

Hertfordshire Business School

Title of Programme: BA (Hons) Business Administration

Course Code: BSISJB (Subang: Lead Campus)
BSIKLBA (Kuala Lumpur)
BSISBB (Sabah)
BSIPEBA (Penang)

Type of Programme: Franchise provision

Programme Specification

This programme specification is relevant to existing students and those entering August 2015

Associate Dean of School (Academic Quality Assurance):
Denise Ball

Signature

Denise Ball

Programme Specification Business Administration

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

| | |
|------------------------------------|--|
| Awarding Institution/Body | University of Hertfordshire |
| Teaching Institution | INTI International College Subang, INTI International College Kuala Lumpur, INTI International College Penang and INTI College Sabah |
| University/partner campuses | INTI International College Subang, INTI International College Kuala Lumpur, INTI International College Penang and INTI College Sabah |
| Programme accredited by | Not Applicable |
| Final Award | BA Honours |
| All Final Award titles | Business Administration |
| FHEQ level of award | 6 |
| UCAS code(s) | Not Applicable |
| Language of Delivery | English |

A. Programme Rationale

The Business Administration programme aims to promote the 'employability' of its graduates, in order that they can thrive in an increasingly competitive employment market. It achieves this through a blend of academic study, intercultural awareness and employability and enterprise skills development. Subject specific modules are supported by skills modules.

The Business programme is structured to allow increased choice as it progresses and provides specialist subject routes as well as a generalist route from which students may choose, to meet their individual needs and career aspirations. The Business programme offers a business education, geared to professional practice, specialist careers, self-employment and to the demands of general management.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- prepare students for a career in business and management
- provide students with a thorough understanding of business and management practices at local, national and international levels;
- develop students' practical, transferable, intellectual, study, employability and enterprise skills;
- provide students to gain appropriate employability skills within the global context

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for General Business & Management and the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008), and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education 2010 have been used as a guiding framework for curriculum design.

| Knowledge and Understanding of: | Teaching/learning methods & strategies | Assessment |
|---|---|---|
| <p>A1 The intricacies of organisations;</p> <p>A2 The complexity of the local, national and international external environments in which organisations operate;</p> <p>A3 The wide range of processes, procedures and practices of effective management;</p> <p>A4 The basic principles and ethical considerations of business and organizations;</p> <p>A5 One or more functional areas of business;</p> | <p>Acquisition of knowledge and understanding is through a combination of lectures, tutorials, coursework and project work at levels 4, 5 and 6 of the programme. A2 is particularly explored in Global Perspectives in Business; A4 is developed in Exploring Business Ethics; and all knowledge and understanding is developed throughout the programme.</p> <p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p> | <p>Knowledge and understanding are assessed through a combination of examinations and assessed coursework.</p> <p>Assessment, which is both formative and summative, can take many forms, e.g. essay assignments, project reports, portfolios, presentations and IT-based activities.</p> |
| Intellectual skills - able to: | Teaching/learning methods & strategies | Assessment |
| <p>B1 Analyse and evaluate business information for decision-making purposes;</p> <p>B2 Utilise cognitive skills of critical thinking, analysis and synthesis.</p> <p>B3 Analyse and solve business problems using appropriate techniques</p> <p>B4 Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations</p> | <p>Intellectual skills are developed through the programme by the methods and strategies outlined in section A above.</p> <p>Cognitive skills are developed particularly at levels 5 and 6.</p> <p>Throughout, the learner is encouraged to further develop intellectual skills by independent study.</p> | <p>Intellectual skills are assessed through examination and coursework.</p> <p>Assessment, which is both formative and summative, can take many forms, e.g. essay assignments, project reports, portfolios, presentations and IT-based activities.</p> |
| Practical skills - able to: | Teaching/learning methods & strategies | Assessment |
| <p>C1 Apply a range of appropriate business techniques to analyse data to solve structured and unstructured business problems</p> <p>C2 Conduct research into business and management issues through the creation, extraction and analysis of data from a range of sources</p> <p>C3 Apply and utilise relevant IT tools in the analysis and communication of business</p> | <p>Practical skills are developed through the programme by the methods and strategies outlined in sections A and B above. C2 is developed through module, coursework assignments and project work, with particular reliance upon The Business Professional, Enhancing Employability, Enterprise, Strategic Leadership in a Changing World and Contemporary Issues in Business and Management modules.</p> | <p>Practical skills are assessed through coursework assignments, case study reports, presentations and IT-based activities.</p> |

