Programme Specification

Course record information

Name and level of final award	• Bachelor of Arts with Honours - Accounting and Business Management • Bachelor of Arts with Honours - Accounting and Business Management with International Experience • Bachelor of Arts with Honours - Accounting and Business Management with Professional Experience The award is Bologna FQ-EHEA first cycle degree or diploma compatible
Name and level of intermediate awards	• Bachelor of Arts (BA) - Accounting and Business Management • Diploma of Higher Education (Dip HE) - Accounting and Business Management • Certificate of Higher Education (CertHE) - Accounting and Business Management
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)	"Business and Management"
Professional statutory or regulatory body	Up to 8 exemptions from the Chartered Institute for Management Accountants (CIMA), based on chosen options. Up to 7 exemptions from the Association of Chartered Certified Accountants (ACCA), based on chosen options. Up to 5 exemptions from the Institute of Chartered Accountants in England and Wales (ICAEW).
Westminster course title, mode of attendance and standard length	• BA Accounting and Business Management FT, Full-time, September start - 3 years standard length with an optional year abroad or placement
Valid for cohorts	From 2025/6

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 **BA Accounting and Business Management** degree has been designed to equip students with accounting and managerial skills required by the modern business environment for successful career as a future decision maker. These competencies can be applied to develop future talent for emerging areas of business management and business consulting where accounting education is applied to make effective business decisions.

It aims to provide students with comprehensive knowledge in accounting theories and practice as well as in management to develop professionals capable of holding positions of significant responsibility and authority in public companies, private businesses and government agencies. It also prepares students do develop as future business leaders and business consultants and analysts, capable of comprehending complex modern business environment and assessing vast amounts of data to effectively communicate financial and non-financial information for decision making purposes.

The course will cover accounting, finance, business and management environment as well as business strategy and organisational behaviour. Students also have opportunity to specialise in taxation, marketing and project management by choosing optional and elective modules in addition to the core units. Students can also spend a year studying abroad or in a professional placement.

The main aims of the course are to:

- Provide students with the conceptual knowledge and understanding of the fundamental accounting and management principles, including concepts and theories which underpin business decision making;

- Give students an appreciation of the role of real-world data to make reasonable forecasts and analyse the current and future performance of a business;

- Develop a range of intellectual, professional attributes and transferable skills such as effective communication, critical thinking, business writing, problem-solving abilities, research skills, and critical reasoning skills as well as a range of inter-personal skills required for a successful professional career;

- Provide a specialised route leading to management and accounting qualifications recognised by professional bodies;

- Provide students with the ability to apply their knowledge and skills to complex business problems in different practical situations to resolve accounting issues in the business and make decisions regarding overall resource management of organisations and influencing future directions and strategies to add value;

- Prepare students for further study in this discipline, which involves postgraduate study in both accounting and management;

- Provide students with sound knowledge and understanding of business ethics and Corporate social responsibility to navigate the complex modern business landscape.

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 BA Accounting and Business Management course aims to create graduates who are equipped with accounting and business leadership skills. It is essential to have the knowledge and understanding of both accounting and management, for ambitious graduates. The course is designed to increase employability of students who can easily adapt to the constantly changing and challenging business environment. Graduates will acquire accounting, ethical and business-related skills as well as developing their critical thinking, independent analysis and evaluative skills. Students will also have an opportunity to complete a placement year, which will enable them to have work experience in the relevant industry, work in a team and solve problems by applying the knowledge they have acquired in their first two years of study. This opportunity will provide valuable experience to the students as this will enable them to make more informed decisions about their future career path and will make them more competitive. After completion of this degree, graduates will be confident in meeting the professional requirements needed to work in areas of management accounting and become professionals such as management consultants, accountants, business managers, etc.

The course also provides the opportunity to spend either a semester or a year studying at one of our overseas partner universities. This can be a transformative experience for students; it helps development of a global outlook, valued by most employers. Past graduates have found successful employment in a range of organisations including BT, Coca Cola, HSBC, Barclays, Bank of England and the NHS. Many students progress to further study on graduation: either taking professional qualifications or proceeding to a specialist Masters degree in a relevant discipline.

