

I Mission Statement

Regent's College seeks to foster Internationalism and Professionalism through the provision of appropriate, applied, academic programmes which embody a spirit of international understanding and mutual co-operation, allied to high level professional capability and responsibility. The primary ambition of the College is to provide a uniquely stimulating, multicultural and plurilingual learning environment in which students aspire to become global citizens capable of contributing effectively and responsibly to a 21st century environment.

2 Introduction to the Faculty of Business and Management

The Business and Management Faculty as part of Regent's College provides a unique educational experience, and is situated in the beautiful surroundings of Regent's Park in the heart of London. It combines rigorous undergraduate and postgraduate programmes in business and languages, study periods abroad in partner institutions throughout the world, work experience in a variety of company settings, and excellent graduate employment prospects.

Our students come from over 85 countries and join other international students within Regent's College. This highly cosmopolitan, multilingual, multicultural student group creates a dynamic environment for the design and delivery of our academic curriculum. At Regent's College we are committed to the principle of embedding internationalism in the academic content of our degree programmes, and of capitalising on the richness and variety of the linguistic, cultural and educational backgrounds of our students. We firmly believe that a mature, responsible outlook for the future business leaders of the globalised economy of the 21st century is most effectively fostered through formal and informal interaction between students from a wide variety of nationalities from many different parts of the world.

Our multi-skilled, flexible and forward-looking graduates are much sought after by both multinational companies and SMEs. Most now work in high-profile jobs throughout the world, particularly in the fields of banking and finance, marketing and communications, public relations and consultancy. Increasingly, our graduates are also setting up their own companies as well as continuing a well-established trend of working in a family business. This high graduate employment level at Regent's College, a key indicator of success, continues to be the guiding principle of our academic mission.

Martin Timbrell

Dean of the Faculty of Business and Management.

Welcome to the Faculty of Business and Management Foundation Programme and congratulations for having chosen to study in this pleasant and up-to-date environment in its idyllic central London setting.

The Foundation Programme has been designed so as to provide a sound basis for progression to an undergraduate programme within the Faculty of Business and Management, yet allow the flexibility for module tutors to respond to your specific interests, while still delivering the advertised content.

During your induction, you will be tested to help us identify your individual learning needs and design appropriate experiences for your edification.

During the currency of the Programme, expect to participate in all types of learning experience, from relatively passive lectures to highly practical group exercises. Every situation aims to develop some business skill: creativity, entrepreneurship, leadership, communication, organisation; or, perhaps most importantly, to increase your capacity for learning - a lifelong pursuit.

You are, however, in control of your destiny and in order for our efforts to have the optimum desired effect we need your help and co-operation. Work hard to derive the maximum benefit. Read your course texts and notes carefully and use your tutors to remove doubts and clarify concepts.

Be sure to watch English language television programmes, such as documentaries and those on current affairs, and read articles in broadsheet newspapers regularly, so that you find out what is happening in the world and gain insight into its impact on the world of business and what opportunities events offer.

We exist to help you realise your educational ambitions and, although we will regularly ask you for feedback on every aspect of your experience with us, you can approach us on any matter, knowing that what is in your best interests is also in ours.

Work hard to sample success and enjoy yourself doing it.

Stephen Clay

Programme Director, Foundation in Business and Management

FACULTY OF BUSINESS AND MANAGEMENT / REGENT'S COLLEGE

The Faculty of Business and Management is part of Regent's College, which is a company limited by guarantee registered in England and Wales with charitable status. It is governed by a Board of Trustees. The Trustees are the directors of this company and have ultimate responsibility for the Faculty of Business and Management. They delegate the day-to-day management of the Faculty of Business and Management to the Chief Executive and the senior management team, including the Dean. The Dean is not a member of the Board of Trustees.

The Trustees work with the Chief Executive and the senior management team at the Faculty of Business and Management to ensure the smooth running of your course whilst you are at the Faculty of Business and Management. The Academic Board reporting to the College Senate is responsible for academic matters.

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This handbook aims to give you basic information about what is required of you, what you can expect and where and how to get help. It explains where and how you can find information you require as a student and summarises key points concerning your progress as a student. The notes in this handbook explain complex issues which are set out in the Faculty of Business and Management's or Regent's Colleges' Regulations and are not a substitute for reading the rules and regulations policies of the Faculty of Business and Management and Regent's College. The summaries in this handbook do not take precedence over the Faculty of Business and Management's and Regent's Colleges' Regulations. 'Regulations' means all the Regulations and policies in force at the time relating to Regent's College and the Faculty of Business and Management.

This document is prepared ahead of the academic period to which it relates in order that potential applicants can have an overview of the programme for which they are applying. As a result, some changes are inevitable, such as courses being amended or certain fees that students are required to pay being increased. Other rules and regulations, such as assessment regulations, may also be changed as required. The Faculty of Business and Management reserves the right to alter without notice the Regulations, programmes, syllabuses and timetables. This document does not guarantee that courses will be available as described. The Faculty of Business and Management reserves the right to make such alterations or amendments as necessary. Any offer of a place is made on the basis of current terms and conditions, and it is important that you are aware of these terms before accepting your offer. If you are unclear about any of the terms or conditions, you must ask the Admissions Officer before you confirm your acceptance. By accepting a place at the Faculty of Business and Management, you are agreeing to abide by the rules

6 Factual Information

Accredited Institution	Regent's College
Programme Leader	Stephen Clay
Programme Award	Direct Entry to BA Programmes in Business and Management
Date of Programme Commencement	September 2010
Entry points	Two per annum: September and February
Programme duration and mode of study	One Year, full-time
Delivery site	The Faculty of Business and Management, situated in Regent's College, Central London
Accreditation by professional bodies	Regent's College is a Partner institution of the Open University. Foundation, Undergraduate and postgraduate programmes in the Faculty of Business and Management are Validated by the Open University. Regent's College is recognised by the British Accreditation Council and the Department for

1.0 Programme Specification

1.1 Qualification

Upon successful completion of the Business and Management Foundation Programme, students are eligible for direct entry into the EBS London BA (Hons) in International Business, the EBS London BA (Hons) in International Events Management and the RBS London BA (Hons) in Global Management.