| information. | Teaching/learning methods & strategies | Assessment |
|--|--|--|
| <p>Transferable skills - able to:</p> <p>D1 Communicate effectively, both orally and in writing;</p> <p>D2 Use commonly available IT tools for business effectively;</p> <p>D3 Manage time and resources effectively;</p> <p>D4 Work effectively within a team;</p> <p>D5 Manipulate, sort and present data;</p> <p>D6 Solve business problems and make business decisions effectively using appropriate quantitative and qualitative techniques</p> <p>D7 Learn to study effectively in preparation for life-long learning</p> <p>D8 Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments</p> <p>D9 Operate in the dynamic global arena and appreciate contemporary and cross cultural difference</p> | <p>Transferable skills are developed through the programme by the methods and strategies outlined in sections A, B and C above.</p> <p>Skill D1 is developed through feedback on coursework reports, oral presentations and project reports.</p> <p>Skill D2 is introduced specifically through the level 4 module Methods and Systems for Business Decisions and developed in preparing in-course assessments.</p> <p>Skill D3 is developed throughout the programme</p> <p>Skill D4 is developed through tutorials and group-based coursework assessment.</p> <p>Skills D5 and D8 are developed through placement, project and assignment work.</p> <p>Skill D6 is developed through project work.</p> <p>Skill D7 is developed and promoted throughout the programme.</p> <p>Skill D9 is developed and promoted throughout the programme, particularly in Global Perspectives in Business, Exploring Business Ethics and Contemporary Issues in Business and Management modules</p> <p>Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.</p> | <p>Transferable skills are assessed through a variety of means.</p> <p>Skill D1 is assessed through coursework, oral presentations, project reports and examinations.</p> <p>Skill D2 and D9 are developed throughout the programme and assessed via in-course assessment.</p> <p>Skill D4 is assessed by group-based coursework assessment.</p> <p>Skills D5 and D6 are assessed via assignments and project reports.</p> <p>Skill D8 is assessed via assignments, project reports</p> <p>Skills D3 and D7 are not directly assessed.</p> |

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in a full time 3 year mode leading to the award of BA (Honours) Business Administration; students may choose to follow this programme at a part-time rate of study. Entry to the programme is at Level 4 or at level 5 with the INTI Diploma in Business or INTI Diploma in Business Administration. Entry at Level 5 may also be possible with other suitable qualifications.

Intake at INTI International College Subang, INTI International College Kuala Lumpur and INTI International College Kuala Lumpur is normally at August (Semester A), January (Semester B) and April (Semester C). Intake at INTI College Sabah is normally at January (Semester A), April (Semester B) and August (Semester C).

Professional and Statutory Regulatory Bodies

Not applicable.

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Work-Based Learning, including Sandwich Programmes
Not applicable.

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 (in section 2) identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study: Full Time

ENTRY POINT: SEMESTER A LEVEL 4

| Module Title | Module Code | Credit Points | Language of Delivery | % Examination | % Coursework | % Practical | Semesters |
|--|--|---------------|----------------------|---------------|--------------|-------------|-----------|
| Compulsory Modules | | | | | | | |
| Economics for Business | See Campus Module Code Matrix on pages 7 and 8 | 15 | English | 0 | 100 | | A, B, C |
| Principles of Marketing | | 15 | English | 0 | 100 | | A, B, C |
| The Business Professional | | 30 | English | 0 | 100 | | A, B, C |
| Accounting for Business | | 15 | English | 0 | 100 | | A, B, C |
| Methods and Systems for Business Decisions | | 15 | English | 60 | 40 | | A, B, C |
| Legal Issues for Business | | 15 | English | 50 | 50 | | A, B, C |
| Global Perspectives in Business | | 15 | English | 0 | 100 | | A, B, C |