Graduates will develop the following skills and attributes:

1. Critical approach: graduates will be able to investigate a problem or a case study with an open critical mind and apply knowledge and skills which they have developed during their course to offer a solution taking into account the business environment.

2. Business leadership: graduates will develop leadership skills which will allow them to demonstrate attributes such as team-building, mentoring and the ability to motivate others.

3. Technical skills: throughout the course students will have an excellent understanding of financial accounting and reporting, management accounting and business planning, which will allow them to pursue professional accreditation (e.g. CIMA) if they decide to choose this career path.

4. Social and ethical awareness: graduates will be adhering to the code of ethics, making responsible decisions, taking into account various stakeholders.

5. Preparation to take on further studies in the relevant discipline and continue developing an academic career.

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:

- L4.01 Demonstrate understanding of fundamental knowledge in accounting, financial information and management theories which can be applied to various organisational structures (KU)

- L4.02 Advance and demonstrate standard professional skills in various writing styles. (KTS)

- L4.03 Acquire basic research skills including the ability to collect, scrutinise, categorise and analyse accounting data from a variety of sources. (KTS)

- L4.04 Collaborate effectively in groups, building team relationships that support the achievement of set goals in the context of business working (PPP KTS)

- L4.05 Demonstrate understanding and application of management-accounting techniques in planning, budgetary control and forecasting (KU)

- L4.06 Communicate effectively and persuasively using a variety of media to a range of audiences in a business context (KTS)

- L4.07 Take personal responsibility for learning and progress and to prepare for work-based learning (GA PPP)

- L4.08 Summarise, extract and communicate accounting information about an organisation in an effective manner for external users and stakeholders by applying fundamental knowledge about accounting and business-management practices (PPP)

- L4.09 Demonstrate awareness and show an understanding of accounting methodologies in different regional jurisdictions, and governance and ethical considerations in different businesses (GA)

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

- L5.01 Use management-accounting techniques to perform analysis to help business-management decision-making (KU)

- L5.02 Understand and apply key management theory and concepts to manage teams and provide leadership for the effective and responsible running of the organisation (KU)

- L5.03 Demonstrate knowledge of the key theories which underpin corporate governance and sustainability, the importance of board structures and compositions of committees (KU)

- L5.04 Use relevant publicly available information from financial reports to analyse performance of companies, so as effectively to inform key stakeholders and make recommendations to potential investors (PPP)

- L5.05 Understand the role and attributes of a good project manager by applying relevant techniques to manage projects and mitigate business risks (PPP)

- L5.06 Demonstrate understanding of global citizenship and personal potential to contribute to communities, appreciating diversity of people and cultures (GA)

- L5.07 Select, evaluate and apply concepts, tools and techniques in a practical context (KTS)

- L5.08 Critically review current research and relevant information in accounting management, comparing and contrasting those findings and results and presenting them in a coherent form (KTS)

- L5.09 Demonstrate self-awareness and sensitivity when working in teams in a diverse environment (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:

- L6.01 Critically evaluate strategic options to enhance organisational performance across a range of contexts and appreciate the ramifications of those decisions on operational activities (KU GA)

- L6.02 Identify and appraise the main concepts, applications and limitations in management-accounting practices (KU)

- L6.03 Engage in debates using knowledge and understanding of the regulatory and financial reporting frameworks

which underpin accounting to secure appropriate decisions in real-life scenarios (PPP)

- L6.04 Critically evaluate and apply creative solutions to real-world business problems in a range of contexts such as global business strategy and management and leadership and communicate these solutions effectively and convincingly (PPP KTS)

- L6.05 Critically appraise management decisions in relation to working capital in the context of merger and acquisitions and restructuring events (PPP)

- L6.06 Apply knowledge and understanding to critically evaluate arguments, assumptions, abstracts, and evaluations of data in accounting and management (KTS)

- L6.07 Critically examine accounting, management and business strategies and decision-making in the context of constantly changing global business environment (KTS)

- L6.08 Critically evaluate the impact of business on the wider social environment in relation to general ethical and sustainability perspectives. (GA)

- L6.09 Extend further knowledge in accounting and business management related fields to improve personal and professional development that complements and enhances marketable skills for employment related higher skills in related field. (GA)

How will you learn?

