportunities to develop your skills in this. Indeed for some modules group-working is assessed as it one of the learning outcomes. There will be guidance and training given in group-work, during Induction and as part of Personal Development Planning (PDP). Group working assessment will clearly state the individual from the group element to ensure against the danger of plagiarism.

### Assessment:

All modules except for Business Research Methods and the Project have two components to the assessment; this is either 2 assignments or an assignment and an examination. A range of assessment methods are utilised in the Programme, individual assignments predominate, some may be team based, and others involve presentations. The examinations are over three hours, and are a mixture of open and closed examinations, some use pre-seen Case Study materials.

### Course Structure

This section shows the modules available as part of the course and their credit value.

<b>Credit Level 7</b>				
Module Code	Module Title	Status	UK Credit	ECTS
BMAM700	Analysis of the Business Environment	core	20	10
BMAM701	Financial Analysis for Managers	core	20	10
BMAM702	Human Resource Management	core	20	10
BMAM703	Managing Operations, Information & Knowledge	core	20	10
BMAM704	Marketing for Management	core	20	10
BMAM705	Managers & Organisations	core	20	10
BMAM706	Strategic Management	core	20	10
BMAM708	Business Research Methods	core	20	10
BMAM707	MAM Project	core	20	10
<b>Award of Postgraduate Diploma in Management [all 6]</b>				
Module Code	Module Title	Status	UK Credit	ECTS
BMAM700	Analysis of the Business Environment	core	20	10
BMAM701	Financial Analysis for Managers	core	20	10
BMAM702	Human Resource Management	core	20	10
BMAM703	Managing Operations, Information & Knowledge	core	20	10
BMAM704	Marketing for Management	core	20	10
BMAM705	Managers & Organisations	core	20	10
<b>Award of Postgraduate Certificate in Management [3 from 6]</b>				
Module Code	Module Title	Status	UK Credit	ECTS
BMAM700	Analysis of the Business Environment	core	20	10
BMAM701	Financial Analysis for Managers	core	20	10
BMAM702	Human Resource Management	core	20	10
BMAM703	Managing Operations, Information & Knowledge	core	20	10
BMAM704	Marketing for Management	core	20	10
BMAM705	Managers & Organisations	core	20	10

MA in Management Advanced Standing				
Module Code	Module Title	Status	UK Credit	ECTS
BMAM706	Strategic Management	core	20	10
BMAM708	Business Research Methods	core	20	10
BMAM707	MAM Project	core	20	10

The programme is designed to provide the broad conceptual components and practical tools and skills necessary for effective management practice. The Masters programme integrates these tools and skills in the analysis and solution of 'whole business' problems through the study of Strategic Management and, through the opportunity to carry out research and examine a particular chosen specialism in depth, via an individual project.

### **Transfer from Postgraduate Certificate to Postgraduate Diploma**

Students on completion of the Postgraduate Certificate can transfer to the Postgraduate Diploma (Advanced Standing), which requires the completion of three [3] further modules to achieve the Diploma (see Table 7).

Students enrolled on the Postgraduate Certificate on successful completion of their first semester of study can request to transfer directly onto the Postgraduate Diploma. Please note deadlines may apply, please refer to the Faculty Registry Office.

### **Transfer to MA Management Top-Up**

Students who already hold a Postgraduate Diploma in Management (or DMS), or the Diploma in Managing Health and Social Care from the University of Westminster from University of Westminster will be able to gain the MA in Management through the MA Management (Advanced Standing) through the completion of the three further modules: Business Research Methods, MAM Project and Strategic Management, (see Tables 8 & 9). Please note deadlines may apply, please refer to the Faculty Registry Office.