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

LEVEL 5

| Module Title | Module Code | Credit Points | Language of Delivery | % Examination | % Coursework | % Practical | Semesters |
|---|--|---------------|----------------------|---------------|--------------|-------------|-----------|
| Compulsory Modules | | | | | | | |
| Enhancing Employability | See Campus Module Code Matrix on pages 7 and 8 | 15 | English | 0 | 100 | 0 | A, B, C |
| Managing People | | 15 | English | 0 | 100 | 0 | A, B, C |
| Enterprise | | 15 | English | 0 | 100 | 0 | A, B, C |
| Exploring Business Ethics | | 15 | English | 70 | 30 | 0 | A, B, C |
| Optional Modules | | | | | | | |
| <i>Select 30 credits in each semester</i> | | | | | | | |
| 21st Century Consumer Marketing | | 15 | English | 40 | 60 | 0 | A, B, C |
| Labour Market Policy | | 15 | English | 50 | 50 | 0 | A, B, C |
| Organisational Psychology | | 15 | English | 70 | 30 | 0 | A, B, C |
| Marketing Planning | | 15 | English | 0 | 100 | 0 | A, B, C |
| Project Planning and Control | 15 | English | 0 | 100 | 0 | A, B, C | |
| Marketing for the Small Enterprise | 15 | English | 60 | 40 | 0 | A, B, C | |
| Individual Employment Law | 15 | English | 70 | 30 | 0 | A, B, C | |
| Cross-Cultural Management | 15 | English | 70 | 30 | 0 | A, B, C | |
| Principles of Operations Management | 15 | English | 70 | 30 | 0 | A, B, C | |

Progression to Level 6 requires 240 credit points at Levels 4 and 5, of which at least 120 credit points must be at Level 5; for students with less than 240 credit points at Levels 4 and 5 progression will be determined by the Programme Examination Board.

LEVEL 6

| Module Title | Module Code | Credit Points | Language of Delivery | % Examination | % Coursework | % Practical | Semesters |
|--|------------------------------------|---------------|----------------------|---------------|--------------|-------------|-----------|
| Compulsory Modules | | | | | | | |
| Contemporary Issues in Business and Management | | 15 | English | 0 | 100 | 0 | A, B, C |
| Strategic Leadership in a Changing World | | 30 | English | 50 | 50 | 0 | A, B, C |
| Business and Commercial Awareness | | 15 | English | 0 | 100 | 0 | A, B, C |
| | See | | | | | | |
| Optional Modules | | | | | | | |
| <i>Select 30 credits in each semester*</i> | | | | | | | |
| Employment Relations | Campus Module Code Matrix | 15 | English | 60 | 40 | 0 | A, B, C |
| Management Science in Business | | 15 | English | 70 | 30 | 0 | A, B, C |
| Leadership and Organisations | | 15 | English | 50 | 50 | 0 | A, B, C |
| Market and Social Research | | 30 | English | 60 | 40 | 0 | A, B, C |
| Managing Media and Communications | on pages 7 and 8 | 30 | English | 60 | 40 | 0 | A, B, C |
| Training and Development | | 30 | English | 50 | 50 | 0 | A, B, C |
| Strategic HRM Perspectives | | 15 | English | 70 | 30 | 0 | A, B, C |
| Creative Problem Solving for Managers | | 15 | English | 60 | 40 | 0 | A, B, C |
| Social Networking and Enterprise | | 15 | English | 0 | 100 | 0 | A, B, C |

* Students select Optional Modules as indicated - either:

- 2 x 30 credit modules, *OR*
- 1 x 30 credit module *plus* 1 x 15 credit in each semester, *OR*
- 2 x 15 credit modules in one semester, *and* 2 x 15 credit modules in the other
- See your Head of Programme for further advice

Campus Module Code Matrix

LEVEL 4

| Compulsory Modules Module Title | Module Code <i>Subang</i> | Module Code <i>Kuala Lumpur</i> | Module Code <i>Penang</i> | Module Code <i>Sabah</i> |
|--|------------------------------|------------------------------------|------------------------------|-----------------------------|
| Economics for Business | 4FBS1019 | 4FBS1237 | 4FBS1223 | 4FBS1065 |
| Principles of Marketing | 4FBS1017 | 4FBS1238 | 4FBS1225 | 4FBS1058 |
| The Business Professional | 4FBS1028 | 4FBS1239 | 4FBS1226 | 4FBS1055 |
| Accounting for Business | 4FBS1026 | 4FBS1240 | 4FBS1222 | 4FBS1051 |
| Methods and Systems for Business Decisions | 4FBS1027 | 4FBS1241 | 4FBS1224 | 4FBS1053 |
| Legal Issues for Business | 4FBS1186 | 4FBS1242 | 4FBS1227 | 4FBS1176 |
| Global Perspectives in Business | 4FBS1029 | 4FBS1243 | 4FBS1228 | 4FBS1062 |

