



BA (Hons) Business Management and Law Programme Handbook



HE Partner

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V3

Introduction to the Programme

Welcome to the BA (Hons) Business Management and Law!

We are excited that you have chosen to study with us. We hope that you find the programme intellectually stimulating, informative and enjoyable. You are a valuable member of our learning community, and we are looking forward to hearing your thoughts and ideas across each of our modules.

The BA (Hons) Business Management and Law is a full undergraduate award involving study at levels 4, 5 and 6. It incorporates exit awards for 120 credits at level 4 (CertHE), and 240 credits at levels 120 at 4 and 120 at level 5 (DipHE). The module content of the programme has been selected from across the School of Business Management and Creativity, and the School of Law. An outline of the programme's content and assessment methods can be found in the programme specification below. Each 20-credit module is equivalent to approximately 200 hours of self-guided learning.

You will be supported through each module by academic staff who will introduce you to the relevant concepts, theories and models for your subject areas, and help you bring these to life through interactive lessons, discussions, and activities. The programme will introduce you to the inter-related disciplines of human resource management and psychology, and support you in building your confidence, knowledge and transferrable skills, in order to pursue a business and law career or undertake further relevant study.

We look forward to working with you on your learning journey and supporting you to achieve your academic and professional goals.

Introduction to the School

In the delivery of this joint programme the School of Business Management and Creativity will work closely with the School of Law. The modules that comprise the programme have been selected in collaboration between the Schools.

Accreditation

This course is accredited by the Chartered Management Institute (CMI). The Institute aims to boost career development across the management sector and connect you with like-minded professionals across diverse sectors.

As the CMI possesses a Royal Charter, they are the only organisation in the UK that can award Chartered Manager status to their members – the gold standard in management. They are also active in business policy making across the globe and ensure that their more than 140,000 members are represented in policy decision making.

As an Arden student, you'll have free CMI Membership throughout your studies, giving you access to a range of additional resources including a mentoring service and invitations to networking events both online and offline.

Upon completion of your course, you will be eligible to gain a CMI qualification, which is offered at 3 different levels: an Award, Certificate or a Diploma. The final award you receive upon completion of your degree will depend on your level and length of study, whether you entered your course with Recognition for Prior Learning (RPL) or if you accept any compensation on your modules.



Programme Overview

Summary of the programme of study (including specific modules) leading to the award of BA (Hons) Business Management and Law:

QUALITY ASSURANCE DOCUMENT QA3 – PROGRAMME SPECIFICATION

1. Programme Code	TBC					
2. Programme Title	BA (Hons) Business Management and Law					
3. Target Award Title	BA (Hons) Business Management and Law Diploma in Higher Education (Business Management and Law) Certificate in Higher Education (Business Management and Law)					
4. Exit Award Title(s)	Diploma in Higher Education (Business Management and Law) Certificate in Higher Education (Business Management and Law)					
5. Subject area	Business and Law					
6. School	Business Management and Creativity					
7. Programme Team Leader(s)	Aleksandra Zysk-Lobo					
8. Programme Type	Specialist					
9. Delivery Model	DL F/T	X	BL F/T	X	Apprenticeship	
	DL P/T	X	BL P/T	X	Other	X
Where delivery model identified as 'Other' please provide details	Standalone module study					
10. Location of delivery	All BL centres, DL					
11. Proposed Start date	January 2022					
12. Reference points	QAA benchmark statements, business and management (2019) UK Quality Code (2018) FHEQ level 4, 5 & 6 descriptors (2014) FHEQ classification level 6 descriptor (2019) Law (2019)					
13. Professional, Statutory & Regulatory Bodies (PSRB)	Chartered Management Institute Foundation of Legal Knowledge (Bar) Functioning Legal Knowledge (SQE)					

14. Programme aims

The overall aim of the Arden University BA (Hons) Business Management and Law programme is designed to enable students to acquire knowledge, understanding and a range of practical skills relating to the two inter-related disciplines which are applicable to commercial and non-commercial sectors, and in a variety of geographical and cultural settings. Simultaneously students will develop a range of transferrable skills that will aid them as they pursue business and legal careers or further relevant study. More specifically it will:

- Allow students to develop managerial and professional level skills and understanding across the two related disciplines of Business and Law.
- Promote understanding of the key aspects of current practice and ethics in the fields of Business and Law while acknowledging current and emerging developments in related disciplines.