1.2 Programme Title

BaM Foundation Programme

1.3 Programme Type

Multi-disciplinary Modular

1.4 Benchmarking

UK AQA GCE AS and A2 Business Studies standards and associated Key skills, and the QAA Subject Benchmarks in Business and Management

1.5 Main Purposes and Distinctive Features of the Programme

1.5.1 Main Aims

The fundamental aims of the Foundation Programme are to:

- a) develop capabilities in analysis, synthesis and evaluation
- b) provide a foundation of knowledge suitable for undertaking undergraduate business studies
- c) develop practical skills relevant to business analysis, communication, planning and decision making
- d) Enhance individual strengths and address areas in need of improvement
- e) increase awareness of self and others
- f) add to each individual's labour market value
- g) engender a sense of responsibility for individual academic advancement
- h) provide an intellectually stimulating and satisfying experience of learning that generates a spirit of innovation and enterprise in students

8 Programme Specification

1.5.2 Distinctive Features

The following are the distinctive features of the Programme:

-Teaching and learning is focused upon the acquisition of skill requisite for successful entry onto BA programmes in business and management

-Staff members are committed to developing self-directed learners, who possess the requisite skills to complete the tasks set

-Academic staff possess a wide range of international experiences

The student body is international and multicultural in composition and outlook

The table overleaf sets out the learning outcomes for the BaM Foundation Programme. The five categories incorporate the whole learning experience of the Programme and establish the broad learning outcomes that students should achieve upon completion.

Students entering the BaM Foundation Programme will choose the pathway within the programme that corresponds to the undergraduate degree that they have elected to pursue in the BaM Faculty. Three pathways (routes) are available.

* EBS BA in International Business (BAIB)

* EBS BA in International Events Management (BAIEM)

* RBS BA in Global Management (BAGM)

Students within each pathway are expected to undertake certain recommended core and elective modules, as detailed within the Learning Structure on page 11.

Programme Learning Outcomes

The BaM Foundation Programme defines learning outcomes as concepts, skills or applications that students would be expected to know, to understand, or be able to demonstrate upon completion of the programme if they make full use of the learning opportunities provided.

The five main categories of Programme learning outcomes are:

A: Knowledge and Understanding

B: Cognitive (Intellectual and Conceptual)

C: Transferable and Practical Skills

D: Communications Skills

E: Personal and Social Development

Programme Aims

- * Prepare students socially, linguistically and academically for first degree level study in the United Kingdom.
- * Acclimatise students to UK/western methods of teaching and learning.
- * Introduce the student to a range of common, business-related concepts.
- * Develop analytical, synthetic and evaluative skills to BA entry level.
- * Enhance the student's economic and social value.

I.6 Programme Learning Outcomes

Programme Learning outcomes relevant to each of the five categories are set out below. Students who successful pass the programme will be able to:

A: Knowledge and Understanding

A1: Demonstrate a broad knowledge and general understanding of the main areas of business studies (as specified in QAA 'General Business Studies' and level F benchmarks)

A2: Demonstrate the ability to acquire and apply information from a variety of sources to a given business context.

B: Cognitive (Intellectual and Conceptual)

B1: Analyse, integrate, apply and evaluate links between business and other aspects of life, in particular: change, technology, culture, and people.

B2: Adopt innovative or creative approaches in response to real-life business situations.

B3: Recommend and justify courses of action in business situations, taking conceptual frameworks into account.

C. Transferable and Practical Skills

C1: Participate effectively in group interaction within a multicultural environment.

C2: Adopt logical approaches to problematic business situations.

C3: Consolidate, improve and apply mathematical and logical problem-solving skills to known and unknown situations.

C4: Apply and use basic IT skills to investigate business situations.

C5: Adapt skills learned in response to an ever changing global environment.

D: Communications Skills

D1: Structure ideas logically for the purpose of communicating effectively

D2: Present ideas in comprehensible, accurate English.

D3: Use appropriate technical business language to refer to concepts and the relationships between them.

E: Personal and Social Development

E1: Acquire appropriate interpersonal skills.

E2: Develop personal confidence in interpersonal interactions.

E3: Develop self-reliance in study and self-confidence in presentation of results.

E4: Manage own study and work plan.

E5: Recognise the importance of self reflection and personal development planning in achieving objectives set and goals envisaged.

10 Learning Resources

2 Learning Resources and Student Support

All programmes in Regent's College are supported by a wide range of learning resources. In addition, student services are provided to assist learners registered on all programmes. In the BaM Foundation Programme, academic staff members review levels in resource provision and learner support regularly to ensure that the needs of a truly international student cohort are met. With learners coming from over 70 different national educational systems, the Team is committed to providing a range of services that will benefit all students.