## Course Structure

<b>Course Structure – Modules</b>	
<b>PG Diploma; PG Diploma (Advanced Standing); &amp; PG Certificate.</b>	
<b>MA; MA (Advanced Standing).</b>	
<b>Postgraduate Certificate</b>	Credits
Analysis of the Business Environment	20
Managing Operations, Information & Knowledge	20
Financial Analysis for Managers	20
Marketing for Management	20
Human Resource Management	20
Managers & Organisations	20
<i>Any <b>THREE</b> modules from this list, 60 credits</i>	
<b>Postgraduate Diploma (Advanced Standing)</b>	Credits
Analysis of the Business Environment	20
Managing Operations, Information & Knowledge	20
Financial Analysis for Managers	20
Marketing for Managers	20
Human Resource Management	20
Managers & Organisations	20
<i>The <b>THREE</b> module not taken for the Postgraduate Certificate, 60 credits + 60 credits, 120 credits</i>	
<b>Postgraduate Diploma</b>	Credits
Analysis of the Business Environment	20
Managing Operations, Information & Knowledge	20
Financial Analysis for Managers	20
Marketing for Managers	20
Human Resource Management	20
Managers & Organisations	20
<i>All <b>SIX</b> modules above, 120 credits</i>	
<b>MA Management</b>	Credits
Analysis of the Business Environment	20
Managing Operations, Information & Knowledge	20
Financial Analysis for Managers	20
Marketing for Managers	20
Human Resource Management	20
Managers & Organisations	20
Business Research Methods	20
Strategic Management	20
MAM Project	20
<i>All <b>NINE</b> modules, 180 credits</i>	
<b>MA Management Top-Up – from Post Grad Dip</b>	Credits
Business Research Methods	20
Strategic Management	20
MAM Project	20
<i>All <b>THREE</b> modules 60 credits + existing PG Dip/DMS</i>	

**Course Delivery dates and Progression  
Module Schedules Summary including Credit weightings**

**FULL TIME: SEPTEMBER START - MA Management**

<b>September</b>	<b>September - December</b>	<b>January - August</b>
Induction	<i>Semester 1 (80 credits)</i>	<i>Semester 2 (60 credits)</i>
	4 modules each worth 20 credits. [note: Managers & Organisations has residential weekend]	3 modules each worth 20 credits
	<b>September – March (20 Credits)</b>	
	Business Research Methods taught across both semesters	
	<b>September – August (20 Credits)</b>	
	MAM Project [In collaboration with a supervisor]	

Table 1

**FULL TIME: JANUARY START - MA Management**

<b>January</b>	<b>January - June</b>	<b>September - January</b>
Induction	<i>Semester 1 (80 credits)</i>	<i>Semester 2 (60 credits)</i>
	4 modules each worth 20 credits.	3 modules each worth 20 credits [note: Managers & Organisations has residential weekend]
	<b>January - July (20 Credits)</b>	
	Business Research Methods taught across both semesters	
	<b>January - January (20 Credits)</b>	
	MAM Project [In collaboration with a supervisor]	

Table 2

**PART TIME: SEPTEMBER START - MA Management**

**YEAR 1**

<b>September</b>	<b>September - December</b>	<b>January - June</b>	<b>June - Oct</b>
Induction	Semester 1 (40 credits)	Semester 2 (40 credits)	S3 (20 Credits)
	2 modules, each worth 20 credits	2 Modules, each worth 20 credits	Business Research Methods

Table 3a

**YEAR 2**

	<b>September - December</b>	<b>January - June</b>
	<i>Semester 1 (40 credits)</i>	<i>Semester 2 (20 credits)</i>
	2 modules, each worth 20 credits	1 Module, worth 20 credits
	<b>September - August</b>	
	MAM Project [In collaboration with a supervisor]	

Table 3b



## PART TIME: JANUARY START - MA Management

### Year 1

January	January - June	June - Oct	September - January
Induction	Semester 2[1] (40 credits)	S3 (20 Credits) Summer School	Semester 1[2] (40 credits)
	2 modules, each worth 20 credits	Business Research Methods	2 Modules, each worth 20 credits [note: Managers & Organisations has residential weekend]

Table 4a

### Year 2

	January - June	September - January
	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	1 Module, worth 20 credits
	January - January	
	MAM Project [In collaboration with a supervisor]	

Table 4b

## PART TIME: JANUARY START - Postgraduate Diploma

### Year 1

January	January - June	September - January
Induction	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	2 modules, each worth 20 credits [note: Managers & Organisations has residential weekend]

Table 5a

### Year 2

	January - June	
	Semester 3 (40 credits)	
	2 modules, each worth 20 credits	

Table 5b

## PART TIME: JANUARY START - Postgraduate Certificate

January	January - June	September - January
Induction	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	1 Module, worth 20 credits [note: Managers & Organisations has residential weekend]

Table 6

## PART TIME: JANUARY START - Postgraduate Diploma (Advanced Standing)

	January - June	September - January
	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	1 Module, worth 20 credits