- Equip students with the essential skills and tools to work professionally in a range of commercial and non-commercial situations; and to be creative and professional practitioners, when working independently and when collaborating with others as part of multidisciplinary teams.
- Present multiple perspectives on Business and Law in a way that fosters critical evaluation
- Develop knowledge leading to an ability to appreciate and critically evaluate theory, research findings, and applications
- Enable students to communicate effectively through a variety of media and presentational forms to specialist and non-specialist audiences.
- Equip students to work within multicultural settings and to appreciate the complexities of such contexts
- Provide a stimulating online academic environment in which students can develop confidence as practitioners, and as individuals who are part of a highly engaged community of learners and thereby to inspire students to become lifelong learners.

15. Programme Entry Requirements

To be eligible for our BA (Hons) Business Management and Law applicants must have either:

- Passes in two subjects at GCE A-Level or equivalent, plus passes at grade C or above in three subjects at GCSE level or equivalent
- For students whose English is not their first language, IELTS 6.0 (no less than 5.5 in any element); or TOEFL iBT 80; or equivalent

Arden will consider an application from applicants if they can demonstrate appropriate work experience.

16. Graduate Attributes:

The concept of the Arden University Graduate based upon the definition of “graduate attribute” by Bowden et al (2000) has been developed around 6 attributes:

- 01 Discipline Expertise
- 02 Effective Communication
- 03 Responsible Global Citizenship
- 04 Professional Skills
- 05 Reflective Practitioner
- 06 Lifelong Learning

The Means by which Graduate Attributes are Achieved and Demonstrated

1 - Discipline Expertise: achieved through and demonstrated through:

- Gathering, sharing, and consolidating relevant theory via self-study, peer to peer exchanges and discussions, tutor feedback, case study analyses, independent study, and practical applications
- Drafting, constructing, and commenting upon business documents and applications
- Adopting a research informed approach to learning, assessments, and individual and collaborative exercises

2 - Effective Communication: achieved and demonstrated through:

- Participation in team-based activities and tasks
- Online collaborative exercises, discussions, and presentations
- Peer to peer exchanges and feedback
- Tutor feedback discussions
- Collaborative case study analyses

3 Responsible Global Citizen: achieved and demonstrated through:

- Identifying regulatory and ethical issues applicable to accounting and finance
- Reflecting upon “best practice” approaches and strategies
- Evaluating accepted business practice, codes of conduct and protocols
- Exploring international case studies

4 Professional Skills: achieved and demonstrated through:

- Drafting, constructing, and commenting upon business “work products,” systems and policies
- Participating in “mock” business practices and situations including role plays and business simulations
- Critiquing own outputs and assessments
- Diagnosing business problems

5 – Reflective Practitioner: achieved and demonstrated through:

- Reflecting upon exercises and tasks
- Reflecting upon case studies and business simulations
- Formulating PDPs and personal SWOT analyses

6 – Lifelong Learning: achieved and demonstrated through:

- Developing a foundational knowledge of developments in business and management
- Developing a personal development plan (PDP) and career strategy

17. Learning, teaching and assessment methods and strategies

The programme draws upon an eclectic mix of teaching methods and assessment strategies. Teaching strategies and assessments methods are based around blended and online interventions.

Learning and Teaching

In line with Arden University’s “digital first” teaching focus, interventions are enriched and enhanced by the deployment of a range of digital assets including: specialist software, simulations, discussion fora, social media channels, collaborative tools, webinars and e-presentation software.

Teaching is designed to engage and inspire students via a range of innovative activities and retains a “real world” focus using interventions such as contemporary case studies and industry data sets. Teaching is largely student led; students are expected to take ownership of their own learning journeys, reflect upon the teaching interventions, datasets, case and study materials and act upon tutor feedback as they develop their knowledge of and skills in business management.

Teaching activities may require students to work both collaboratively and individually, analyse case studies, participate in simulation exercises, devise solutions to “real world” problems by

producing “work products”, exchange peer to peer feedback and reflect upon their own work experiences (where applicable). Teaching is enriched by a programme of industry guest lectures.