2.1 Programme Directorship and Management

The Programme Director, in consultation with the Head of Department, Management, Business and Human Resources, is responsible for overseeing the academic delivery of the BaM Foundation Programme and ensuring that the Teaching, Learning and Assessment strategies are met. In this task the Programme Director is also supported by academic staff members and the administrative team.

2.2 Admission Requirements

Applications are invited from students who can demonstrate that they have the following qualifications:

The minimum entry requirement for Foundation students is 5 GCSEs (including English and maths) at grade A-C or equivalent.

IELTS 5.5, or TOEFL 74 (internet-based test), Cambridge Advanced Certificate, or international equivalent. You may be exempt from these English requirements if for at least two of the last three years you have attended an institution where English is the language of instruction.

A level of personal maturity consistent with the demands of the Programme.

The motivation and potential to succeed in an international business career.

Applications are assessed by Admissions staff and in some cases the Programme Director.

A complete list of the international qualifications we recognise for admission can be found on <http://www.regents.ac.uk/>

3.0 Learning Structure

3.1 Academic Year

The academic year has two semesters, Autumn and Spring. The Autumn semester begins in early September, and the Spring semester commences in mid-February. Both semesters consist of 13 weeks of study and examinations. The week prior to the last week of each semester, during which examinations are held, is a Private Study week.

3.2 Modules

First Semester (Semester A)

Students take ALL Core Modules and TWO Elective modules:

Core Modules (2 hours per week each):

Every student attends all core module sessions

- * Business Environment I
- * Marketing and Strategy
- * People Management
- * Operations Management
- * Quantitative Techniques
- * Introduction to Finance and Accounting
- * Information Technology
- * Business Communications

Elective Modules (2 hours per week each):

Students choose two of the six elective modules listed below.

- * Introduction to Management [Recommended] RBS BA Global Management degree pathways
- * Foreign Language [Recommended] students on the EBS BA degree pathways
- * Business Presentation
- * Interpersonal Skills
- * Additional English
- * Mathematics Workshop

12 Learning Structure

Second Semester (Semester B)

Students take TWO Core Modules and THREE Elective modules:

Core Modules (4 hours per week each):

Every student attends all sessions of two Core Modules

*Business Report-[Core module for all students]

*Global Perspectives [Recommended for students on the RBS BA in Global Management pathway] May be selected by students on the EBS pathways, particularly those interested in specialising in general business, management and HR.

*Introduction to the City [Recommended for students on the EBS degree pathways. May be selected by students on the RBS pathway, particularly those intending to take the Global Financial Management degree route in the RBS pathway]

Elective Modules (4 hours per week each):

* Introduction to Business Law

* Quantitative Problem-solving

* Workplace Health, Safety and Welfare [Recommended for students on the EBS BA International Events Management pathway]

* Business and Culture

* Business Environment II

3.3 Class Schedules

Teaching periods are as follows:

Period No.	Start	Finish
1	09.00	09.50
2	10.00	10.50
3	11.00	11.50
4	12.00	12.50
5	13.00	13.50
6	14.00	14.50
7	15.00	15.50
8	16.00	16.50
9	17.00	17.50
10	18.00	18.50

3.4 Learning Hours

All classes take place from Monday to Friday during the periods shown in the table above. Contact hours are determined by the teaching, learning and assessment strategy for the Programme and range from two to four hours per week per module, with a maximum of 20 contact hours per week. There are no weekend classes except for specially arranged workshops or programmes.

While the Faculty of Business and Management will make every effort to ensure that modules are delivered in accordance with the published schedule, you should note that there may be circumstances in which particular teaching periods, or modules, may have to be cancelled or postponed. The Faculty Registry will inform you accordingly.

3.5 Availability of Modules

Every effort will be made by the Faculty of Business and Management to ensure that students can take modules they want. However, student enrolments and academic staff availability may affect module availability.

4. Module Descriptions

Semester I Core Modules

4.1 BUS3001 Business Environment I

Business affects everything, and everything affects business. In this module you will gain knowledge and understanding of the external environment in which businesses operate, at domestic, regional and global levels. A variety of topics will be presented by the lecturer in class sessions. You will also have the opportunity to explore a wide range of current issues in class discussions and group work exercises, with a particular view to assessing the various implications for businesses.

4.2 BUS3002 Marketing & Strategy

Marketing is about finding out what consumers want, providing them with opportunities to inspect and purchase, and maintaining a good relationship with them afterwards, so that they tell others. Strategy provides the action plan for obtaining results, as it considers the various places a business might choose to go, as well as the means and resources required to get there. In this module, you will explore and evaluate the appropriateness of a range of marketing methods and reflect upon the ideas put forward by various business and management gurus. You will also learn how to apply a SWOT model to given situations, using information obtained from in case studies and information gathering exercises.

14 Module Descriptions

4.3 BUS3003 People Management

The People Management Module seeks to address the types of questions employers often ask when deciding how to manage their work force. What is the employment relationship? What is wanted from managers and operative employees and what are they prepared to give? How should they be treated? How should new ones be selected and trained for the job? How might worker performance be measured and compared? What do people in different organisations think and how do their beliefs affect their experience and performance? In this module, you will acquire basic knowledge and understanding of the People Management function. You will also be encouraged to develop your own capabilities for self-reflection and self-learning under Personal Development Planning and strengthen inter-personal skills for dealing effectively with others.

