

Course record information

Name and level of final award	<ul style="list-style-type: none"> • Bachelor of Science with Honours - Accounting • Bachelor of Science with Honours - Accounting with international experience • Bachelor of Science with Honours - Accounting with professional experience <p>The award is Bologna FQ-EHEA first cycle degree or diploma compatible</p>
Name and level of intermediate awards	<ul style="list-style-type: none"> • Bachelor of Science (BSc) - Accounting • Diploma of Higher Education (Dip HE) - Accounting • Certificate of Higher Education (CertHE) - Accounting
Awarding body/institution	University of Westminster
Teaching institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Primary: Central London
Language of delivery and assessment	English
QAA subject benchmarking group(s)	https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-accounting.pdf?sfvrsn=da39c881_7
Professional statutory or regulatory body	Exemptions from the Association of Chartered Certified Accountants (ACCA) Exemptions from the Chartered Institute of Management Accountants (CIMA)
Westminster course title, mode of attendance and standard length	<ul style="list-style-type: none"> • BSc Accounting FT, Full-time, September start - 3 years standard length with an optional year abroad or placement
Valid for cohorts	From 2023/4

Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: <https://www.westminster.ac.uk/study/undergraduate/how-to-apply>

Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning>

Aims of the programme

The BSc Accounting degree has been designed to enable you to develop your understanding of accounting theories and practice, together with the team-working, problem solving and communication skills as well as the commercial awareness needed in a complex global financial world. You will gain awareness of the global, social and ethical professional environment within which the accounting profession operates. The course will also focus on the understanding of accounting issues within the wider business context, which will be delivered through the modules at each study level

The course seeks to utilise the expertise of staff in the field of accounting as demonstrated by the growing research in this area. The study programme enables you to develop a thorough understanding of key concepts/theories/practices in the area of accounting along with the development of the ability to critically reflect on your learning. You will also be able to develop practical skills through the use of accounting software such as Sage and the Financial Market Suite (FMS). The FMS utilises the Bloomberg platform, which is a state-of-the-art teaching and research resource and is used widely by leading global financial institutions. This specialist course has been designed to ensure that you are able to relate theory to practice so that you are prepared for professional life.

The Course aims to:

- Provide knowledge and skills in current accounting practice, and contemporary and emerging applications, enabling graduates to respond proactively to developments and the challenge of change in the working environment;
- Develop a range of intellectual, professional attributes and transferable skills such as communication, problem-solving, risk assessment, research and critical reasoning skills that will enable you to gain employment in accounting or related business fields;
- Provide the basis on which you can build a career in accounting or the management of accounting functions in a wide range of organisations;
- Provide a theoretical and conceptual platform which will equip you for progression into a programme of specialist postgraduate study;
- Equip you with an understanding of global diversity in accounting practice, culture and ethical regulatory environment

Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

The BSc Accounting degree is designed primarily for those who intend to pursue professional qualifications and a career in accountancy. It was designed in consultation with the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA) in order to maximise the number of exemptions counting towards their respective professional qualifications.

The professional bodies such as Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Institute of Chartered Accountants in England and Wales (ICAEW) and the Chartered Institute of Public Finance and Accountancy (CIPFA) all have a similar knowledge base within the foundation stage of their courses. The specialisms are normally developed towards the final stage of the professional course. This degree will prepare you well for entry into any of the Accountancy bodies.

It also recognises that, in today's global business environment, accountants require not only technical expertise but also an extensive understanding of the wider business and economic sphere and the ability to analyse and interpret data within that wider context. You will understand the roles played by accountants in society, providing and ensuring the integrity of financial and other information. On graduating, you should be able to contribute to society in a range of managerial, strategic and consultancy positions in a wide variety of private or public sector organisations.

The course provides the opportunity for an optional year-long work placement. If you opt for this, you are supported by an academic supervisor; furthermore some academic staff teaching on the course are accountants with experience of, and links with, business and the professional institutes, and can provide advice on professional career progression and choices.

