OFFICE USE ONLY	
Date of validation event:	23 August 2018
Date of approval by Academic Board:	18 December 2018
Approved Validation Period:	*5 years from May 2019*
Date and type of revision:	Changes to made to sequence of delivery and assessment tasks for BUS659 and BUS660 Approved via APSC 15th July 2020

PROGRAMME SPECIFICATON

Programme Title(s)
BA (Hons) Business Administration

Internal Programme Title(s) (if different to the title on the certificate)
BA (Hons) Business Administration Level 6 Top Up

1	**Awarding body**	
	Glyndŵr University	
2	**Programme delivered by**	
	New Era University College	
3	**Location of delivery**	
	Lot 5, Blok B&C, Jalan Bukit, Taman Bukit Mewah, 43000 Kajang, Selangor	
4	**School/Department**	
	Faculty of Social and Life Sciences – Glyndwr University Faculty of Accounting, Management and Economics - *New Era University College* Department of Business Studies - *New Era University College*	
5	**Exit awards available**	
	N/A	
6	**Professional, Statutory or Regulatory Body (PSRB) accreditation**	
	N/A	
7	**Accreditation available**	
	N/A	
8	**Please add details of any conditions that may affect accreditation (e.g. is it dependent on choices made by a student?)**	
	N/A	
9	**JACS3 code**	
	JACS3 code N100 HECOS code 100449	
10	**UCAS code**	
	N/A	
11	**Relevant QAA subject benchmark statement/s**	

	Business and Management
12	**Other external and internal reference points used to inform the programme outcomes**
	Framework for Higher Education Qualifications (FHEQ) (G); and QAA Benchmark Statement for General Business and Management (H)
13	**Mode of study**
	Full time
14	**Normal length of study**
	1 year
15	**Maximum length of study**
	A maximum of 2 years to complete level 6
16	**Language of study**
	English

17 Criteria for admission to the programme

Standard entry criteria

Entry requirements are in accordance with the Glyndwr University's admissions policy which also outlines the English Language requirements: http://www.glyndwr.ac.uk/en/Undergraduatecourses/UCAStariffchange2017/

Entry to the BA (Hons) Business Administration top up programme is only applicable to NEUC students who have successfully passed NEUC's Level 5 Diploma in Business Administration. Students who successfully complete level 5 (year 2) will be able to proceed to the top up degree programme.

The students are also subject to Glyndŵr University's entry criteria

International entry qualifications are outlined on the National Academic Recognition and Information Centre (NARIC) as equivalent to the relevant UK entry qualification.

In addition to the academic entry requirements, all applicants whose first language is not English or Welsh must demonstrate English language proficiency.

International students require a UKVI Approved Secure English Language Test (SELT) (please see http://www.glyndwr.ac.uk/en/Internationalstudents/EntryandEnglishLanguageRequirements/ for details).

DBS Requirements

N/A

Non-standard entry criteria and programme specific requirements

Applicants to the programme must have completed the level 5 Diploma in Business Administration from New Era University College.

Applications cannot be accepted for other qualifications.

18 Recognition of Prior (Experiential) Learning

As the award is for level 6 only there would be no opportunity to apply for RPL / RPEL at this level in accordance with Glyndŵr University regulations.

Programme specific restrictions

N/A

19. Aims of the programme

The Bachelor of Arts (Honours) in Business Administration Top Up programme aims to provide:
1. Knowledge and understanding of concepts, principles and theories relating to business and management.
2. A holistic approach to studying businesses in different contexts and from different perspectives.
3. The acquisition of skills relevant to business management challenges of the 21st century.
4. Employability skills by engaging students in responding to a variety of business problems.
5. Global perspectives on business and management.
6. The acquisition of skills relevant to advancement in the business management area, postgraduate and/or professional study.

20 Distinctive features of the programme

The programme is top-up provision for Level 6 modules delivered via a partnership agreement between Glyndŵr University and New Era University College. The programme does not include an investigative study module at Level 6 as research skills have been developed in prior modules BBBMG-2214 (Business Research Method) and ENG231B (Academic Writing) offered at Level 5. The programme includes Industrial Placement BUS659 and offers an applied module, BUS657 Managing New Business which are more practical to prepare students for employment. The acquisition of an Honours degree in Business and Management from a Welsh University will enhance the students' employability prospects both in Wales, the UK and internationally.