Learning methods

The course is a learning opportunity to help students prepare for their future career. Teaching and learning methods on the course are directly linked to the aims and learning outcomes outlined above. The whole learning process is designed to actively involve students from the start and to encourage effective group collaborations. Course materials will be provided via the virtual electronic learning platform (Blackboard) and will be available for students to access remotely. Teaching will be research-connected to inform students about the latest theoretical developments on the subjects as well as the practical implications of such research as appropriate.

Teaching will take place both online and on campus in the following way: academic staff will guide students through the necessary core material to provide them with the essential knowledge on the subject matter, while students will pursue independent study in their own time to broaden their knowledge and understanding. Students will also work independently and in groups to apply theories to real case studies, work related situations and real-life simulations.

The course consists of a number of modules at each level and each module has its own specific learning objectives, which define what successful students should demonstrate when they complete the module. By completing teaching and learning activities on a weekly basis, students will develop relevant skills and knowledge in related subject areas. Each module will contribute to the overall learning objectives on the course which will prepare students for their professional life.

Teaching methods

The course has different types of teaching methods designed to help students achieve their potential and to keep students feel engaged and interested:-

Lectures: These are designed to give students a general overview of the topic and present the key knowledge in the subject area.

Seminars: There are designed for students to explore specific issues in more detail by taking part in classroom discussion. The seminars are based on the material which was introduced during the lectures.

Workshops: There are designed for students to work in smaller groups, enabling everyone to contribute to critical discussion.

Guest Speakers: Guest speakers from professional bodies and various industries will be invited to provide students with ideas regarding the future opportunities they will have after completing this course.

Individual Study: To enhance learning and understanding it is essential that students spend time actively engaging with lecture and seminar material and reading the recommended textbooks and articles.

Work-based Learning: Some compulsory work based experience, amounting to thirty-five hours that all students must complete in second year of the course ensures students apply learnt material in practice.

In order to achieve their full potential, students are advised to attend all timetabled teaching sessions, allocate enough time for individual study by efficient planning and seek guidance and support should they require help. Digital and

professional skills workshops and training will be provided by the University to support students learning and professional development and to enhance their employability profile. As students progress from one level to another, it is essential that they remain engaged with all teaching sessions as this will lead to successful completion of their course.

A t **Level 4,** first-year students will make the transition into higher education. Across five core modules on the course, students will explore essential information about modern businesses, in particular concentrating on essential topics in Accounting and Management. Students will have an opportunity to learn about basic management-accounting concepts as well as developing a foundational understanding of financial information about companies, and in particular how this information is reported. Modules in Management will explore the importance of organisational structures and the role of people and marketing within them.

Level 5 takes students to the next level of their development in management accounting to develop specialist knowledge and learning. Financial-statement analysis also takes students to the next level as they apply critical thinking to real-life companies, evaluating performance using publicly available information. Management modules will also concentrate on further developing key transferable skills, including project management and and evaluating the role of individuals in a company to improve business planning. By the end of this year, students are expected to have fully developed the capacity of independent learning.

After Level 5, students have an opportunity to take an **optional placement year** to gain experience of working in a relevant industry and enhance their learning experience and develop their graduate attributes. Successful completion of this year will mean students will graduate with the award title "with Professional Experience". Students also have an option of studying abroad for one year, or completing a semester of study and semester of work abroad, for the "with International Experience" award.

Level 6 ensures that students are ready for their future professional career in industry or alternatively to run their own business. They will develop an understanding of how businesses operate in the global context. Students are expected to use teaching sessions as a support for their independent learning and reading. Students will develop a set of skills, such as: the ability to conduct research in the relevant area; to critically evaluate accounting information; make informed decisions and solve problems based on their knowledge. They will also explore the process of working in a team and operate as an efficient team member by applying personal and professional responsibility.

