

Where appropriate outcome statements have be referenced to the appropriate Benchmarking Statement **(BS)**

1	Awarding Institution Queen Margaret University
2	Teaching Institution Metropolitan College (AMC)
3	Work-based learning Metropolitan College (AMC)
4	Programme accredited by
5	Final Award BA/BA (Hons) Business Management and BA/BA (Hons) Business Management fast Track)

On completion of the programme, the students will have demonstrated knowledge and understanding of:

1. The diverse nature and structure of organisations in the private, public and voluntary sector, their purpose, function, processes and operations.
- 2.

Assessment throughout the programme is both formative and summative and is designed to encourage deep rather than superficial learning. Examinations take a number of forms including unseen questions, case study analysis and open book. Coursework is assessed through essays, management reports, individual and group presentations, poster presentations, reflective portfolios, project proposals and the Honours Project. These assessment tools allow students to demonstrate their acquisition of knowledge and understanding through a variety of approaches.

B Intellectual (thinking) skills

On completion of the programme, the students will be able to:

Apply theoretical, business and management knowledge to the analysis of organisations

Research and assess subject specific theories, concepts, trends, paradigms, principles and practices

Select, summarise and synthesise evidence in order to analyse business management from both disciplinary and multi-disciplinary perspectives.

Identify, question and critique assumptions and identify underlying values and principles.

Critically interpret data and text from a range of academic and empirical sources

Identify business and management problems and apply appropriate methods and methodologies to offer solutions.

Critically appraise academic literature and other sources of information

Develop rational arguments based upon evidence and challenge conventional assumptions on business management

Assume responsibility for own learning and continuing professional development.

Teaching/learning methods and strategies

The learning/teaching strategies adopted by the programme aim to encourage independent and active learning. A wide range of active teaching methods will be employed throughout the programme including

Practical workshops enabling experimentation and the analysis and discussion of issues, documents and materials;

Lectures providing the opportunity for the presentation of an extended and coherent line of argument;

Seminars to generate group and individual creativity, discussion and reflection;

Guided reading and independent study to enable participants to engage with relevant and appropriate debate;

Supported self study using relevant materials to promote individual enquiry and development;

Individual tutorials to enable a more extended, in-depth analysis and support of self study;

Formative assessment tasks to allow students to monitor their own understanding and

Assessment

A

s part of our approach to learning and teaching, a variety of assessment types are used within the programme. Importantly, each level within UG programmes offer a range of assessment types but offers a consistency in volume of assessment.

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engagement will be provided a regular intervals throughout the module

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11 Programme structures and features, curriculum units (modules), credits and award requirements

All modules in the Division are 20 credits apart from the dissertation which is 60 credits.

Programme Structure Diagram – BA (Hons) Business Management

BA BUSINESS MANAGEMENT
Year 1
Study skills for business students (0 credits module)
Foundations of marketing
Business economics
The business environment (Introduction to business)
Intro to finance & accounting
Foundations of management
Data analysis and decision making
Year 2
Human resource management
Financial planning and control
Business communications
Customer experience
Work based learning
Marketing in practice
Year 3
Exploring strategy

New enterprise creation
Organisational behaviour
Business research methods
Value driven marketing
Logistics and supply chain management
Year 4

13 Criteria for admission

Students are admitted to the Undergraduate programmes within the Division of Business, Enterprise and Management from a diverse variety of academic backgrounds.

The standard precepts of the University Admissions Regulations apply to all applicants, including those which pertain to non-standard entry and accreditation of prior learning, as summarised at: <http://www.qmu.ac.uk/quality/gr/default.htm>.