LEVEL 5

| Compulsory Modules Module Title | Module Code <i>Subang</i> | Module Code <i>Kuala Lumpur</i> | Module Code <i>Penang</i> | Module Code <i>Sabah</i> |
|---|------------------------------|------------------------------------|------------------------------|-----------------------------|
| Enhancing Employability | 5FBS1036 | 5FBS1368 | 5FBS1343 | 5FBS1089 |
| Managing People | 5FBS1026 | 5FBS1369 | 5FBS1344 | 5FBS1104 |
| Enterprise | 5FBS1027 | 5FBS1370 | 5FBS1345 | 5FBS1112 |
| Exploring Business Ethics | 5FBS1037 | 5FBS1371 | 5FBS1346 | 5FBS1092 |

| Optional Modules Module Title | Module Code <i>Subang</i> | Module Code <i>Kuala Lumpur</i> | Module Code <i>Penang</i> | Module Code <i>Sabah</i> |
|---|------------------------------|------------------------------------|------------------------------|-----------------------------|
| 21st Century Consumer Marketing | 5FBS1023 | 5FBS1372 | 5FBS1347 | 5FBS1101 |
| Labour Market Policy | 5FBS1038 | 5FBS1373 | 5FBS1349 | 5FBS1095 |
| Organisational Psychology | 5FBS1039 | 5FBS1374 | 5FBS1350 | 5FBS1096 |
| Marketing Planning | 5FBS1025 | 5FBS1375 | 5FBS1352 | 5FBS1103 |
| Project Planning and Control | 5FBS1041 | 5FBS1376 | 5FBS1354 | 5FBS1099 |
| Marketing for the Small Enterprise | 5FBS1030 | 5FBS1377 | 5FBS1348 | 5FBS1108 |
| Individual Employment Law | 5FBS1293 | 5FBS1378 | 5FBS1351 | 5FBS1274 |
| Cross-Cultural Management | 5FBS1040 | 5FBS1380 | 5FBS1353 | 5FBS1097 |
| Principles of Operations Management | 5FBS1042 | 5FBS1382 | 5FBS1355 | 5FBS1100 |

LEVEL 6

Compulsory Modules

| Module Title | Module Code <i>Subang</i> | Module Code <i>Kuala Lumpur</i> | Module Code <i>Penang</i> | Module Code <i>Sabah</i> |
|--|------------------------------|------------------------------------|------------------------------|-----------------------------|
| Contemporary Issues in Business and Management | 6FBS1075 | 6FBS1443 | 6FBS1416 | 6FBS1082 |
| Strategic Leadership in a Changing World | 6FBS1076 | 6FBS1444 | 6FBS1417 | 6FBS1083 |
| Business and Commercial Awareness | 6FBS1062 | 6FBS1445 | 6FBS1418 | 6FBS1104 |

LEVEL 6

Optional Modules

| Module Title | Module Code <i>Subang</i> | Module Code <i>Kuala Lumpur</i> | Module Code <i>Penang</i> | Module Code <i>Sabah</i> |
|---------------------------------------|------------------------------|------------------------------------|------------------------------|-----------------------------|
| Employment Relations | 6FBS1078 | 6FBS1446 | 6FBS1422 | 6FBS1088 |
| Management Science in Business | 6FBS1063 | 6FBS1447 | 6FBS1424 | 6FBS1090 |
| Leadership and Organisations | 6FBS1080 | 6FBS1448 | 6FBS1427 | 6FBS1093 |
| Market and Social Research | 6FBS1061 | 6FBS1449 | 6FBS1420 | 6FBS1095 |
| Managing Media and Communications | 6FBS1065 | 6FBS1450 | 6FBS1419 | 6FBS1099 |
| Training and Development | 6FBS1079 | 6FBS1451 | 6FBS1423 | 6FBS1089 |
| Strategic HRM Perspectives | 6FBS1077 | 6FBS1452 | 6FBS1421 | 6FBS1087 |
| Creative Problem Solving for Managers | 6FBS1081 | 6FBS1453 | 6FBS1425 | 6FBS1092 |
| Social Networking and Enterprise | 6FBS1064 | 6FBS1454 | 6FBS1426 | 6FBS1098 |

The award of an honours degree requires 360 credit points, with at least 240 credit points at Level 5 or above, of which at least 120 credit points must be at Level 6.