You will also have the opportunity to spend either a year studying at one of our overseas partner Universities or you may combine a semester of study overseas with a one semester overseas work placement. This is not only an exciting experience for you; it helps you to develop a global outlook which is valued by most employers.

Past graduates have gone on to a range of accounting and other professional posts in the private and public sectors, including Association of Chartered Certified Accountants (ACCA) and Institute of Chartered Accountants in England and Wales (ICAEW) training contracts, and finance posts in the public sector. Others have gone on to postgraduate courses in Accounting or Accounting and Finance.

What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall knowledge and understanding you will gain from your course (KU)
- Graduate attributes are characteristics that you will have developed during the duration of your course (GA)
- Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

Level 4 course learning outcomes: upon completion of Level 4 you will be able to:

- L4.1 work effectively in a group meeting obligations to other group members while demonstrating an understanding of the characteristics, functions and processes of business organisations and economies in a global context (KU)
- L4.2 understand the different branches of accounting and the role and impact of accounting within the wider business and societal context (KU)

- L4.3 understand of the regulatory framework of financial accounting and reporting (KU)
- L4.4 use the terminology and fundamental concepts and techniques of management accounting (KTS)
- L4.5 apply the double-entry system including ledger accounts and the trial balance, to prepare financial statement and reports (PPP)
- L4.6 operate accounting software and IT applications to record data and transactions and prepare financial reports for both internal and external users (PPP)
- L4.7 analyse information using basic mathematical and statistical techniques, and present and communicate this information effectively to others (KTS)
- L4.8 demonstrate an awareness of cultural differences within organisations and of the ethical constraints that they face (GA)
- L4.9 identify sources of information on careers in accounting and related fields (GA)

Level 5 course learning outcomes: upon completion of Level 5 you will be able to:

- L5.1 understand the legal and regulatory requirements governing financial accounting and reporting practices. (KU)
- L5.2 evaluate the impact of international standardisation and harmonisation on financial accounting and reporting practices (KU)
- L5.3 demonstrate an understanding of the role of audit and use a variety of auditing techniques to analyse information and make recommendations (KU)
- L5.4 apply and evaluate financial accounting and reporting techniques, conceptual frameworks, and national and international accounting and financial reporting standards in the preparation and interpretation of financial statements (PPP)
- L5.5 use and evaluate a range of established management accounting techniques, including investment project appraisal, to perform critical analysis of information for managerial decision making, planning, and controlling purposes (PPP)
- L5.6 select and apply major theories in a variety of practical contexts (KTS)
- L5.7 use teamwork, leadership and IT skills while researching and critically evaluating accounting and finance articles and reports, and communicating information in an appropriate medium and style with regard to audience and desired emotional effect (KTS)
- L5.8 evaluate the impact of business organisations on the wider socio-economic environment in relation to ethical perspectives (GA)
- L5.9 identify career choices in accounting and related fields and map to future plans and education and training requirements (GA)

Additional Year course learning outcomes: upon completion of Additional Year you will be able to:

- L5Y.01 (International Experience only) Demonstrate insight and understanding of the challenges and opportunities of working and/or studying in an international context. (PPP)
- L5Y.02 (International Experience only) Apply theories, concepts and research skills related to the cultural context(s) of the society within which the experience takes place. (KU)
- L5Y.03 (Professional Experience only) Demonstrate acquisition of a range of professional and commercial skills required within the contemporary business environment through the completion of an extended period of professional practice in the work placement year. (PPP)

Level 6 course learning outcomes: upon completion of Level 6 you will be able to:

- L6.1 work collaboratively to apply a cross-cultural perspective on the operational and strategic position of organisations and critically examine policies and strategies that managers may adopt to help organisations adapt in increasingly complex internal and external environments in a global context (KU)
- L6.2 critically evaluate and apply key financial management theories and techniques (KU)
- L6.3 critically examine developments in financial reporting and prepare consolidated financial statements (KU)
- L6.4 apply complex theories and techniques related to advanced aspects of management accounting and critically evaluate their usefulness (PPP)