21 Programme structure narrative

This programme runs for one academic year for full time students. Requirement for entry is the completion of Level 4 and 5 modules of the NEUC Diploma in Business Administration. There is an industrial placement of a minimum duration of 16 weeks. Students will take on global and strategic modules and develop their business acumen. A pass in industrial placement and all modules are compulsory for the achievement of the award.

22 Programme structure diagram

LEVEL							
Mod Code	BUS654	Mod title	Financial Management II	Credit value	16	Core	Semester 1
Mod Code	BUS656	Mod title	Strategic International Operations	Credit value	16	Core	Semester 1
Mod Code	BUS657	Mod title	Managing New Business	Credit value	16	Core	Semester 1
Mod Code	BUS655	Mod title	Strategic Human Resource Management	Credit value	16	Core	Semester 1
Mod Code	BUS658	Mod title	Global Marketing	Credit value	16	Core	Semester 1
Mod Code	BUS659	Mod title	Industrial Placement	Credit value	32	Core	Semester 2
Mod Code	BUS660	Mod title	Post Placement Project	Credit value	8	Core	Semester 2

23 Intended learning outcomes of the programme

Knowledge and understanding

	Level 6 Honours Degree
A1	PO1 demonstrate knowledge and understanding of a wide range of processes, procedures and practices of effective management
A2	PO2 exhibit knowledge and understanding of one or more functional area of business and the complexity of the external environment in which organizations operate

Intellectual skills

	Level 6 Honours Degree
B1	PO3 apply a range of intellectual skills and competencies specific to business management
B2	PO4 display the ability to utilize cognitive skills such as critical thinking, analytical skills and synthesis skills

Subject skills

	Level 6 Honours Degree
C1	PO6 display problem solving skills and apply the principles of lifelong learning in professional work and academically

Practical, professional and employability skills

	Level 6 Honours Degree
D1	PO5 acquire good communication skills for social, academic and professional purposes
D2	PO7 exhibit leadership, teamwork, interpersonal, entrepreneurial and social skills to progress in personal and professional capacity.
D3	PO8 apply responsibilities in a professional, ethical and moral manner in accordance with legal principles

24 Curriculum matrix

To demonstrate how the overall programme outcomes are achieved and where skills are developed and assessed within individual modules.

For successful completion of BA (Hons) Business Administration (Top-up) students will achieve the following learning outcomes:

	Module Title	Core or option?	A1	A2	B1	B2	C1	D1	D2	D3
	Financial Management II	Core	■	■	■	■	■	■	■	□
	Strategic Human Management Resource	Core	■	■	■	■	■	■	□	□
	Strategic International Operations	Core	■	■	■	■	■	■	□	■
	Managing New Business	Core	■	■	■	■	■	■	■	■
	Global Marketing	Core	■	■	■	■	■	■	□	□
	Industrial Placement	Core	■	■	■	■	■	■	□	□
	Post Placement Project	Core	□	□	■	■	■	■	□	□

25 Learning and teaching strategy

The learning and teaching strategy supports:

1) Independent and Collaborative Learning:
- The curriculum is structured such that students are able to acquire specialised and integrated knowledge related to functional areas of business such as Management, Marketing, Human Resources, Operations and Finance. The foundations for these are developed and delivered in modules at the Level 4 and 5 of the NEUC Diploma in Business Administration A Level 6, students are expected to manage their own learning, and learn from each other, supported by lecturer-moderated sessions.
- The incorporation of the module Managing New Business enable students to draw upon and integrate learning from a range of previous studies.