There is also a designated team of advisors who have effective links with industry and will support you to find a relevant year-long placement or shorter-term work experience during your studies to help you apply your newly gained knowledge in practice.

Equality, Diversity and Inclusion (EDI)

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders. The course team is also fully committed to enabling a supportive and safe learning environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable. The team has strong commitment to decolonising and diversifying our curriculum and teaching practices, taking an approach to learning, teaching and assessment that draws from a wide range of contexts and practical examples to enhance inclusion.

The course welcomes applicants from different walk of life and diverse backgrounds. We aim to enable access for people who have differing individual requirements and to eliminate arbitrary and unnecessary barriers to learning using inclusive design and reasonable individual adjustments wherever necessary. Currently all modules are supported by a Blackboard Ultra site. Additional support material is provided on Blackboard, the online learning environment, for all modules to help students enhance their knowledge and understanding.

The programme also offers resources for studying and flexible ways to learn to cater for the needs of students in need of further support, such as those with dyslexia, dyscalculia or dyspraxia. All learning material is provided to students in advance via Blackboard Ultra. For example, lectures are either recorded using the 'Panopto' Video Platform with subtitles and uploaded for students to access and detailed noted are provided. Many materials used in our learning, teaching and assessment are drawn from a wide range of contexts and from different parts of the world. As we have a diverse body of students and teaching staff, we encourage sustained collaboration, discussions and experimentation amongst them to help us adapt our teaching and assessment method for the modern globalised business environment.

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

Financial Reporting and Analysis (5ACCN007W): This module helps students achieve module learning outcomes by enhancing their ability to show self-awareness, openness and sensitivity to diversity in terms of people, cultures and business environment as well as national and international accounting and financial reporting standards in the preparation

and interpretation of financial statements

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

Managing and Leading People for Finance and Accounting (5MNST010W): This module contributes to the course's learning outcomes by enabling students to apply and evaluate management and leadership practices using own work based experience.

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

Accounting Theory and Practice (6ACCN007W): The goal of this module is to help students meet course learning outcomes 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.as well as national and international accounting theories.

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.This applies to all core modules across different levels.

Assessment methods

Assessment and feedback are the key elements in measuring learning. Throughout the whole course, students are subject to a wide variety of assessments. The type of assessment varies according to students' level and the nature of the module. Most common methods of assessment are as follows:

• In-Class Test

• Closed-Book Examination

• Individual Coursework

• Group Coursework

• Individual Presentation

• Group Presentation

Every module incorporates 'formative assessment' which students are expected to complete as it provides them with useful feedback, so that a constructive reflection on the progress can take place to prepare students for the formal assessments that count. Formative assessments are important as they help students to identify ways in which they can improve and areas of strength to be developed further.

Summative assessment will measure students individual learning and achievement. Students can expect to be assessed on the learning outcomes of the course in a module through the outlined above methods. Weightings for each assessment element will vary to reflect the nature and level of the module.

All assessments are designed in a way to test students' knowledge and understanding and to help them improve in the future and develop a certain set of skills which enable them to achieve the course learning objectives. For example, a group work exercise helps students to learn about working with other people and to identify each other's strengths.

Assessment is an integral part of students learning process. It is designed to promote initiative and creativity, critical thinking, structure of coherent arguments, research and analysis, evaluation, decision-making, professional communication skills, effective group work, personal reflection, time-management, the ability to meet deadlines, the ability to write professionally and ability to work under pressure. It is not merely about giving and receiving a mark rather to ensure that key competences and abilities in the field of accounting and business management are enhanced.

Authentic Assessment

We also ensure assessment is authentic, so that it tests 'real world' problems that are socially, culturally, and globally relevant and that these take into account students' different identities. We avoid structured exams, where possible, and make sure students have a range of assessment types during their time at the university, such as online tests, individual and group coursework, portfolio and presentations. We also listen to the feedback provided by our students and make every effort to incorporate this in our teaching process by reviewing our assessments annually to make sure they meet the needs of the students. Clear marking schemes and contextualised marking descriptors are available to both students and staff before any assessments. The offered range of assessment and feedback approaches are designed to be inclusive, support our students and use EDI themes in assessment when possible.