4.4 BUS3004 Operations Management

Operations management is vital to ensure business success. Wherever there are objectives to be brought into effect, plans must be formulated that will lead to the desired result being physically achieved. Premises must be located; goods and materials must be unloaded, processed, reloaded, dispatched, transported, and then delivered to the right destination. Equipment must be installed, checked for correct operation, assessed for safety, and maintained. The right people, materials, plant and equipment must all arrive at the right place at the right time. In this module, you will examine various methods for managing operations used to achieve effectiveness and efficiency, or enhance quality in activity. You will also gain hands-on experience in working with charts and network diagrams aimed at reducing complex tasks to a series of component phases, facilitating resource planning and costing, and improving processes and other techniques essential for managing operations effectively.

4.5 QUA3001 Quantitative Techniques

Situations do not come to businesses ready packaged. The starting point must always be how numerical techniques learned can contribute effectively towards achieving the business purpose. This module provides the essential mathematical techniques and concepts required to undertake level 1 BA studies. You will acquire practical experience in data collection, converting results to numbers, performing useful calculations and problem-solving. You will also gain hands-on experience in interpreting and presenting data in a variety of forms, such as charts, graphs, and tables, in ways that facilitate communication and positively influence others.

4.6 QUA3002 Introduction to Finance & Accounting

Every aspect of business activity is underpinned by the availability or non availability of funds. This module provides the basic knowledge of financial and accounting principles and interpretive skills required to undertake financial modules at level 1 on BA BaM programmes. A balanced approach, consisting of lecturer presentations and practical, hands-on sessions, will promote understanding of basic financial principles. In this module, you will develop the requisite numeri-

cal, recording, reading and interpretative skills to answer practical questions dealing with the financial side of business at a basic level

4.7 QUA3003 Information and Technology

This module aims to improve upon what students already know how to do and give step-by-step guidance for what they haven't learned to do yet. Sessions are designed to accommodate groups of around twelve to fifteen.

In this module, you will create a Word template for reports and minutes, an attractive PowerPoint presentation, an Excel workbook displaying formulae and formula results, and pie charts, bar graphs and line graphs to represent numerical data. You will also learn how to sort data by a variety of criteria and use formulae. In addition, opportunities will be provided in all Microsoft Office packages to locate and explore menu options that are difficult to find or interpret. In class sessions, you will use knowledge gained to solve problems and present scenarios.

4.8 COM3001 Business Communications

In all walks of life, much depends upon the level of a presenter's influencing skills and the clarity of verbal communication. In addition, a sufficient depth of understanding is required to adapt the content of a presentation to the level of the audience. The sequencing of concepts for the purposes of communication is therefore also an important part of business communications. In this module, you will gain knowledge and acquire skills in respect of sequencing of ideas at all levels of language, from the sentence, through the paragraph to the text as a whole. You will also gain practical experience in generating ideas and assembling them into spider grams or mind maps or similar, enabling relationships between them to be explored and crystallised.

Semester I Elective Modules

4.9 BUS3005 Introduction to Management [Recommended for RBS BAGM Pathway]

In this module, the various elements of the management function as it relates to a business manager will be dealt with in greater detail. The manager's underlying philosophy, her/his role in relation to the workgroup, management style and the type of organisation (culture) likely to arise from different combinations of these, will form key elements of study. You will engage in practical activities, in addition to examining theoretical work. You will also explore some principles and applications of Japanese management, which are aimed at continuous, incremental organisational and product improvement.

4.10 COM3002 Business Presentation

Businesses cannot function without coming into contact with private individuals and representatives of other organisations. Each contact creates an impression, which spreads and contributes to public image. That image can be hard to create and maintain, but easy to lose. In this module you will explore the maintenance of public image and the design of communications which support and

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enhance that aim. In class sessions, you will design, produce, and use information, instruction packs and the like, with the objective of making complicated information accessible to a target audience.

4.11 COM3003 Interpersonal skills

In this module, the focus is placed upon developing each student's individual skills portfolio. Within this context, communicating, team-working and managing relationships with others are deemed to be particularly important. You will have opportunities to strengthen existing capabilities for self reflection, self learning and managing relationships with others. In respect of analytical skills development, some well known models of interpersonal interaction will be discussed. You will be encouraged to compare and debate their explanatory utility when applied in practice period.

4.12 COM3004 Additional English

Every semester, a number of Foundation students seek additional support in English, partly to enhance understanding - especially of technical terms - and partly to improve accuracy and speed in reading and writing. This Module allows appropriate support to be obtained from an English language, or Business English specialist. Class sessions will be focused upon practicing and strengthening English language skills in listening, speaking, reading, and writing. If you are having difficulty in taking lecture notes in English, understanding assessment questions and tasks, or writing answers to them, then this module should be chosen as an elective.

4.13 QUA004 Mathematics Workshop

Everyone can use mathematical techniques to the level required in business. It is a question of unblocking and unlocking individual potential. If you have ever said something like, "Mathematics is not my subject," or, "I've never done well in maths," then you should take advantage of opportunities for turning that belief around by registering for this elective. If, in our judgment (from the entry grades, performance in diagnostic test, or performance in class) numerical skills should be addressed, then you could be registered to take this Elective without the element of choice.