Table 7

### PART TIME: SEPTEMBER START – MA Advanced Standing

<b>September</b>	<b>September - March</b>	<b>January - June</b>
Induction	<i>Semester 1 (20 credits)</i>	<i>Semester 2 (20 credits)</i>
	<i>Business Research Methods</i>	<i>Strategic Management</i>
	<b>September - August</b>	
	MAM Project [In collaboration with a supervisor]	

Table 8

### PART TIME: JANUARY START – MA Advanced Standing

<b>January</b>	<b>January - July</b>	<b>September - January</b>
Induction	<i>Semester 1 (20 credits)</i>	<i>Semester 2 (20 credits)</i>
	<i>Business Research Methods</i>	<i>Strategic Management</i>
	<b>January - January</b>	
	MAM Project [In collaboration with a supervisor]	

Table 9

### MA + PG Cert, PG Dip: Course Delivery for various strands

All 20 credits			
Code	Module	Abb	No
BMAM700	Analysis of Business Environment	ABE	1
BMAM701	Financial Analysis for Management	FA	2
BMAM702	Human Resource Management	HRM	3
BMAM703	Managing Operations, Information & Knowledge	MOIK	4
BMAM704	Marketing for Managers	M for M	5
BMAM705	Managers & Organisations	M&O	6
BMAM708	Business Research Methods	RM	7
BMAM706	Strategic Management	SM	8
BMAM707	Project Module	Proj	9

Table 10

### FULL TIME STUDENTS

Timetable Sem 1 & Sem 2

September Start	Full Time					
	Sept	6 Managers & Organisations	4 Managing Operations, Information & Knowledge	3 Human Resource Management	1 Analysis of Business Environment	7 Business Research Methods
	Jan	5 Marketing for Managers	2 Financial Analysis for Management	8 Strategic Management	9 Project	

Table 11

January Start	Full Time					
	Jan	5 - Marketing for Managers	2 - Financial Analysis for Management	3 - Human Resource Management	1 - Analysis of Business Environment	7 - Business Research Methods
	Sep	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge	8 - Strategic Management	9 - MAM Project	

Table 12

## PART TIME STUDENTS

Timetable Sem 1 & Sem 2

### January Start Students

Year 1	Jan	5 - Marketing for Managers	2 - Financial Analysis for Management
	June	7 - Business Research Methods	
	Sept	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge
Year 2	Jan	3 - Human Resource Management	1 - Analysis of Business Environment
	Sept	8 - Strategic Management	9 - MAM Project

Table 13

### September Start Students

Year 1	Sept	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge
	Jan	2 - Financial Analysis for Management	5 - Marketing for Managers
	June	7 - Business Research Methods	
Year 2	Sept	3 - Human Resource Management	Analysis of Business Environment
	Jan	8 - Strategic Management	9 - MAM Project

Table 14

## Academic Regulations

The MA Management and its intermediate awards operate in accordance with the University's Academic Regulations and the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency for Higher Education (QAA) in 2008.

All students should make sure that they access a copy of the current edition of the general University handbook called Essential Westminster, which is available at [www.westminster.ac.uk/essential-westminster](http://www.westminster.ac.uk/essential-westminster). The following regulations should be read in conjunction with Section 18: Modular Framework for Postgraduate Courses and relevant sections of the current Handbook of Academic Regulations, which is available at [www.westminster.ac.uk/academic-regulations](http://www.westminster.ac.uk/academic-regulations).

## Award

To qualify for the award of MA Management a student must have:

- obtained a minimum of 180 credits at Level 7
- attempted modules worth no more than 240 credits; and

Note: A first attempt of any module will count as an attempt, and a re- attempt of any module that a student has failed will count as a further, separate attempt. Re-assessment following referral at the first sit will not count as a further separate attempt.

1. satisfied the requirements contained within any course specific regulations for the relevant Course Scheme.

The University may award:

2. A Masters Degree with Merit to a student whose marks average at least 60% across modules at Level 7.
3. A Masters Degree with Distinction to a student whose marks average at least 70% across the modules at Level 7.

### **Support for Students**

Upon arrival, an induction programme will introduce students to the staff responsible for the course, the campus on which they will be studying, the Library and IT facilities and to the Faculty Registry. Students will be provided with the Course Handbook, which provides detailed information about the course. Students are allocated a personal tutor who can provide advice and guidance on academic matters.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at their Faculty. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books).

Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their Faculty. Students can also securely connect their own laptops and mobile devices to the University wireless network.

The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students.

At University level, Services for Students provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers and the chaplaincy providing multi-faith guidance. The International Office provides particular support for international students. The University of Westminster Students' Union also provides a range of facilities to support all students during their time at the University.

[Student Affairs](#) provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers and the chaplaincy providing multi-faith guidance. The Student Affairs Hub is located at 101 New Cavendish Street, Cavendish House (1<sup>st</sup> Floor), with an additional office located at the Harrow Campus.

<http://www.westminster.ac.uk/study/new-students/when-you-arrive>

The [University of Westminster Students' Union](http://www.uwsu.com/) also provides a range of facilities to support all students during their time at the University. <http://www.uwsu.com/>

## **Reference Points for the Course**

### **Internal:**

The design of the course has built upon its previous delivery, supplemented by periodic review by the course team, both collectively and individually. The PG Directors, Dean of Faculty and Associate Dean have all been consulted, along with the MA Management team, the International Office, Postgraduate Admissions Office, current students and Registry. Reference has also been made to Student feedback from the previous years and external examiners.

Reference has been made to the following documents: University of Westminster Handbook of Academic Regulations 2010, University of Westminster Handbook Quality Assurance Handbook, Faculty and University Teaching, Learning and Assessment Strategy, Essential Westminster. Members of the Centre for English Language Teaching (CELT) have been consulted and statistics obtained from both SRSWeb and the Planning Office.

### **External**

In addition, the following sources have been accessed – the QAA Qualifications Framework, QAA Benchmarking Statement for Masters Awards in Business and Management, SEEC Credit Level Descriptors and HESA for various market data. A range of practitioners, some of whom are Alumni, in various business sectors have been consulted.

## **Professional Body Accreditation**

The MA in Management is recognised by the Chartered Management Institute (CMI) for entry at Member level.

## **Quality Management and Enhancement**

### **Course Management**

Course Leader: Keith Patrick, M108, e-mail [K.Patrick01@westminster.ac.uk](mailto:K.Patrick01@westminster.ac.uk), tel 020 350 66589.

Deputy Course Leader: Nuala OSullivan, C275, e-mail [osullin@westminster.ac.uk](mailto:osullin@westminster.ac.uk) tel 020 350 66721.

### **Course approval, monitoring and review**

A University Validation Panel initially approved the course in 2005, and has been revalidated in August 2011. The Panel included internal peers from the University and external subject specialists from academia and industry to ensure the comparability of the course to those offered in other Universities and its relevance to employers. Periodic Course Review helps to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers.

The course is monitored each year by Faculty to ensure that it is running effectively and that issues that might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from each Course Committee, evidence of student progression and achievement and the reports from External Examiners, to evaluate the effectiveness of the course. The Annual Monitoring Sub-Committee considers the Faculty action plans resulting from

this process and the outcomes are reported to the Academic Council, which has overall responsibility for the maintenance of quality and standards in the University.

### **Quality Assurance and Enhancement**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways. The most formal mechanism for feedback on the course is the course committee. Student representatives will be elected to sit on the committee to represent the views of their peer group in the discussions held at the committee. The University and the Students' Union work together to provide a full induction to the role of the Course Committee.

All students are invited to complete a Module Feedback questionnaire before the end of each module. The feedback from this will inform the Module Leader on the effectiveness of the module and highlight areas that could be enhanced. The University also has an annual Student Experience Survey, elicits feedback from students about their Course and University experience.

Students meet with Review Panels when the periodic review of the course is conducted to provide oral feedback on their experience on the course. Student feedback from Course Committees and the National Student Survey and the University's internal surveys are part of the Faculty's quality assurance evidence base.

For more information on this course please contact:

Course Leader, Keith Patrick, e-mail [K.Patrick01@westminster.ac.uk](mailto:K.Patrick01@westminster.ac.uk), tel 020 7911 5000 Ext 3086.

or

Deputy Course Leader Nuala OSullivan, e-mail [osullin@westminster.ac.uk](mailto:osullin@westminster.ac.uk) tel 020 350 66721.

For information about Admissions please contact:

Sandra Adjei-Twum, email [adjeits@wmin.ac.uk](mailto:adjeits@wmin.ac.uk), tel 020 7911 5000 ext 5160

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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