Programme Specification



Course record information

 Bachelor of Arts with Honours - International Event Management Bachelor of Arts with Honours - International Event Management with Professional Experience Bachelor of Arts with Honours - International Event Management with International Experience The award is Bologna FQ-EHEA first cycle degree or diploma compatible
 Bachelor of Arts (BA) - International Event Management Diploma of Higher Education (Dip HE) - International Event Management Certificate of Higher Education (CertHE) - International Event Management
University of Westminster
University of Westminster
Recognised Body
Primary: Central London
English
Event, Hospitality, Leisure Sport and Tourism
International Event Management, Full-time, September start - 3 years standard length with an optional year placement
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 course explores the management of events from a global business perspective with a strong commitment to sustainable development. It will support students' development as an event professional within the contemporary event industry. By the end of this course our graduates will have the competencies and skills to be innovative, ethical, and resilient leaders in the face of emerging challenges and opportunities when planning and delivering events.

This course offers students a unique opportunity to learn in central London, positioning them as future leaders in the dynamic field of events. London and the UK are known for their competitiveness and leadership in the event industry, so students will be immersed in an fast paced environment gaining insights into the delivery of a variety of events and their impacts on a range of stakeholders.

Students will develop a deep understanding of leadership and management skills, with a focus on collaborative work, and managing internal and external stakeholders to deliver best practice in the ever-evolving business landscape. The course covers all aspects of event planning and management, with an emphasis on innovation and entrepreneurship, as well as the consideration of social values throughout the decision-making process, ensuring an ethical approach to strategies that consider the well-being of people and the planet within the context of the climate crisis.

Students will have the opportunity to explore case studies on a range of event types, including heritage and cultural, political, sport and leisure, business and trade, festivals, entertainment and private. Furthermore, the course provides students with authentic learning experiences through partnerships with leading organisations in the public, private and third sectors, allowing them to apply their skills in real-world workplace settings.

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.

Today's event organisations prioritise graduates with strong academic qualifications and workplace-relevant skills as well as an entrepreneurial mindset and competency in leadership. The course offers career development and work-related learning activities for a solid foundation in the event industry, preparing students for careers in various areas such as event administration, event operations, event marketing, event project management, and more.

The university will also develop partnerships with event industry bodies and event service providers to help place students and progress them to internships and full-time employment. At level 5 students also have the opportunity to take an optional 60-credit semester-long placement module abroad.

Work experience is a very useful way of gaining relevant, professional experience and can greatly improve students' employability. As part of the University of Westminster's Employability Strategy, the course offers a core module incorporating work-based learning at levels 5 and 6 and an optional year-long event industry placement.

Professional Experience:

The Westminster Business School encourages students to take a placement year in the event industry. During the year students will identify skills' goals to work towards achieving whilst on placement; carry out research to develop an awareness of the event sector they are working in, using a range of data sources; and familiarise themselves with techniques and processes, which help effectively deliver key initiatives and business objectives.

International Experience:

Students can choose to undertake an international experience year as part of their degree at one of our partner overseas institutions. They will study and reside in the country of a host institution during the course of the year. The content of the study is agreed upon through a Learning Agreement between them, the home institution, and the Westminster Business School.

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:

- L4.001 Identify the characteristics of the event industry by exploring a range of structures and professional roles. (
 KU)
- L4.002 Draw from a range of disciplinary approaches to understand the principles of event management. (KU PPP)
- L4.003 Identify the social, ethical and environmental impacts within the wider context of events. (KU GA)
- L4.004 Manage information, collect appropriate data from a range of sources, and undertake simple research tasks with guidance (GA KTS CS)
- L4.005 Work collaboratively, building positive relationships and meeting obligations with others as a member of a team. (GA PPP KTS)
- L4.006 Take responsibility to achieve planned personal or team outcomes. (PPP KTS)
- L4.007 Apply decision-making to various industry contexts that consider the impact on diverse cultures and values, being mindful of the needs of different communities. (GA PPP KTS)