Assessment

The assessment strategy similarly centres on a strong alignment with real world organisational and business practice and embraces a range of assessment methods including work related products, presentations, report writing and group assignments. Students are expected to apply knowledge and theory explored in the modules and produce assessments that simultaneously focus on real business situations and indicate the requisite levels of academic rigour required at levels 4 – 6.

The programme culminates in the submission of the independent study assessment that builds upon content examined and skills developed in the taught modules.

18. Intended programme learning outcomes and the means by which they are achieved and demonstrated		
Learning outcomes	The means by which these outcomes are achieved	The means by which these outcomes are assessed
At the end of this course the student will be able to:		
1. Evaluate the appropriateness of the structure, functions, processes and management priorities of a business organisation to achieve its strategic objectives.	Through an integrated learning and teaching pedagogy that includes both asynchronous and synchronous activities drawing upon a range of academic and professional body source materials; students thus have multiple opportunities to gather knowledge of core concepts. (LOs 1, 2,3, 4, 5, 6, 8, 9) (GA1)	Formative Feedback – informal Students will have multiple informal opportunities to receive formative feedback as they navigate the programme. The Arden virtual learning environment (VLE) is highly interactive and features embedded tools to facilitate peer to peer and student to tutor discussion opportunities, examples include discussion fora, interactive exercises and activities, self-assessment tools and reflective activities. (LOs 1-9) (GAs 1 – 5) Formative opportunities – formal As well as the plentiful opportunities for informal feedback, formative occasions will also be scheduled: Students will be given opportunities
2. Utilise research using a range of data sources and tools to improve performance and analyse and interpret written, visual and graphical data.	Throughout the programme, the student is encouraged to develop intellectual skills further by undertaking further independent study and research, i.e., in addition to “directed study” and learning. (LOs 1, 2, 3, 4, 5, 6, 8, 9) (GA5,6)	
3. Recognise the importance of collecting relevant, and the variety or information sources, both primary and secondary.	Analysis of real-world cases; using diagnostic skills to evaluate business and organisational performance and effectiveness. (LOs 2, 3, 4, 5, 6, 8, 9) (GA4,6)	
4. Analyse leading issues in Business and have a clear view of the contemporary and cross-cultural issues facing modern managers.	Independent and directed student study, supported throughout by comprehensive classroom based and online multi-media teaching materials, activities, simulations, and resources. (LOs 1, 2, 3, 5 6, 8, 9) (GA1)	

5. Apply a range of theoretical concepts to practical organisational or industry sector issues or problems, displaying sensitivity to differing cultural and ethical contexts in decision making.	Discussion in class and online forums where students discuss and critically engage with themes emerging from the materials they learn from; this might include business problems, case studies, simulations, datasets, and industry reports. (LOs 1, 2,3, 4, 5, 6, 8, 9) (GA2,4)	to share draft sections of assessments with tutors and (in some modules) peers to garner feedback and guidance. This feedback can then be incorporated in submissions for the summative assessments. Students may also be able to draft plans and outlines for assessment items and receive tutor and peer feedback in a similar manner. (LOs 1-6, 9) (GAs 2, 5)
6. Demonstrate factual and conceptual knowledge of the principal features of the English Legal System including familiarity with its institutions, procedures and operation.	Problem solving and diagnostic skills are developed throughout the programme by formative assessment tasks including problem analyses, drafting business documents and reports, analysing case studies, ethical dilemma exercises, data analyses and self-assessments. (LOs 2, 5, 6, 8, 9) (GA1, 4, 5)	
7. Demonstrate knowledge and understanding of a wide range of legal concepts, values, principles and rules of English Law on a wide range of topics which extend beyond the core whilst showing an awareness of contexts and frameworks.	Engaging in reflection on study activities such as: feedback (peer and tutor), cases, academic texts and articles, activities, and simulations. Practical business skills are further developed and integrated through a series of in-class and online activities intended to test practical ability, these can include group forums and activities, drafting business documentation, engaging in simulation exercises and informal peer assessment (LOs 4, 7, 8, 9) (GA5)	The virtual learning environment (VLE) enables students to engage in targeted online discussions relating to specific aspects of the programme modules, for example, examining ethical considerations, business risks and social responsibility. Students are encouraged to not just post discussion items in the relevant fora but also to ensure they comment on posts uploaded by their peers. (LOs 1-6, 9) (GAs 2, 5)
8. Demonstrate a comprehensive and detailed knowledge of specialist areas of law and identify gaps in knowledge.	Group discussions and exercises in class and on the online forum promoting argumentation, listening, leadership and	