2) Learning for the Future:
- The incorporation of debates surrounding internationalisation and globalisation (Global Marketing and Strategic Global Operation.)
- The incorporation of Strategic Management of HR engages students to think about sustainability issues that relates to an organization's capital pool.
- The modules, Managing New Business focuses on the development of practical skills necessary for sustainable businesses.
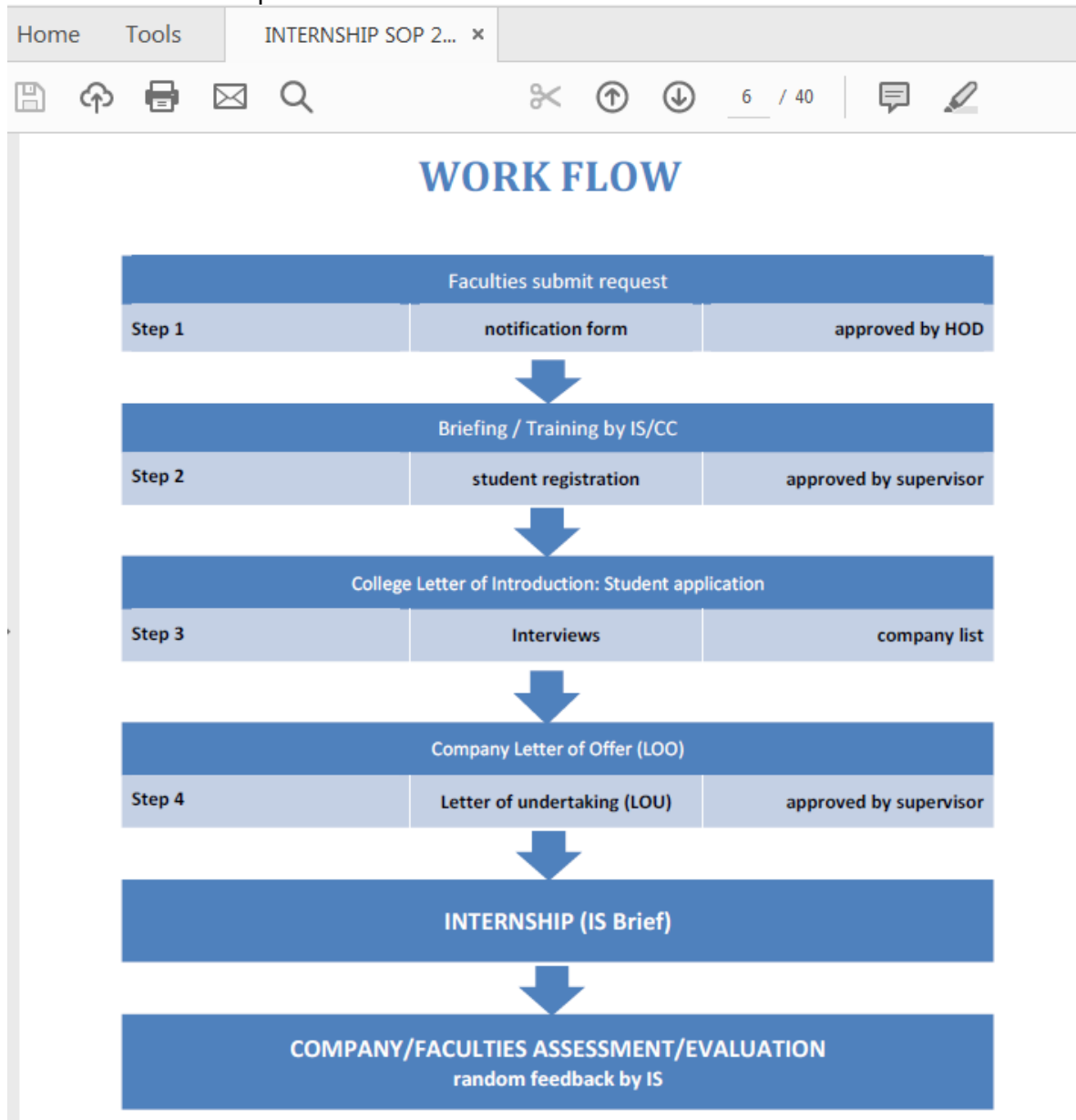
3) Learning for Life and Employment:
- The use of real cases in teaching and assessments. Students are also expected to be actively engaging with relevant organisations in the fact-finding phase.

26 Work based/placement learning statement

- Industrial placement is accomplished through a 16-week placement at an approved private, government or semi-government agency/ organization. The broad objectives of the Industrial Placement module are to provide pre-professional work experience with specific assignments and responsibilities; to stimulate personal career interests; and to train and prepare students with knowledge and skills requirements of current and future work environments. Productive industrial placements also help students make informed decisions and improve their marketability after graduation.
- The learning outcomes of the industrial placement are:
    a) Participate as a project member in completing task or development project within a given time frame
    b) Identify technique in solving problems related to work
    c) Apply the latest systems and technology used by external organizations
- Students can choose from a list of participating companies kept by the Industrial Training Committee or other companies of their own choice.