- L6.5 recommend possible solutions to an organisation's problems related to short- and long-term financing and investment, capital structure and risk management (PPP)
- L6.6 analyse data obtained from a variety of sources and critically evaluate academic research related to key topics in financial management (KTS)
- L6.7 engage in academic debate and present well-articulated solutions to complex problems in an appropriate style to a given audience (KTS)
- L6.8 appraise the importance of, and apply personal, corporate and professional responsibility (KTS)
- L6.9 take responsibility for own knowledge and experience to focus on personal development plan for professional training, postgraduate study or other career aspirations (GA)

How will you learn?

Learning methods

Learning takes place through a range of activities designed to emphasise active student learning; in the specialist academic modules this will include seminars, workshops, problem solving, exercises demonstrating the use and application of accounting techniques, and discussion and application of principles in areas such as accounting, law, audit and taxation.

The key content and frameworks for study of the core academic modules will be delivered by lectures given by module leaders or teams. Students are encouraged to bring their own practical experience to contribute to seminar discussions and cases.

For each module, you will receive a schedule of learning activities: you will need to engage with and complete all of these in order to learn from your experience of the module. Employability and enterprise are strongly embedded in the modules through the use of workshops, keynote speakers from the professional bodies, and industry and problem based learning activities.

Course materials will be provided through our virtual learning environment platform (Blackboard), which is an important resource base for you. Blackboard also provides a channel of communication between you and your module leader through message boards. This ensures a student-centric approach, focusing on your abilities, needs and learning styles where the module leader is a facilitator of your learning.

At Level 4, you will practise fundamental accounting techniques using an extensive range of exercises and case-studies, as well as on-line learning resources. You will learn to use specialist IT packages such as SAGE Accounting, which is an accounting software package used extensively by business and professional firms.

The Level 4 core module Global Business for Accounting and Finance is an integrating module which draws together your knowledge to see the bigger picture of how businesses operate locally and globally. It uses problem-based learning: working in teams, you identify what you need to know, what you already know, and how and where to access new information that may lead to a solution of the problem. This helps you to develop flexibility, knowledge, effective problem-solving skills, self-directed learning, collaboration skills and intrinsic motivation. It is delivered using a blended learning approach which combines the best of traditional face to face teaching methods such as seminars with the use of on-line resources such as videos, tests and quizzes to improve your learning experience

Blended-learning is used by leading universities world-wide as it enables you to:

- have a degree of flexibility regarding when you study
- become an independent learner
- clarify complex topics by reviewing videos of topics (as many times as required)
- revise using multi-media resources and not just your own notes.

At Levels 5 and 6, emphasis will be placed on developing an understanding of accounting concepts and theory underpinning accounting practice. The Level 5 core module Ethics and Corporate Social Responsibility in Accounting will introduce you to the relevance and importance of corporate social responsibility (CSR) and ethics in business. In this module you will have the opportunity to take responsibility for your own professional development and to contribute to the professional development of your peers through the use of group presentation and group case study reports.

At Level 6 there is an expectation that you will take a pro-active, self-directed approach to your own learning. You will be expected to undertake substantial reading on all specialist subjects to develop and maintain professional competences. This will help to engender good practice for the maintenance of continuing professional development required by the professional bodies post-qualification. It is also designed to enhance academic practice for those who may be continuing

on to postgraduate study.

The final year module Strategic Perspectives for Finance and Accounting helps you to integrate and apply your knowledge from all areas of your degree through an online business simulation. This 'synoptic assessment' allows you to demonstrate that you understand the bigger picture, by drawing connections between what you have learnt on different modules.

Teaching methods

The academic team use a diverse range of teaching and learning methods that are designed to complement the modules they teach. The course has been designed to ensure that learning outcomes are achieved and that there is progressive development of knowledge and skills throughout and across all levels.

At Level 4, students are expected to describe, explain and review concepts, theories and models. Basic accounting and finance computations are introduced at this level.