Graduate Attribute	Evident in Course Outcomes
Critical and creative thinker	L4.03, L4.05, L4.08, L5.01, L5.04, L5.07, L5.08, L6.01, L6.03, L6.05, L6.06, L6.07
Literate and effective communicator	L4.01, L4.02, L4.04, L4.05, L4.06, L5.01, L5.03, L5.04, L5.08, L6.02, L6.05, L6.06
Entrepreneurial	L4.01, L4.04, L4.05, L4.07, L5.02, L5.04, L5.07, L6.01, L6.03, L6.04, L6.06, L6.08, L6.09
Global in outlook and engaged in communities	L4.01, L4.06, L4.07, L5.02, L5.05, L5.06, L5.07, L5.09, L6.03, L6.04, L6.07, L6.08, L6.09
Socially, ethically and environmentally aware	L4.09, L5.03, L5.05, L5.06, L5.09, L6.07, L6.08

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

At Level 4, students take EITHER one optional modules, OR one elective. Award of Certificate of Higher Education available.

Module Code	Module Title	Status	UK credit	ECTS
4ACCN001W	Accounting and Finance Fundamentals	Core	20	10
4ACCN003W	Fundamentals of Management Accounting	Core	20	10
4MARK017W	Marketing for Finance and Accounting	Core	20	10
4HURM013W	Organisational Behaviour for Finance and Accounting	Core	20	10
4ACCN005W	Quantitative Methods for Accountants	Core	20	10
4EBUS002W	Creating and Managing an Online Presence	Option	20	10
4HURM007W	The Role of the Manager	Option	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
5ACCN007W	Financial Reporting and Analysis	Core	20	10
5ACCN005W	Intermediate Management Accounting	Core	20	10
5MNST010W	Managing and Leading People for Finance and Accounting	Core	20	10
5BDIN002W	Project Management	Core	20	10
5FNCE005W	Corporate Governance	Option	20	10
5DIBU005W	Digital Business for Finance and Accounting	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 BA available. Award of BA (Hons) available.

Module Code	Module Title	Status	UK credit	ECTS
6ACCN007W	Accounting Theory and Practice	Core	20	10
6ACCN003W	Advanced Aspects of Management Accounting	Core	20	10
6ACCN004W	Financial Management	Core	20	10
6MNST010W	Strategic Perspectives for Finance and Accounting	Core	20	10
6ACCN009W	Contemporary Issues in Accounting	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

The course is designed to meet the educational requirements of the Chartered Institute of Management Accountants (CIMA). Upon full completion, students are eligible for 8 CIMA exemptions, which can be claimed. For more information, please visit the CIMA website at www.cimaglobal.com under the "Exemption Search" section.

The course is also accredited by the Association of Chartered Certified Accountants (ACCA), offering up to 7 exemptions based on the students' choice of modules. These exemptions can be claimed after completing the course. For more information, visit the ACCA website at www.accaglobal.com under the "Exemptions Calculator." Additionally, students may participate in the ACCA Accelerate program, allowing them to begin preparing for professional exams while still in university. Further details can be found under the "Advantage" section of the ACCA website.

Moreover, the course is accredited by the Institute of Chartered Accountants in England and Wales (ICAEW), offering 4 to 5 exemptions. More information can be found on the ICAEW website in the CPL Directory section.

Course management

The BA Accounting and Business Management course will be delivered by the School of Finance and Accounting and the management structure supporting the course is as follows:

- The Course Leader is responsible for day-to-day running and overall management of the course and the development of the curriculum. This will include activities such as admissions, approving student study programmes, co-ordination and moderation of marks for assessment boards and general management.

- The Head of School is responsible for running of all courses in the School of Finance and Accounting

Academic regulations

The current Handbook of Academic Regulations is available at 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.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students1 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.