4.14 L3001 Foreign Language [Recommended for EBS BAIB and IEM Pathways]**

A distinctive feature of EBS BA programmes is (and has long been) linguistic competence in one or more foreign languages, in addition to English. In the case of RBS students, linguistic competence is very similar; but degree requirements do not require a foreign language component. This elective gives all BaM Foundation students the opportunity to try out a language. If you would like to try out a language (a 'taster'), the following options may be possible, subject to demand and lecturer availability: Arabic, Chinese, French, German, Italian, Japanese, Portuguese, Russian, and Spanish.

Semester 2 Core Modules**4.15 BUS3011 Global Perspectives [Recommended for RBS BAGBM Pathway]**

This module aims to consolidate and reinforce learning undertaken in Semester A, applying principles and knowledge learned in the modules Business Environment I, Marketing and Business Strategy, People Management and Operations Management. In all cases, new, but strongly related content, has been added. In this module, you will explore issues particularly related to transnational businesses and how they affect the economies and people of the various countries in which they operate.

4.16 BUS3012 Business Report

This Module will develop your abilities to apply learned concepts to problem situations and present solutions and conclusions both orally and in writing. Learning will rely heavily upon the course text which you will be expected to procure. As a consequence of experience gained in class sessions, you will acquire the confidence and skills required to practice analytical and evaluative techniques across all Modules on level 1 of BaM BA programmes.

4.17 BUS3013 Introduction to the City [Recommended for EBS BAIB Pathway]

This module aims to consolidate and reinforce learning undertaken in Semester A, applying principles and knowledge learned in the modules Business Environment I, Marketing and Business Strategy, People Management and Operations Management. In class sessions, you will consider the basic concepts of consumption, wants and needs, exchange, and trade, and profit and their representations within 'symbiotic' monetary systems. The effects of industrialisation and specialisation will be reviewed, moving into the financial sector of the modern age. The roles of the various financial institutions, their functions in the markets, and their business models will be examined. You will also learn about what the MPC, bankers, insurance companies, and fund managers actually do and what effects they can have on the market.

Semester 2 Elective Modules**4.18 BUS3014 Introduction to Business Law.**

This module introduces the basic concepts of business law at level 0. Main principles and sources are identified, and important legal topics, such as Contract law, are considered. Examples drawn from case law will be used to illustrate main points. In this module, you will have opportunities to present logical, justified arguments to support main points. You will also develop a skills set in analysis, evaluation and argumentation.

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4.19 QUA3011 Quantitative Problem-solving

This module, aims to strengthen student capabilities for addressing and resolving problems, using a numerical format, and in turn, to analyse and interpret the data collected in ways that promote sound business decisions. Class sessions have been designed to develop the skills deemed essential to understanding and solving everyday business problems. Under supervision, you will work to consolidate an understanding of course material and to develop skills in issue identification and problem-solving.

4.20 BUS3015 Workplace Health, Safety & Welfare [Recommended for the EBS BAIEM Pathway]

Health, Safety and welfare forms an important part of operations management. There is no doubt that some businesses have 'cut health and safety corners' in the past, either to keep costs down, or from a failure to foresee the dangers. Results have been disastrous: for example, Bhopal, Chernobyl, and BP's operations in Texas. In this module, you will explore perspectives and investigate real evidence on how businesses currently go about reducing the risks of physical damage and injury in the modern world, with a view advocating steps for improvement. You will also develop your abilities to apply knowledge learned to practical situations.

4.21 BUS3016 Business & Culture

Businesses seek to influence the behaviour of consumers, customers, suppliers, employees, and others. However, national and local cultures profoundly influence prospects for success. In this module you will consider ways in which cultural factors may be identified and the possible impacts of these upon organisational activity.

4.22 BUS3017 Business Environment II

In this module, the business environment is approached from the point of view of sustainability of business practices. You will review and discuss the effectiveness of various efforts being made by business, organisations and society at large to manage resources in ways that enhance our chances of survival in the longer term and improve the quality of life for successive generations.

5. Programme Structure Semester A

Students take ALL Core and TWO elective modules

Core Modules (2 hours per week each)



Elective Modules (2 hours per week each)



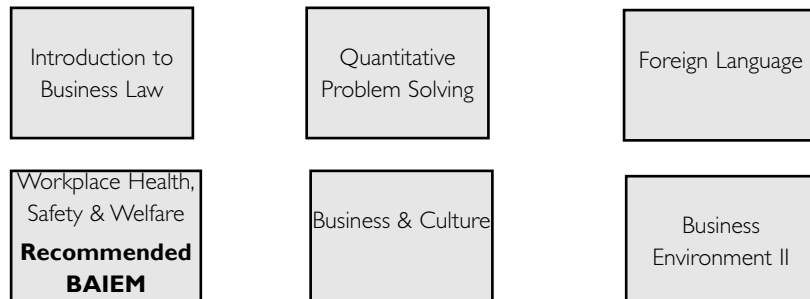
Semester B

Students take TWO Core and THREE Elective modules

Core Modules (4 hours per week each)



Elective Modules (4 hours per week each)



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6. Academic Calendar

6.1 Autumn 2010

Week Commencing	Week	Autumn Semester 2010
06/09/2010	0	Induction and Registration Autumn 2010 New Students: 06/09/10 Returning Students: 09/09/10
13/09/2010	1	Classes commence 13/09/10
20/09/2010	2	
27/09/2010	3	
04/10/2010	4	
11/10/2010	5	
18/10/2010	6	
25/10/2010	7	Programme Committee Meeting
01/11/2010	8	
08/11/2010	9	
15/11/2010	10	Final Exam Timetable published 19/11/10
22/11/2010	11	
29/11/2010	12	Reading Week
06/12/2010	Exams	Examinations
		Results Published 31/01/2011