At Level 5, computations become more detailed, and students begin to apply, analyse and evaluate so that understanding, and knowledge is reinforced.

At Level 6, this knowledge and understanding is further developed via the synthesis, critical analysis and evaluation of theories, concepts and models.

The course team have designed modules that continue to build on the knowledge and skills gained at various levels. This ensures that the course is coherent and provides students with the best opportunity for success.

Equality, Diversity and Inclusion (EDI)

The course of BSc Accounting aims to adopt best practice to comply with the university-wide policy in terms of equality, diversity and inclusion. In our course, we are committed to providing high-quality education to all students along with creating an environment for diverse students to realise their ambitions and fulfil their potential.

The course of BSc Accounting provides an inclusive, relevant and accessible learning environment with technologies embedded in our teaching and learning methods. For instance, we use Blackboard Collaborate to enable students to access module materials before class and they remain available afterwards. We encourage students to engage in discussions within Discussion Boards on Blackboard. We use Panopto to record lectures where possible and we adopt various electronic voting systems, from tools embedded within Blackboard to Poll Everywhere, to enable students in large classes to participate.

The BSc Accounting course is designed to enhance students' employability by providing them with a strong foundation in financial reporting, auditing, taxation, and other essential accounting skills. In addition, our program has established strong relationships with industry professionals and agencies, which offers students valuable networking opportunities, internships, and job placements. These connections also enable us to stay up-to-date with the latest trends and developments in the accounting field, ensuring that our curriculum remains relevant and practical for students.

The integration of EDI (equity, diversity, and inclusion) into course/module design and delivery is mapped as follows:

EDI.1 The course/modules provide/s varied perspectives from different cultures

Ethics and Corporate Social Responsibility in Accounting (5ACCN003W): This module helps students achieve module learning outcome L5.8 by enhancing their ability to show self-awareness, openness and sensitivity to diversity in terms of people, cultures, business and management

EDI.3 The course/module content reflects the students' experiences, real life situations and how they could use the learning in their jobs

Global Business for Accounting and Finance (4BUSS011W): The goal of this module is to help students meet course learning outcome L4.1 by enhancing their skills in working collaboratively in a global context, and by deepening their understanding of the characteristics, functions, and processes of business organisations and economies.

EDI.4 The course allows students to bring their own perspectives to learning activities and assessment to ensure equality of engagement.

Financial Accounting and Reporting (5ACCN004W): This module contributes to the course's learning outcome L5.4 by enabling students to apply and evaluate financial accounting and reporting techniques, conceptual frameworks, as well as national and international accounting and financial reporting standards in the preparation and interpretation of financial statements

EDI.7 The course/modules provides materials to students in advance and make them accessible for all students

Our goal for this course is to provide students with access to learning materials for all modules prior to lectures and seminars.

Auditing Theory and Practice (5ACCN006W) : The module consists of lectures and seminars that provide students with key opportunities to develop critical thinking skills in Auditing theory and practice and acquire subject-specific knowledge of Auditing theories and concepts. The lectures cover topics in a structured way and include lecture notes that are provided in advance and accessible through the Blackboard system. In the seminars, a problem-based learning approach is used to reinforce the Auditing theories and concepts discussed in the lectures. Students work in groups and individually on problem-solving and mini-case scenarios, which are also provided in advance and available on the Blackboard system

We also ensure authentic assessment in non-accounting modules. The authentic assessment methods are directly linked to learning outcomes and teaching/learning methods. They are designed to evaluate students' understanding of the subject matter and the skills they have developed in the module.

Assessment methods

Assessment is an integral part of your learning process. Combined with our student-centred approach to teaching and learning, it aims to promote critical thinking, structure of coherent arguments, research and analysis, evaluation, decision-making, professional communication skills, effective group work, personal reflection, time-management and the ability to meet deadlines. It is not merely about giving and receiving a mark; rather more to ensure that your competences and abilities in the field of accounting are enhanced.