Industrial Placement procedure:

WORK FLOW

Faculties submit request		
Step 1	notification form	approved by HOD

Briefing / Training by IS/CC		
Step 2	student registration	approved by supervisor

College Letter of Introduction: Student application		
Step 3	Interviews	company list

Company Letter of Offer (LOO)		
Step 4	Letter of undertaking (LOU)	approved by supervisor

INTERNSHIP (IS Brief)

COMPANY/FACULTIES ASSESSMENT/EVALUATION
random feedback by IS

- Training at the respective agency/company require the approval by Industrial Training Committee who also monitors, administers and reviews the industrial training.
- Students' responsibilities are found in the Industrial Training Handbook.
- Prior to industrial placement, students would have taken a reflective paper on their career interests and development (Managing Professional Development).
- During the industrial placement, students need to prepare weekly log that details work done for that week with work supervisor's verification.
- At the end of the 16th week students submit a final reflective report of their entire experience together with the details of the organization that they were attached to.
- The workplace supervisor at the end of 16 weeks, prepares a report for the university regarding the student's performance. This report is sealed and sent directly to the university.

- Students are allowed TWO attempts only to retake this module. With constant supervision from academic supervisor and work place supervisor it is highly unlikely for students to fail this module. Failures due to disciplinary issues will be weighed according the severity of the action, it may entitle a retake in a minor disciplinary issue or a more serious issue could lead to expulsion from the university.
- Students ARE NOT able to successfully complete the programme without a pass in the Industrial Placement.
- Academic supervisors are given internal training on the necessary procedures related to industrial placement. Marking rubrics are clearly provided in the Industrial placement handbook for consistency and fairness.
- A report by the academic staff and/or a site visit are mechanisms in place to support and ensure adequate and appropriate provision of learning opportunities.

27 Language provision

The programmes will be delivered through the medium of English. The programme is validated provision to be delivered in Malaysia.

28 Assessment strategy

Module code & title	Assessment type and weighting	Assessment loading	Indicative submission date
BUS654 Financial Management II	70% Final examination 30% Presentation	2 hours	Week 16-17 Week 7-8
BUS655 Strategic Human Resource Management	30% Essay 70% Essay	1,500 words 2,500 words	Week 6-7 Week 14
BUS656 Strategic International Operations	60% Essay 40% Group project	2,000 words 300 words	Week 8 Week 14
BUS657 Managing New Business	20% Research proposal 80% Report	300 words 2,000 words	Week 16-17
BUS658 Global Marketing	40% Group presentation 60% Final examination	2,000 words 3 hours	Week 8 Week 16-17
BUS659 Industrial Placement	70% Learning logs 30% Individual Coursework: Presentation	3000 words or equivalent 1 hour	Weekly Week 16
BUS660 Post Placement Project	Individual, standard written: Student's Reflection Report	5000 words or equivalent	Week 16

29 Assessment regulations

The regulations for Undergraduate Modular Degrees apply to this programme.

Derogations

For BUS659 Industrial Placement:
At the discretion of the Assessment Board, students who have been unsuccessful in the Industrial Placement module may be permitted **only one further attempt** to redeem their failure.

Non-credit bearing assessment

N/A

Borderline classifications (for undergraduate programmes only)

In considering borderline cases the Assessment Board shall raise the classification to the next level if all the following criteria are met:
(i) At least 50% of the credits at level 6 fall within the higher classification
(ii) All level 6 modules must have been passed at the first attempt
(iii) The mark achieved for the dissertation or other substantial module is within the higher classification. For the BA (Hons) Business Administration programme the substantial module will be BUS657 Managing New Business.

Restrictions for trailing modules (for taught master's programmes only)

N/A

30 Programme Management

Programme leader

Mr.Rajennd Muniandy

Module Leaders

Dr Shamuni Kunjiapu
Mr Navaratnam Vejaratnam
Dr.Punitha Sinnappan
Mr Lim Siok Jin
Ms Chan Kuan Thye
Dr Izwan Harith Bin Md. Ithnan

31 Quality Management

The Glyndŵr University Level 6 top up awards will be operated under Glyndŵr University's Regulations, Policies and Procedures and quality assurance processes and procedures and the University will be responsible for the academic quality of these programmes.