6.2 Spring 2011

Week Commencing	Week	Spring Semester 2011
07/02/2011	0	Induction and Registration Spring 2011 New Students: 07/02/2011 Returning Students: 10/02/2011
14/02/2011	1	Classes commence 14/02/2011
21/02/2011	2	
28/02/2011	3	
07/03/2011	4	
14/03/2011	5	
21/03/2011	6	
28/03/2011	7	
04/04/2011	8	
11/04/2011	9	Programme Committee Meeting
18/04/2011	Break	Final Exam Timetable published 22/04/2011
25/04/2011	Break	
03/05/2011	10	
09/05/2011	11	
16/05/2011	12	Reading Week
23/05/2011	Exams	Examinations
		Results published 12/07/2011

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7. Enrolment and Registration

7.1 Enrolment

Students enrol online via the student record system SITS prior to Registration Day. This allows students to check personal details, and confirm payment of fees in advance using the SITS systems web-based functionality.

7.2 Registration

Official Registration Day

The BaM Faculty has an official Registration Day at the start of each semester. Registration Day is normally the Thursday prior to the Monday that classes are scheduled to commence. This allows students two days to settle in, collect results, have access to their online timetables (and have them amended if necessary), and ensure that they are prepared to start classes promptly on the following Monday.

Late Registration

Students should not make any arrangements such as work placements, holidays, etc. which will cause them to be late for the beginning of teaching.

Students may not register after Week 2 of any semester.

7.3 Timetables

Students are issued with personal timetables that show the times and room numbers of their classes. Timetables are issued at the end of induction week.

Timetabled periods are one hour, and start on the hour (you may have two or three consecutive periods for the session). A class will be expected to finish 10 minutes before the end of a session to allow for transit between classes.

All enquiries concerning timetables should be made to the Faculty Registry situated in Tuke 008 (ground floor).

7.4 Attendance

For information regarding the Attendance Policy please refer to the College Student Handbook.

7.5 In-class assessment and end of semester examinations

Students must attend all in-class assessments and end of semester examinations. There are two periods of examinations (September-December/February-May) and no resit examinations. Examinations are subject to the Faculty Invigilation Regulations.

7.6 Deferral of Studies

Students seeking to take a break in studies should notify the Faculty Registry. This process requires the approval of the Programme Director.

Breaks in study are approved on a semester by semester basis. Normally, students cannot take a break of studies for more than two consecutive semesters.

It should be noted that students are subject to the refund policy (see Fees and Financial Assistance section in the College Student Handbook).

Deferrals are granted on a per semester basis (from the end of one semester to the end of the next) and are limited to a maximum of two consecutive semesters i.e. one year. Deferrals put the student's results and progress to date on hold.

8.0 Admissions - Entry Requirements

8.1 Foundation Entry Requirements

The minimum entry requirement for Foundation students is 5 GCSEs (including English and maths) at grade A-C or equivalent or IELTS 5.5, or TOEFL 74 (internet-based test), Cambridge Advanced Certificate, or international equivalent. You may be exempt from these English requirements if for at least two of the last three years you have attended an institution where English is the language of instruction.

8.2 Failure to provide original transcripts from previous studies

Students failing to provide the Admissions Officer with original transcripts from their previous studies by the end of Week 5 of their first semester may be required to withdraw from the programme.

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9.0 Academic Assessment

9.1 Introduction

The purpose of assessment is to enable students to demonstrate that they have met the Learning Outcomes of the BaM Foundation Programme. To achieve that aim, assessment regulations have been formulated to provide assurance to all internal and external stakeholders that they are fair, consistent, offer every opportunity for student development and conform to the Regent's College's 'Equal Opportunities Policy', as set out in the College's Quality Handbook. They have also been designed to promote the progressive development of the student from a supervised to an autonomous learner.

9.2 Rationale

The aims of BaM Foundation Programme are:

1. To provide experiences through which the student may achieve the learning required for pass grades at GCE Advanced Level (A2).
2. To cater for a range of learning and assessment preferences by providing Foundation students at level 0 with opportunities to undertake a variety of academic and practical tasks in preparation for entry to level 1.
3. To provide breadth of opportunity for business related learning.
4. To prepare the student for study at degree level.

9.3 Assessment Design

Foundation performance is assessed through: a) end of semester examinations for each module; and, b) mid-semester examinations; and, c) two integrated case studies, which require responses to a number of discrete tasks and d) coursework undertaken under the supervision of the Module Leader. Some assessments are valued more highly than others. This is known as weighting and is expressed in percentage terms. Assessment weightings for each summative module assignment are set out in the relevant module outline booklet.

End of Semester and Mid-Semester Examinations

Written examinations vary in length between 1 and 2 hours. The precise specification of each examination for each module is a matter for the Module Leader; subject to approval of the Programme Director and the relevant Head of Department. Student opinion on the form and content of past assessments is also requested and taken into account when approving assignments or examinations.

Integrated Assignments

The purpose of Integrated Case Studies or Assignments is to provide you with a more holistic and integrative approach to learning. By undertaking the various tasks required, you will gain knowledge as well as understanding of the ways in which the functions of business fit together and the skills required of professional business persons. In the first Integrated Case Study, issued in week two and due in week six, you will be required to undertake a combination of practical and academic tasks. In particular, finished items such as plans, flow diagrams, basic accounts or advertising plans will be produced. In the second Integrated Assignment, issued in week seven and due in week 12, you will be expected to demonstrate knowledge and understanding of deeper issues. Module-specific written responses as to how a pre-issued case study problem or situation should be solved or handled within an examination will be required.