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

- L5.001 Demonstrate application of core principles and theory of event management in a range of international scenarios. (KU CS)
- L5.002 Examine and explain technological, social, environmental and ethical issues within the event industry. (KU GA CS)
- L5.003 Apply sustainable event planning and management theory, creatively, to a defined problem or process. (GA PPP CS)
- L5.004 Engage with relevant communities to acquire practical experience including the application of a wide range of techniques, tools and digital platforms (GA PPP KTS)
- L5.005 Collect and analyse information using given principles and methods according to multiple stakeholders' requirements (GA PPP KTS)
- L5.006 Act with increasing autonomy and responsibility to achieve planned personal or team outcomes (PPP KTS)
- L5.007 Apply decision-making to various industry contexts that consider the impact on diverse cultures and values, being mindful of the needs of different communities. (GA PPP KTS)

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:

 L6.001 Use critical thinking to challenge contemporary theories in event studies and their application to practice. (KU CS)

- L6.002 Critically appraise the inter-relationship of event management with other fields of study, including in-depth knowledge of some specialist disciplines. (KU KTS CS)
- L6.003 Critically engage in global debates about the technological, social, environmental and ethical dimensions of events (GA PPP CS)
- L6.004 Strategically generate creative and entrepreneurial solutions to the management of sustainable events (KU PPP)
- L6.005 Apply reflective practice to gained knowledge and experience to consolidate graduate attributes. (GA PPP CS)
- L6.006 Synthesise data, concepts, and solutions, using a range of techniques appropriate to the situation. (GA PPP CS)
- L6.007 Apply ethical leadership and collaborative working skills within complex and interrelated event contexts. (GA PPP KTS CS)

How will you learn?

Learning methods

The course has a strong vocational focus, with a curriculum applied in an industry context. Learning activities and assessments combine theory and practice in real-world settings, using lectures, seminars, workshops, tutorials, and field trips. Experts from relevant fields provide guest lectures and work experience opportunities for students.

The course team collaborates with industry partners to provide live client briefs, simulating real work environments. Workbased and experiential learning are integral to the curriculum, enhancing employability. This approach allows for innovative teaching methods such as the flipped classroom, promoting active and engaging learning.

Module leaders and lecturers engage with employers from different sectors, involving them in curriculum design and career education. Networking is actively encouraged for career opportunities, research, and knowledge exchange.

State-of-the-art facilities, such as our dedicated digital marketing lab, Switch 23, provide an environment where students can cultivate their creativity and refine their digital skills. Here, they can harness the power of digital tools to develop and present captivating ideas, including the application of AI and other innovative digital solutions for the event industry.

Self-reflection is encouraged to facilitate student learning, development, and confidence. Authentic experiential learning projects in several types of events provide transformational experiences, preparing students for careers in contemporary industry. Emerging themes and authentic learning materials drive meaningful knowledge creation, applied to assessments and future work practices, whilst being mindful of people and the planet, ensuring an inclusive learning experience for all students.

Students have the potential to gain hands-on experience in a range of event organisations, as well as the possibility to implement event activations across the University campuses. Field trips and site visits allow for evaluation and research from local and global perspectives, with consideration of ethical and sustainable best practices. On completion of this course, students will learn how to embed UN Sustainable Developments Goals within their personal and professional life, with particular emphasis on the following:

- Gender Equality
- Decent Work and Economic Growth
- · Industry, Innovation and Infrastructure
- Sustainable Cities and Communities
- Responsible Consumption and Production
- Climate Action

At level 4, students acquire a foundational understanding of contemporary events, mastering key concepts, frameworks, and theories that serve as building blocks for their continued study. They develop research and investigative skills to analyse strategies and propose solutions in different event contexts.

At level 5, students will hone their specialist event management skills and generate innovative ideas through in-depth analysis and evaluation of challenges and issues. They will take on greater responsibility for tasks and make informed judgements to solve problems in several event contexts whilst achieving personal or team objectives.

At level 6, students will demonstrate advanced skills in critically reviewing, consolidating, and applying a comprehensive

body of knowledge related to the global event industry. They will excel in well-researched and substantiated decision-making, critically evaluating concepts and drawing evidence from diverse sources to inform judgement in complex situations. Students will also take accountability for their decisions and actions, showcasing their ability to handle challenging scenarios with confidence and competence.

Teaching methods

The course provides a variety of learning experiences to motivate students, with staff members working as a team to devise modules that encompass all learning styles and neuro-diverse needs. The course also supports students with additional learning needs to maximise their career opportunities and develop their knowledge, understanding, and skills.