NEUC will appoint a Programme Coordinator to primarily liaise with the designated WGU Academic Link in terms of academic related matters. The Academic Link will be the main point of contact to provide advice and guidance to the NEUC Programme Coordinator and Programme Team with regards to programme delivery and will conduct at least one visit per annum to NEUC.

The WGU designated Programme Lead will take overall responsibility for quality assurance and standards in line with the expectations as detailed within the University's Programme Leaders Handbook.

The NEUC Programme Coordinator will work closely with the appointed NEUC Module Tutors, supporting Personal Tutors (where applicable), guest speakers and administrative support personnel to provide the day-to-day general academic support to students.

Particular responsibilities of the NEUC Programme Coordinator will include, but not be limited to:

- Maintain regular contact/dialogue with WGU staff engaged with the academic and quality oversight of the collaborative programme(s)
- The management and development of curriculum and the course portfolio, in liaison with the WGU Programme Lead, ensuring any changes proposed to the WGU L6 top up programmes are formally submitted and re-approved through WGU procedures
- Student tracking and student records
- Submission of assessment samples to WGU for review by the WGU appointed External Examiner(s)
- Submission of assessment data to WGU for presentation of data to WGU assessment boards
- Management/co-ordination of overall assessment activities across each programme
- Liaison with external bodies and agencies
- Quality assurance and annual monitoring, including compilation of the Annual Monitoring Report and Annual Partner Report
- Co-ordination of admissions activities and other recruitment activities, including relevant publicity activities.

Each L6 module will be assigned to a named NEUC Module Leader who will take responsibility for the delivery of the learning, teaching and assessment of the module.

External Examiners for collaborative programmes are identified by the WGU Programme Lead at WGU. Authorisation for the nomination of External Examiners is the responsibility of the relevant WGU Associate Dean of Faculty. External Examiner nominations will be subject to the WGU's approval process. External Examiners for the WGU L6 top up programmes will be appointed and paid for by WGU and will report directly to WGU. The NEUC programme teams will receive copies of the External Examiner reports and should provide feedback on the External Examiner's comments to the WGU Programme Lead who will in turn formally respond to the WGU External Examiners.

Module feedback from NEUC students will be gathered for each Level 6 module. This will be undertaken using the WGU's on-line Student Evaluation of Module (SEMs) tool on the WGU's VLE (Moodle) at the mid-point of the module and again at the end of the module.

For every WGU programme/award NEUC must will provide the opportunity for students to comment on the quality of their learning experience through convening Student Voice Forum meetings (SVF). NEUC will hold SVF meetings in accordance with WGU procedures and feedback will be provided to NEUC students to close the feedback loop.

In keeping with the policies and procedures of WGU, the key mechanism for quality control and enhancement at programme level will be the processes and procedures associated with the annual programme monitoring cycle which is formalised through the production of the Annual Monitoring Report (AMR). The AMR evaluates the programme delivery drawing on data provided by WGU, feedback received from students, relevant professional bodies, External Examiners and employers (where applicable). Specific methods used for consulting students include, as noted above, the completion of WGU's Student Evaluation of Module (SEM) surveys and Student Voice Forum meetings (SVF's). The outcomes of the AMR report are scrutinised and agreed at programme level with subsequent monitoring and review being formalised through the relevant WGU Faculty Board meetings and Learning and Teaching Quality Committee.

In addition to annual monitoring of programmes (AMRs), NEUC will be requested to submit an Annual Partner Review report. The report is intended to provide an opportunity to review the partnership with WGU at an organisational and strategic level, providing an overview of the collaboration during the previous academic session. The report will be considered by WGU's Academic Partnerships Committee, reporting any items of concern, in terms of quality and standards to Learning and Teaching Quality Committee, and in terms of strategic, legal, reputational and financial matters, to Vice Chancellors Executive Team, where appropriate, and responses to issues or concerns raised will be reported back to NEUC.

Regular Programme Team meetings will be held by NEUC to monitor programme performance. Issues typically discussed are to include, recruitment and retention, student feedback, assessment schedules, approaches to learning and teaching, coordination of site visits by the WGU Academic Link and guest lecture plans. Peer observation as well as peer review of marking, assessment and feedback.

NEUC will ensure the welfare and development of each student is maintained throughout their period of study.