The standard entry requirement for students entering level 1 will be a Greek Secondary School diploma (Apolytirion of Lykeio) with a minimum average of 10 (equivalent of 50%). Non-Greek nationals who have obtained this qualification through attendance in the Greek schooling system will be eligible for admission on the same basis as Greek nationals. Greek nationals who have been schooled overseas may be admitted to the programme on demonstrating that:

1. They hold a qualification recognised by QMU for admission to undergraduate programmes, as documented in the University Admissions Regulations.
2. They have demonstrated command of the Greek language through possession of an appropriate qualification recognised by the Greek educational authorities

AMC has an organised interviewing and admissions process which it follows for every academic programme it offers. Candidates are expected to sit one or more interviews with a qualified

Following the interview, candidates are required to fill out an application form which formalises their request to be granted admission to their chosen programme of study. All decisions on student admission are then undertaken by a committee consisting of the Director, the Course Leader, and selected course tutors.

Successful completion of the two-years (4 semesters) of the Institute Vocational Training (IVT) **Business Management** (IVT Studies IEK AKMI) or equivalent two year programme, such as HND etc, allows candidates to be admitted onto Year 3 of the BA (Hons) Business Management with advanced standing.

Even though there is an English department within AMC, an English language requirement is not necessary since the programmes are delivered in the Greek language.

14 Methods for evaluating and improving the quality and standards of teaching and learning Mechanisms for review and evaluation of teaching, learning, assessment, the curriculum and outcome standards

AMC follows a three pronged strategy on observation of learning and teaching. The aim is to provide a system of checks and balances so that no single system of reporting is relied on but is compared to inputs from other sources. This ensures that the operations of the standards identified in the Quality System are constantly monitored and any areas of potential weakness identified and

improvements made. The areas of the strategy are:

Independent review is undertaken by the quality department on a sampling basis and unannounced so that lecturers are unable to prepare for it. The objective is to take a non-specialist look at teaching methods on a module, identify areas of excellence that can be disseminated throughout AMC and areas for improvement. Special attention is made to whether the lecturer is communicating efficiently to all students, differentiating when different levels of ability are evident

To ensure that justice is done to all students.

External examiners fulfil these responsibilities in a variety of ways including:

Approving exam papers/assignments;

Attending assessment boards;

Reviewing samples of student work and moderating standards;

Ensuring that regulations are followed;

Providing feedback to the University through an annual report that enables us to make improvements for the future.

Periodic reviews of the partnership and programme

This is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to students and speaks to staff before drawing its conclusions.

Committees with responsibility for monitoring and evaluating quality and standards

The Programme Committee

The Programme Committee is the major decision-

- h) To appoint such ad-hoc sub-committees as may be required from time to time.
- i) To make available the minutes of its meetings to the School Academic Board.

Boards of Examiners

Board of Examiners is responsible for making decisions about students' performance including decisions about progression and award. Analytically, it is responsible for agreeing the level of performance for each student on each module under consideration, confirming marks for modules and deciding whether a student should be awarded a pass or fail in any module within their jurisdiction and the mechanisms for re-assessment especially in cases of extenuating circumstances. The Board reviews the students' whole performance across all the modules and

regulations and, exceptionally, any programme specific regulations approved at the time of validation and as laid out in the definitive programme document.

Normally, there are at least two meetings of the Board of Examiners each year, one at the end of Semester 2 and the other after the re-examinations prior the beginning of the new academic year -examinations.

Joint Board of Examiners

After the completion of each academic year and prior the beginning of the new academic year, a Joint Board of Examiners takes place which thoroughly analyses the Annual Monitoring Report, a document written by the Programme Leader with the participation of the programme team where needed. The AMR consists of a review of the academic year that has just been completed, a report

progress of the course according to the Exam Board, the minutes of the Student and Staff Consultative Committee meetings as well as a table with the issues that have to be resolved and the kind of action that will be taken. During this Board, final decisions are taken and start to get materialized after the official approval by the responsible QMU Committees. The Delegate of QMU (convener), the Programme Leader, the Programme Team and the External Examiner take part in the Joint Board of Studies.

Student-Staff Consultative Committees

A Student-Staff Consultative Committee will operate for each programme in order to allow students to discuss issues affecting their studies. The Committee will consider any matters directly related

PAT Meetings

Each student can refer to the Personal Academic Tutor who is responsible for discussing and appraising his/her progress. Both parties work together so as to mutually find ways to surpass any

<http://www.metropolitan.edu.gr/moodle>