Constant feedback and dialogue occur through contact time with personal tutors, module and course leaders, fostering an active learning environment. Small-group workshops address individual students' needs, using appropriate resources, including ICT, to encourage independent learning.

The University's Virtual Learning Environment (Blackboard) complements face-to-face lectures, seminars, and workshops with learning materials such as directed reading, case studies, quizzes, and other activities. The university has also invested in Panopto lecture capture technology, allowing students to access recorded lectures on Blackboard, should they miss a lecture or wish to spend more time studying each week's topic areas. These resources help structure and direct students' independent study time.

Each week, the seminars link to module learning outcomes delivered through the lectures, providing opportunities for team and individual work reflecting appropriate real-world event skills.

Industry resources are embedded in appropriate modules, and guest speakers share insights on business best practices.

Our commitment to Equality, Diversity and Inclusion:

In line with the University's commitment to equality and diversity, an inclusivity strategy facilitates an environment for learning that anticipates the varied requirements of learners and aims to ensure that all students have equal access to educational opportunities. Our course curriculum integrates multiple approaches to ensure inclusivity. We adopt inclusive learning, teaching, and assessment methods by blending theoretical and practical elements, to present the course material in diverse and engaging ways.

Aligned with the University of Westminster's Black Lives Matter Commitment Plan and broader EDI agenda and commitment, our inclusive approach respects diversity, encourages active participation, and equips students with skills for a diverse world.

Practical examples of this commitment include providing accessible materials across all modules, offering a range of assessment modes (e.g presentations, podcasts, videos, posters, etc.), deploying case studies and real-world examples of contemporary issues and challenges, using inclusive and accessible learning materials, constructing reading lists that ensure diversity and representativeness, and prioritising issues of diversity and inclusion in practice-based seminars for relevant industries. We also draw on the research and collaborative work of specialist organisations working in the event industry to promote Equality, Diversity and Inclusion, ensuring relevant content is integrated into teaching.

Our lectures and seminars avoid just 'talking at' students and rather interact and collaborate with students in the majority of sessions, offering a conducive and inclusive environment to all styles of learning.

Assessment methods

The University is dedicated to upholding its Authentic Assessment policy, fostering an environment where students are motivated to collaborate inclusively while acknowledging the cultivation of a diverse array of insights, abilities, values, and attributes that will serve them well in their future careers.

The concept of Authentic Assessment revolves around employing innovative learning experiences to evaluate students' competencies and knowledge within real-world scenarios. By embracing Authentic Assessment, the University gauges students' achievements in a manner that aligns with the practical skills expected of them upon completing their course or degree programme.

The course team takes an 'assessment as learning' approach and has an inclusive learning, teaching, and assessment strategy to provide culturally inclusive learning materials, varied, innovative teaching methods, and providing flexible pathways to meet learning outcomes.

A variety of assessments are designed to support students in demonstrating their achievement of module learning outcomes. There is an emphasis on industry-focused, 'authentic' assessments that reflect those found in the event industry, such as reports, portfolios, presentations, and plans. To cater for diverse student needs, we also offer alternative assessment platforms in relevant modules. These include podcasts, posters, and video presentations, allowing students to showcase their knowledge and skills in formats that suit them best.

The assessments for these modules provide opportunities for students to demonstrate the achievement of their learning outcomes through undertaking work-based and other experiential learning activities to distil the learning and to help plan for future personal and professional development.

At each level, students will be assessed on academic knowledge, practical application, and their ability to contextualise knowledge, relate theory to practice and develop their own theory about practice. Often assessed tasks will draw on authentic event industry issues/cases such as consultancy exercises and responding to creative and commercial briefs. Other assessments may require students to reflect on work-based and other forms of evidence-based learning.

As students move through the levels of the course the scope and depth of assessment builds, allowing them to incrementally gain confidence and improve their knowledge, skills, and understanding. Assessments are progressively designed to facilitate and develop independent critical thinking skills and the ability to analyse and critically evaluate theories, concepts, and ideas. In the final year of the course, assessment methods test students' ability to synthesise their ideas and take a more holistic view of the discipline.