9.4 Progression

The student's best interests are served by an appropriate course of study. The standard duration of the BaM Foundation Programme is one year or two semesters. Students with excellent performance records are entitled to progress to a first degree after one semester. Standards are carefully monitored, as it is important that students desiring to take the exceptional route are suitably qualified and equipped to cope with the academic pressures of higher education. Charts outlining progression from Semester A to Semester B and through to level 1 of all BaM BA degree programmes are set in this Handbook on pages 26 to 27.

Grading

Within modules, assessments are awarded individual percentage marks. Marks awarded provide an indication of your level of performance in the various assessments. Breakdowns are as follows: 0-39% = Fail, substantial improvement required; 40-49% = Low Pass, improvement desired; 50-59% = Satisfactory; 60-69% = good or very good work; 70%+ = excellent work. Each module will be awarded a total module mark (TMM) expressed in percentage terms (example: TMM=57%). In respect of progression to level 1 BaM BA degrees, results will be expressed only as 'Pass' or 'Fail'.

Referrals

No opportunities to make up work through Referrals are available at Semester A level and very limited possibilities exist for resubmitting failed papers in Semester B. Progression Charts one and two, on pages 26 to 27, provide specific information about what you need to do to progress from Semester A to Semester B on the Foundation Programme.

As set out in Chart two, Semester B students may progress to level 1 in two ways: the Standard Route or Alternative Route. If the criteria of either route cannot be met, then, subject to extenuating circumstances, no opportunities for referral exist at Semester B level.

For practical reasons, there is no opportunity to re-sit or to retake examinations, regardless of whether the reason for failure was unavoidable absence or poor performance, except when the relevant, or a comparable assessment is next scheduled.

Extenuating Circumstances

For information on Extenuating Circumstances please refer to the College Student Handbook.

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Progression

Semester A (Chart 1)

All students in Semester A take 10 modules: 8 Cores and 2 Electives. The Elective with the lowest TMM will be dropped from calculations. The TMM of the nine modules remaining will be used to determine the overall average of results. All modules are equal in value.

Routes	Module Requirements	Semester A Requirements	Progression
Exceptional Route Progression to Level 1 of BA Programmes after semester	Students pass all Core modules and one Elective with a TMM of 40% or more in each module	The composite average of the TMMs for all Core modules and one Elective must be 57% or higher.	Students in Semester A who fulfil the two criteria will obtain a 'Pass' from the Foundation Programme and progress directly into Level 1 of the BaM BA programme they have chosen.
Standard Route Two semesters. Progression from Semester A to Semester B	Students pass 6 or more of the 9 modules counted, with a TMM of 40% or higher in each module.	The cumulative average of the TMMs of the 9 modules counted in Semester A must be 40% or higher.	Students who fulfil the two criteria required for progression on the Standard Route, will progress directly into semester B of the Foundation Programme.
Alternative Route Two semesters Progression from Semester A to Semester B	Students pass 5 of the 9 modules counted with a TMM of 40% or more in each module.	In addition, final Examination results for each of the Papers 1 to 5 in Semester A are assessed at 40% or higher.	Students who fulfil the two criteria required for progression on the Alternative Route will progress directly into Semester B of the Foundation Programme. Progress made by students entering Semester B via the Alternative Route will be closely monitored
Delayed Route Students retake Semester A	Students pass 5 or less of the 9 modules counted in Semester A.	Requirements for Alternative Route Progression to Semester B have not been met.	Students in the Delayed Route are required to retake Semester A and will also be placed on academic probation. They start afresh and can progress via the Exceptional Route, subject to meeting the requisite performance standard. Semester A can be retaken one time. Thereafter, subject to mitigating circumstances, students will be asked to leave the programme.

Semester B (Chart 2)

All students in Semester B take 5 modules: 2 Cores and 3 Electives. The Elective with the lowest TMM will be dropped from calculations. The TMM of the 4 modules remaining will be used to determine the overall average of results under the Standard Route. Details regarding the Alternative Route are set out below. All Semester B modules are equal in value.

Routes	Module Requirements	Semester A Requirements	Progression
Standard Route Progression to Level 1 of BA Programmes	Students pass 2 Semester B Core modules and 2 Semester B Elective modules at 40% or higher.	TMM average of the 4 modules counted in Semester B must be 57% or higher.	If these two criteria are met, no further calculations are required. Students obtain a 'Pass' from the Foundation Programme and progress directly to Level 1 of the BaM BA programme they have chosen.
Alternative Route Progression to Level 1 of BA Programmes	Students pass 2 Semester B Core modules and 2 Semester B Elective modules at 40% or higher.	Composite average of the TMMs of the 9 best modules drawn from Semester A and Semester B must be 57% or higher. In the case of electives, the TMM of only 1 Elective from Semester A may be applied. In Semester B, the TMMs of all three Electives may be used in the calculation of final results.	Students will obtain a 'Pass' from the Foundation Programme and progress directly into Level 1 of the BaM BA programme they have chosen.
Delayed Route Students retake Semester B	Students pass three or less of the 4 modules counted in Semester B.	The average of the TMM obtained, either through the Standard or Alternative Routes is below 57%.	Students in the Delayed Route are required to retake Semester B and will also be placed on academic probation. Semester B can be retaken one time. Thereafter, subject to mitigating circumstances, students will be asked to leave the programme.