NEUC will follow Wrexham Glyndŵr University's approach to assuring and enhancing the quality of the student experience, in order for staff to:
- involve students in the decision-making processes relating to the curriculum teaching and learning, and many other aspects of their higher education experience
- engage with students to obtain feedback and insights in order to learn how to enhance delivery for the future
- engage in a dialogue about the learning experience, in order to develop a partnership between staff and students in solving any problems that may arise
- support and encourage students to become more active learners.

Student views are sought in a number of different ways, for example:
- student surveys and questionnaires at module/programme, University and even national level, such as the National Student Survey for final year undergraduates
- a Student Representative system
- Student Voice Forums (SVFs)
- meetings with internal programme approval and review panels and external quality agency panels
- task and finish groups ('working groups') convened to focus on a specific issue
- membership of Academic Board and its sub-committees.

NEUC relies on its Quality Assurance Unit (QAU) to conduct regular reviews and to ensure that quality assurance of its operations is maintained. The Internal Audit Manager, who is professionally trained and a member of the Malaysian Institute of Accountants, also reinforces quality assurance. NEUC has also put in place an organisational structure with well-defined reporting channels and administrative responsibilities to enhance the quality assurance process.

The internal programme monitoring and review committee is led by the Head of Department, and comprises the Deputy Head, Programme Coordinator and Lecturers. The purpose of the committee is to review, identify and resolve problems arising from the delivery of the programme.

The committee meets once a month to deal with problems encountered in the course of conducting the programme. A review is conducted at the end of the semester to make recommendations for improvements.

The feedback is discussed in a departmental meeting. Whenever possible the advice of the Academic Advisor is sought to provide a fresh perspective on issues or problems on the delivery of the programme or the performance of students. More serious problems may be brought to the attention of Dean at the monthly Faculty meetings for advice and action. Decisions made at these meetings are taken into consideration in the planning and implementation of the programme in the next semester or for new programmes that are being developed.

The monitoring and review processes will help ensure that the programme keeps abreast of scientific, technological and knowledge development in the discipline, and in keeping with the needs of society. A review of the programme will be conducted to focus on the following items:
- To assess the relevance of programme aims and intended learning outcomes and to make necessary changes
- To ensure that the programme attains an acceptable quality and academic standard and in accordance with the latest teaching methodologies that are comparable to practices at peer institutions.
- To complete a programme review upon the completion of study by the first cohort of students, and once a year thereafter.

Academic Advisors and student representatives are sometimes invited to programme review meetings to provide their perspectives on curriculum improvements and enhancement. Overseas partner universities for the appropriate degree programmes also review and make suggestions for improvements on matters such as credit transfer or paper exemptions. Government officials from MQA also provide invaluable feedback on the programme.

32 Research and scholarship activity

The provision of teaching in the Business School is underpinned by scholarly activity. The academic staff members teaching Level 6 modules are PhD holders or candidates pursuing their doctoral studies. Academic staff members have published in a range of publications (journal articles, chapter and textbooks) and are active in research projects funded by the Tan Lark Sye Institute. The University College's strategy is to engage more PhD holders in the future to engage in research activity, with a view to safeguarding the currency of taught provision at both undergraduate and offering postgraduate levels.

33 Learning support

Institutional level support for students
NEUC has a range of departments that offer the support for students as:

- Library & IT Resources
- Registrar
- Academic Department

- Counselling
- Student Affairs Department
- International Relations Department
- NEUC Students' Union
- Hostel management

The physical facilities and equipment as well as human resources are adequate to satisfy the need of the current student population.

Faculty support for students

All NEUC students are assigned to mentors who will act as their main point of contact. Each mentor who is normally an academician from the faculty is assigned to provide pastoral and academic support to them throughout their studies.

Programme specific support for students

The Faculty of Accountancy, Management and Economics annually organises get-together events for its students.

The Module Leaders will act as the first point of contact for their personal students and to provide pastoral and academic support throughout their studies at the Faculty. It is a vital role to support student engagement and retention, and to help every student to success to the best of their ability.

The Program Leader will meet the students regularly to get feedback to ensure that the program runs smoothly.

34 Equality and Diversity

Glyndŵr University is committed to providing access to all students and promotes equal opportunities in compliance with the Equality Act 2010 legislation. This programme complies fully with the University's Equal Opportunities Policy (http://www.glyndwr.ac.uk/en/AboutGlyndwrUniversity/Governance/TheFile,64499,en.pdf), ensuring that everyone who has the potential to achieve in higher education is given the chance to do so.

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