The course offers both formative and summative assessment and feedback. Formative assessment does not contribute to the overall grade but is used to give students advice and guidance on improvement. Summative assessment does contribute to the grade. Overall, the course approach is to ensure formative feedback in every module. This approach aims to enhance student performance in summative assessments by fostering continuous learning and improvement throughout their academic journey.

Graduate Attribute	Evident in Course Outcomes
Critical and creative thinker	L4.001, L4.004, L5.003, L5Y.03, L6.001, L6.002, L6.004, L6.005, L6.006, L6.007
Literate and effective communicator	L4.001, L4.002, L4.006, L5.004, L5.005, L5.006, L5Y.03, L6.005, L6.006, L6.007
Entrepreneurial	L4.006, L4.007, L5.005, L6.002, L6.004, L6.007
Global in outlook and engaged in communities	L4.005, L4.007, L5.001, L5.004, L5.007, L5Y.01, L5Y.02, L6.003, L6.007
Socially, ethically and environmentally aware	L4.003, L5.002, L5.003, L5Y.02, L5Y.03, L6.003, L6.004, L6.007

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

Module Code	Module Title	Status	UK credit	ECTS
4EVMN004W	Fundamentals of Event Planning	Core	20	10
4EVMN003W	Introduction to the Event Industry	Core	20	10
4EVMN005W	Managing the Event Team	Core	20	10
4EVMN006W	Skills for the Event Professional	Core	20	10
4EVMN007W	Understanding your Audiences	Core	20	10
4ACCN011W	Accounting and Finance for Managers	Option	20	10
4BUSS009W	Global Business Environment for Managers	Option	20	10
4MARE001W	Marketing Research and Data Analysis	Option	20	10
4MARK010W	Web Design and Content Creation	Option	20	10
		Elective	20	10

Level 5

5BUSS016W - WBS Study Abroad Experience: This module involves the students undertaking a semester of study abroad to an international institution where a formal Learning Agreement is in place. Subject to eligibility.

5BUSS017W - WBS Work Experience: This module involves the students undertaking a semester of work experience. Students may also be required to pass an employer selection process (such as an interview) prior to acceptance into the workplace.

Students can choose:

- 3 x 20 credit options OR;
- 2 x 20 credit options plus one elective, OR;
- 1 x 60 credit option module (Study Abroad or Work Experience)

Module Code	Module Title	Status	UK credit	ECTS
5EVMN006W	Delivering the Event	Core	20	10
5EVMN007W	Event Logistics	Core	20	10
5EVMN008W	Marketing the Event	Core	20	10
5ENTP005W	Entrepreneurial Practice	Option	20	10
5EVMN004W	Event Production and Technology	Option	20	10
5EVMN005W	Events in the Business Environment	Option	20	10
5MARK003W	Product and Brand Management	Option	20	10
5MARK015W	Social Media Marketing	Option	20	10
5BUSS016W	WBS Study Abroad Experience	Option	60	30
5BUSS017W	WBS Work Experience	Option	60	30

Module Code	Module Title	Status	UK credit	ECTS
		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 5BUSS012W Professional Placement Project Part 2

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

Module Code	Module Title	Status	UK credit	ECTS
6EVMN010W	Ethical Leadership	Core	20	10
6EVMN013W	Final Event Project	Core	20	10
6EVMN012W	Professional Event Solutions	Core	20	10
6EVMN011W	Strategic Event Management	Core	20	10
6ENTP005W	Creating Entrepreneurial Leadership	Option	20	10
6MARK013W	Destination Cultural and Heritage Marketing	Option	20	10
6MARK031W	Luxury Brand Management	Option	20	10
6SPMN004W	Sponsorship and Partnership Management in Sport	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

Course management

The course team comprises a Course Leader who is responsible for the overall management of the course and a team of Module Leaders who are responsible for individual modules that run on the course.

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.

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

University of Westminster is now equipped with a Grammarly for Education (Grammarly GO) institutional licence, providing every member and students in our academic community access to Grammarly's writing assistance tools. Grammarly is designed to help individuals confidently communicate across various devices and platforms. Grammarly GO comprehensive tool aids in improving correctness, clarity, engagement and the overall delivery of written content. It provides guardrails to ensure adherence to the university's guidelines, enabling students to utilise generative AI in ways that comply with the University's Policy and Guidance on the use of Generative AI.