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9.5 Submitting Module Work for Assessment

Unless otherwise specified in module documentation, module assessments must be handed in to the Registry office by the date indicated by the module tutor.

Should the Registry office be closed (ie. after 5pm), module assessments should be submitted through the letterbox situated near the office entrance door with the appropriate coversheet attached to the front of the assessment.

All module assessments submitted when the Registry office is closed, via the letterbox, are collected when the first person arrives on the morning of the next working day (this time varies, and is not necessarily 9am when the office officially opens); these assessments are date stamped as submitted on the previous working day.

9.5.1 Penalties for late submission of modulework / assessment

In the event of a late submission of modulework / assessment without justification, the following penalty will be applied:

* If the assignment achieves a pass mark or above, it will be capped at 40%.

In the absence of submitting a request for extenuating circumstances, no modulework / assessment will be accepted for marking beyond two weeks after the submission date.

9.5 Assessment Boards

All assessment for the Foundation Programme goes through a rigorous procedure. Initially the appropriate lecturer assesses academic course work and internal moderation takes place. At institutional level, structured assessment boards are in place, where examiners moderate and approve overall marking. The Final Assessment Board alone has the power to confirm the progression of Foundation students.

Verification of Results

The results of each student in each assessment are verified to confirm passes and failures in modules, and to consider any documented cases for extenuating circumstances submitted to the Programme Director prior to the Internal Profiling Meeting.

Academic Appeals

Academic appeals are governed by the conditions laid down by both the Faculty and the Open University Validation Services. Students may appeal against any decision of the Final Assessment Board on the grounds of procedure, but not academic judgement. Exceptionally, the Appeals Board may require the Final Assessment Board to reconsider its decision:

* If a candidate requests such a reconsideration and establishes to the satisfaction of the Appeals Board that his or her performance was adversely affected by illness or other factors which he or she was unable or, for valid reasons, unwilling to divulge before the Final Assessment Board reached its decision. The candidate's request must be supported by medical certificates or other documentary evidence acceptable to the Appeals Board;

* If the Appeals Board is satisfied on evidence produced by a candidate that there has been a material administrative error; or that the assessments were not conducted in accordance with the current regulations for the programme, or that some other material irregularity relevant to the assessments has occurred.

To be considered, any appeal must be submitted in writing to the Deputy Faculty Registrar not more than two weeks after the publication of the results from any assessment period. The Academic Appeal form is available in the BaM registry. (Tuke 008)

If after reconsideration, in the circumstances detailed in the second criteria above, the Final Assessment Board does not modify its decision, the case will be referred to the Senate. The Senate may annul the decision of the Final Assessment Board if in its opinion due and proper account has not been taken of the relevant factors as specified in the second criteria above.

Note that the Appeals Board is not empowered to alter a recommendation for an award. Only the Final Assessment Board (or the Senate in some cases of the second criteria above) may alter a recommendation.

When internal procedures are exhausted, the 'OUVS Formal Appeals and Complaints Procedures for Students' shall apply, a copy of which is available from the Faculty Registry.

Examinations/tests

Once a student commences an examination or test, they have deemed themselves fit to take the examination or test, and cannot subsequently make a retrospective claim for extenuating circumstances.

30 Exclusion

10.0 Exclusion

10.1 Exclusion

Academic decisions on Exclusion are made by the Board of Examiners

10.2 Academic Integrity and Academic Misconduct

For information on Academic Integrity and Academic Misconduct please refer to the College Student Handbook.

11. Student Support Services

Regent's College wishes to ensure that effective support systems are in place for you during your studies. The Head of Student Support, Academic Advisors, Programme Directors, Faculty Registry, the Student Centre, Student Representatives, and various support services are available to provide you with support and advice on a variety of issues.

11.1 Programme Directors

Each programme has a designated Programme Director who, with the support of colleagues, is available to offer support to students on a wide range of matters.

11.2 Head of Student Support

Pastoral Care

If you encounter any difficulties during your studies or have personal problems which are interfering or may interfere with your work or attendance, the Head of Student Support will be able to provide you with support and advice within a confidential setting.

Disabilities

The College Disability Officer is available to advise students who have disclosed a disability. Contact details: Philippa Goldsmith, Room: Pilcher 01, tel 0207 487 7863, email goldsmithp@regents.ac.uk

General

The Head of Student Support liaises with the Student Council and Student Representatives on a regular basis concerning general queries and/or concerns students may have. The Head of Student Support is a member of the Programme Committee

Contact details:

Pam Taylor

Head of Student Support

Room: Tuke 201

Telephone: 020 7487 7593

Email: taylorp@regents.ac.uk

32 Glossary

Glossary

The Open University Validation Services is an organisation which offers a quality assurance and validation service to higher educational institutions which do not have their own degree awarding powers.

Outcomes-Based Learning is an approach to teaching and learning which help students to understand the teaching and learning methods that enable the outcomes to be achieved; the assessment methods that enable achievement to be demonstrated; and the relationship of the programme and its study elements to the qualifications framework.

The Quality Assurance Agency is an independent body funded by subscriptions from universities and colleges of higher education, which safeguards the public interest in sound standards of higher education qualifications and encourages continuous improvement in the management of the quality of higher education.

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