Honours classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

| Award | Minimum requirements | Available at end of Level |
|---|--|---------------------------|
| University Certificate* | 45 credit points at level 4 | 4 |
| Certificate of Higher Education* | 120 credit points at level 4 | 4, 5 |
| University Diploma* | 180 credit points including at least 60 at level 5 | 5, 6 |
| Diploma of Higher Education Business Administration | 240 credit points including at least 120 at level 5 | 5, 6 |
| BA Business Administration | 300 credit points including 180 at level 6/5 of which 60 must be at level 6 | 6 |
| BA (Hons) Business Administration | 360 credit points including 240 at level 6/5 of which 120 must be at level 6 | 6 |

*These are untitled interim awards

E. Support for students and their learning

Students are supported by;

- Director of Studies, University of Hertfordshire, located at Subang Campus.
- A Dean of School or Head of School at the respective campus.
- A Head of Programme (HoP) to manage the programme and support students' learning such as coordinating study plans, managing academic progression, and providing academic counseling.
- Head of INTI and Laureate International Partnerships at the University of Hertfordshire Business School
- Link Tutor from the University of Hertfordshire Business School
- A Programme Committee, the membership of which includes the Link Tutors and students
- An extensive Learning Resources Centre, incorporating a library and computer centre.
- A team of Academic Support Tutors.
- A Teaching & Learning Department/Unit.
- An International Students Centre.
- Campus Counseling Centre.
- The Students' Body – INTIMA.
- A Careers Service for all current students and graduates.
- StudyNet, a versatile on-line interactive intranet and learning environment.
- Black Board, a versatile on-line interactive intranet and learning environment.
- UH Club (Subang) and student representatives.
- Student Feedback Scheme (all campuses) and Student Helpdesk (Subang).
- Student Services and Customer Care Team (Sabah).

F. Entry requirements

The normal entry requirements for the programme are:

To join this programme at Level 4, a student is normally expected to have one of the following qualifications:

- STPM with 2 principal passes or Matriculation Certificate with a CGPA of 2.0 based on an average of the best three subjects including General Paper
- A-levels with 2 principal passes
- INTI Foundation programme
- UEC with 5Bs
- Equivalent qualifications to be assessed by the Portfolio Review Committee (PRC)

Special arrangements are in place for Level 5 entry for students who have successfully completed the INTI Diploma in Business or INTI Diploma in Business Administration. **Students who have achieved an overall average of 50% in the INTI Diploma in Business or INTI Diploma in Business Administration may enter directly at Level 5.**

Malaysian students without credit in SPM English should hold IELTS score of 6.0 (with no less than 5.5 in any band) or TOEFL 550 or an equivalent level of English Language, eg success in the INTI English Placement Test and/or successful completion of the LEP (Laureate English Programme). International students will be required to present the English language requirements.

The programme is subject to the University's Principles, Policies, Regulations and Procedures for the Admission of Students to Undergraduate and Taught Postgraduate Programmes and will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

Other appropriate qualifications may be considered in consultation with the relevant Programme Director or Head of Programme in liaison with the Hertfordshire Business School Admissions Tutor.

Section 2

Programme management

| | |
|---|--|
| Relevant QAA subject benchmarking statements | General Business and Management |
| Date of validation/last periodic review | January 13 |
| Date of production/ last revision of PS | June 2015 |
| Relevant intakes | Existing students entering August 2015 |
| Administrative School | Hertfordshire Business School |

Table 3 Course structure

| Course details | | | | | |
|---|--------------------------------------|-------------------------|----------------|------------------------------------|---------------|
| Course code | Course description | | | JACS | |
| BSISJB (Subang) BSIKLBA (Kuala Lumpur) BSIPEBA (Penang) BSISBB (Sabah) | BA (Honours) Business Administration | | | N100 | |
| Course Instances | | | | | |
| Instances code | Intake | Stream | Instances Year | Location: | Mode of study |
| IBSJB1F-1 | B | Business Administration | 1 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJB1F-2 | B | Business Administration | 1 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJB2F-1 | B | Business Administration | 2 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJB2F-2 | B | Business Administration | 2 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJB3F-1 | B | Business Administration | 3 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJB3F-2 | B | Business Administration | 3 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJC1F-1 | C | Business Administration | 1 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJC1F-2 | C | Business Administration | 1 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJC2F-1 | C | Business Administration | 2 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJC2F-2 | C | Business Administration | 2 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJC3F-1 | C | Business Administration | 3 | INTI, Subang Jaya | Full-time |

| | | | | | |
|-----------|---|-------------------------|---|------------------------------------|-----------|
| | | | | (Malaysia) | |
| IBSJC3F-2 | C | Business Administration | 3 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJA1F | A | Business Administration | 1 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJA2F | A | Business Administration | 2 | INTI, Subang Jaya (Malaysia) | Full-time |
| IBSJA3F | A | Business Administration | 3 | INTI, Subang Jaya (Malaysia) | Full-time |