Every module incorporates 'formative assessment' which you are expected to complete as it provides you with useful feedback so you can reflect on your progress and act on the feedback to prepare for the assessments that count. Formative assessments are important to you as they help you to identify ways in which you can improve and areas of strength to be developed further.

Summative assessment will measure your individual learning and achievement. You can expect to be assessed on the learning outcomes of your course in a module through coursework in the form of essays, reports, case studies, and in-class tests as well as time constrained exams. Weightings for each assessment element will vary to reflect the nature and level of the module.

The greater part of the assessment of the core BSc Accounting modules will be by closed book, unseen examination (typically representing at least 75% of the overall module mark) in line with the requirements of the professional bodies for which these modules give accreditation; because of this accreditation you will be expected to complete them. This will show a future employer your ability to work under pressure. The remaining assessment will be by in-class test or coursework. Examinations and coursework will require both technical knowledge and the demonstration of your intellectual skills such as analysis, evaluation and discussion of alternative solutions or recommendations.

Our employers tell us that the ability to work effectively as part of a team is an essential skill which they expect graduates to have. In relation to your degree, assessed group work is useful to you as it:

- Helps you to become more self-aware, self-critical and self-analytical
- Improves the quality of your work by benefiting from the integration of diverse perspectives
- Allows you to tackle tasks of greater complexity or carry out tasks in greater depth or breadth than would be the case if you had tackled it on your own

Consequently, assessed group work has been incorporated into Ethics and Corporate Social Responsibility in Accounting where it reflects the working practice in that professional area. There will be group assessment at level 6 only in the business simulation of the module Strategic Perspectives for Finance and Accounting.

During their first year of study at level 4, students are equipped with the necessary skills for 35 hours of Work-Based Learning, which serves as valuable work experience. The level 4 Computerized Methods for Accountants module assesses this work experience.

In each year of your Course, you will complete 'synoptic' assessments which will encourage you to appreciate and apply the full breadth and depth of your knowledge. At Level 4, in Global Business for Accounting and Finance, you will draw together your knowledge to see the bigger picture of how businesses operate locally and globally. At Level 5, in Ethics and Corporate Social Responsibility in Accounting, you will draw together your learning on the course and in your life experience. At Level 6, in Strategic Perspectives for Finance and Accounting, you will integrate and apply your accumulated knowledge from all areas of your degree through a business simulation.

Graduate Attribute	Evident in Course Outcomes
Critical and creative thinker	L4.1, L4.2, L4.3, L4.5, L5.1, L5.2, L5.3, L5.6, L6.1, L6.2, L6.4, L6.5, L6.6, L6.8, L6.9
Literate and effective communicator	L4.5, L4.6, L4.7, L5.4, L5.5, L5.7, L6.3, L6.4, L6.5, L6.6, L6.7
Entrepreneurial	L4.1, L4.5, L4.6, L5.4, L5.5, L5.6, L6.1, L6.3, L6.4, L6.5, L6.6
Global in outlook and engaged in communities	L4.1, L4.8, L4.9, L5.1, L5.2, L5.8, L5.9, L6.1, L6.3, L6.7, L6.8, L6.9
Socially, ethically and environmentally aware	L4.8, L5.8, L6.1, L6.8

Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time

Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all students on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.
- **Electives**: are modules from across the either the whole University or your College. Such modules allow you to broaden your academic experience. For example, where electives are indicated you may choose to commence the study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.
- Additional information may also be included above each level for example where you must choose one of two specific modules.

Modules

Level 4

Award of Certificate of Higher Education available.

Module Code	Module Title	Status	UK credit	ECTS
4ACCN004W	Computerised Methods in Accounting	Core	20	10
4ACCN003W	Fundamentals of Management Accounting	Core	20	10
4BUSS011W	Global Business for Accounting and Finance	Core	20	10
4ACCN002W	Introductory Financial Accounting	Core	20	10
4ACCN005W	Quantitative Methods for Accountants	Core	20	10
		Elective	20	10

Level 5

At Level 5, students take EITHER two optional modules, OR one option and one elective module. Award of Diploma of Higher Education available.