<p>9. Demonstrate an awareness of commercial, political, social, environmental considerations and the values of law, justice and ethics involved in areas of study.</p>	<p>team working skills. (LOs 5, 7, 9) (GA1, 2, 4)</p>	
<p>GA1 Discipline Expertise Knowledge and understanding of chosen field. Possess a range of skills to operate within this sector, have a keen awareness of current developments in working practice being well positioned to respond to change</p> <p>GA2 Effective Communication Effectively communicate both, verbally and in writing, using a range of media widely used in relevant professional context. Be IT, digitally and information literate.</p> <p>GA3 Responsible Global Citizenship Understand global issues and their place in a globalised economy, ethical decision-making, and accountability. Adopt self-awareness, openness, and sensitivity to diversity in culture</p> <p>GA4 Professional Skills Perform effectively within the professional environment. Work within a team,</p>	<p>Considering employability and career development options, strategies, and challenges by conducting self-audits, personal SWOT analyses and developing personal development plans. (LOs 1, 7, 8) (GA3, 5, 6)</p>	<p>Students will have access to academic staff in all the modules they study. These staff include subject matter experts (lecturers) and study support tutors. Students are invited to attend synchronous learning activities relating to both these areas (academic content and study support) including online lectures, guest lectures, webinars, and other activities. They will also have opportunities to arrange one to one meeting, normally conducted via video conferencing software, where they can discuss specific areas of concern with the tutor(s). (LO1-9; GA2, 3).</p> <p>Where the summative assessment diet includes time constrained assessments (TCAs), students will have opportunities to practice “mock” style TCA questions and receive tutor feedback before the summative events. (LOs 2-6, 8) (GAs 1 – 4)</p> <p>Other summative assessments used</p>

<p>demonstrating interpersonal skills such as effective listening, negotiating, persuading and presentation. Be flexible and adaptable to changes within the professional environment.</p> <p>GA5 Reflective Practitioner Undertake critical analysis and reach reasoned and evidenced decisions, contribute problem-solving skills to find and innovate in solutions.</p> <p>GA6 Lifelong Learning Manage employability, utilising the skills of personal development and planning in different contexts to contribute to society and the workplace.</p>		<p>on the programme include:</p> <p>Reflecting on development (GA5-6)</p> <p>Producing “work type products” (LOs 1,2,5) (GAs 1-4)</p> <p>Case study analyses (LOs 1 -5, 9) (GAs 3,4)</p> <p>Individual presentations (LOs 1, 2, 5, 9) (GAs 2,4)</p> <p>Group assignments and presentations (LOs 1, 2, 5) (GAs 2,4)</p> <p>Reflections (LOs 2,3,4,7,8) (GA5)</p>
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19. Summary of modules and mapped programme learning outcomes

Level	Module title	Module type <i>Compulsory (C) or Optional (O)</i>	Identified pinned modules	LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9		GA1	GA2	GA3	GA4	GA5	GA6
L4	Digital Skills and Personal Development	C	P		X	X	X												X
	Contemporary Business Environment	C	P	X		X	X	X				X				X			
	Marketing Dynamics	C			X	X		X				X			X				
	English Legal system and Skills	C							X	X	X								X
	People Management	C		X				X				X						X	
	Contract Law	C								X	X				X				
L5	Technology, Innovation and the Law	C		X	X	X			X	X	X								X
	Business Start-up	C					X	X				X			X				
	Sales Management	C		X	X	X		X	X			X					X		
	Dispute Resolution	C							X	X	X	X					X		

	Operations and Supply Chain Management	C		X	X	X		X	X			X		X					
	Consumer Insight	C			X	X		X									X		
L6																			
	Project Management	C			X	X		X				X		X					
	Employment Law	C							X	X		X					X		
	International Business Management	C			X	X		X				X		X					
	International Commercial Law	C							X	X		X				X			
	Entrepreneurship and Innovation	C		X	X		X	X	X			X			X				
	Independent Study	C		X	X	X	X	X	X	X	X	X						X	X