Module Code	Module Title	Status	UK credit	ECTS
5ACCN006W	Auditing Theory and Practice	Core	20	10
5ACCN003W	Ethics and Corporate Social Responsibility in Accounting	Core	20	10
5ACCN004W	Financial Accounting and Reporting	Core	20	10
5ACCN005W	Intermediate Management Accounting	Core	20	10
5FNCE005W	Corporate Governance	Option	20	10
5BUCL003W	Law and the Business	Option	20	10
		Elective	20	10

Additional Year

The following modules must be passed for the award title "with international Experience":

5BUSS013W WBS International Experience Year Semester 1 (60 credits)
 5BUSS014W WBS International Experience Year Semester 2 (60 credits)

The following modules must be passed for the award title "with Professional Experience":

5BUSS011W Professional Placement Project Part 1 (60 credits)

5BUSS012W Professional Placement Project Part 2 (60 credits)

Module Code	Module Title	Status	UK credit	ECTS
5BUSS011W	Professional Placement Project Part 1	Option	60	30
5BUSS012W	Professional Placement Project Part 2	Option	60	30
5BUSS013W	WBS International Experience Year Semester 1	Option	60	30
5BUSS014W	WBS International Experience Year Semester 2	Option	60	30

Level 6

At Level 6, students take EITHER two optional modules, OR one option and one elective module. Award of BSc available. Award of BSc (Hons) available.

Module Code	Module Title	Status	UK credit	ECTS
6ACCN003W	Advanced Aspects of Management Accounting	Core	20	10
6ACCN002W	Advanced Financial Accounting and Reporting	Core	20	10
6ACCN004W	Financial Management	Core	20	10
6MNST010W	Strategic Perspectives for Finance and Accounting	Core	20	10
6BUCL005W	Company Law	Option	20	10
	Contemporary Issues in Accounting	Option		
6BUSS004W	Dissertation	Option	20	10
6ACCN005W	Taxation	Option	20	10
		Elective	20	10

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

Professional body accreditation or other external references

If your goal is to pursue a career as a qualified accountant, our program can help you achieve it by providing a solid foundation in accounting principles and practices. In fact, we offer a maximum number of exemptions from ACCA and CIMA, two of the most respected accounting professional bodies, which can accelerate your journey towards becoming a fully qualified accountant.

For those pursuing ACCA accreditation, the global body for professional accountants, the number of examination exemptions could be up to a maximum of nine upon successful completion of corresponding modules. This degree has also been re-accredited CIMA, the world's largest professional body of management accountants, with up to a maximum of eight examination exemptions when completing your CIMA professional qualification.

Course management

The BSc Accounting degree has a designated Course Leader, whom you will meet during your first week and who is available for consultation during weekly office hours throughout the year or by appointment. You take modules, normally in common with students from your course, which each have a Module Leader, who is responsible for the smooth running of that module. Module Leaders are usually available during term-time during their office hours or by appointment. The degree is one of a number offered by Westminster Business School and you will be part of a vibrant academic community with access to a full programme of additional seminars and social events organised by our student societies. At all levels of your university study you will have a Personal and Professional Development Tutor who will help and guide you through the complexities of life at University.

Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](https://www.westminster.ac.uk/academic-regulations).

Course specific regulations apply to some courses.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. 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. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](https://www.westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. 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 in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been

running.

How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.;
- All students are invited to complete a 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.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

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 they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must incorporate this Copyright Notice – 2022©

Additional Details

Assessment Information

The below indicates the indicative assessment information for each year of study on the course. These are subject to change.

Level 4 core modules:

4 Exams

3 In-class tests

1 Report (Individual)

1 Report (Group)

1 Online Test

Level 5 Core modules

4 Exams

2 In Class Tests

1 Report (Individual)

1 Report (Group)

Level 6 Core Modules

3 Exams

3 In-Class tests

1 Report

Two Portfolios