Draft:

| Course Instances | | | | | |
|------------------|--------|-------------------------|----------------|---------------------------------|---------------|
| Instances code | Intake | Stream | Instances Year | Location: | Mode of study |
| BAIKLB1F-1 | B | Business Administration | 1 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLB1F-2 | B | Business Administration | 1 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLB2F-1 | B | Business Administration | 2 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLB2F-2 | B | Business Administration | 2 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLB3F-1 | B | Business Administration | 3 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLB3F-2 | B | Business Administration | 3 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLC1F-1 | C | Business Administration | 1 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLC1F-2 | C | Business Administration | 1 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLC2F-1 | C | Business Administration | 2 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLC2F-2 | C | Business Administration | 2 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLC3F-1 | C | Business Administration | 3 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLC3F-2 | C | Business Administration | 3 | INTI Kuala Lumpur | Full-time |

| | | | | | |
|----------|---|-------------------------|---|------------------------------|-----------|
| | | | | (Malaysia) | |
| BAIKLA1F | A | Business Administration | 1 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLA2F | A | Business Administration | 2 | INTI Kuala Lumpur (Malaysia) | Full-time |
| BAIKLA3F | A | Business Administration | 3 | INTI Kuala Lumpur (Malaysia) | Full-time |

| Course Instances | | | | | |
|------------------|--------|-------------------------|----------------|------------------------|---------------|
| Instances code | Intake | Stream | Instances Year | Location: | Mode of study |
| BISBB1F-1 | B | Business Administration | 1 | INTI, Sabah (Malaysia) | Full-time |
| BISBB1F-2 | B | Business Administration | 1 | INTI, Sabah (Malaysia) | Full-time |
| BISBB2F-1 | B | Business Administration | 2 | INTI, Sabah (Malaysia) | Full-time |
| BISBB2F-2 | B | Business Administration | 2 | INTI, Sabah (Malaysia) | Full-time |
| BISBB3F-1 | B | Business Administration | 3 | INTI, Sabah (Malaysia) | Full-time |
| BISBB3F-2 | B | Business Administration | 3 | INTI, Sabah (Malaysia) | Full-time |
| BISBC1F-1 | C | Business Administration | 1 | INTI, Sabah (Malaysia) | Full-time |
| BISBC1F-2 | C | Business Administration | 1 | INTI, Sabah (Malaysia) | Full-time |
| BISBC2F-1 | C | Business Administration | 2 | INTI, Sabah (Malaysia) | Full-time |
| BISBC2F-2 | C | Business Administration | 2 | INTI, Sabah (Malaysia) | Full-time |
| BISBC3F-1 | C | Business Administration | 3 | INTI, Sabah (Malaysia) | Full-time |
| BISBC3F-2 | C | Business Administration | 3 | INTI, Sabah (Malaysia) | Full-time |
| BISBA1F | A | Business Administration | 1 | INTI, Sabah (Malaysia) | Full-time |
| BISBA2F | A | Business Administration | 2 | INTI, Sabah (Malaysia) | Full-time |
| BISBA3F | A | Business Administration | 3 | INTI, Sabah (Malaysia) | Full-time |

| Course Instances | | | | | |
|------------------|--------|-------------------------|----------------|--------------|---------------|
| Instances code | Intake | Stream | Instances Year | Location: | Mode of study |
| BAIPEB1F-1 | B | Business Administration | 1 | INTI, Penang | Full-time |
| BAIPEB1F-2 | B | Business Administration | 1 | INTI, Penang | Full-time |
| BAIPEB2F-1 | B | Business Administration | 2 | INTI, Penang | Full-time |
| BAIPEB2F-2 | B | Business Administration | 2 | INTI, Penang | Full-time |
| BAIPEB3F-1 | B | Business Administration | 3 | INTI, Penang | Full-time |
| BAIPEB3F-2 | B | Business Administration | 3 | INTI, Penang | Full-time |
| BAIPEC1F-1 | C | Business Administration | 1 | INTI, Penang | Full-time |
| BAIPEC1F-2 | C | Business Administration | 1 | INTI, Penang | Full-time |
| BAIPEC2F-1 | C | Business Administration | 2 | INTI, Penang | Full-time |
| BAIPEC2F-2 | C | Business Administration | 2 | INTI, Penang | Full-time |
| BAIPEC3F-1 | C | Business Administration | 3 | INTI, Penang | Full-time |
| BAIPEC3F-2 | C | Business Administration | 3 | INTI, Penang | Full-time |
| BAIPEA1F | A | Business Administration | 1 | INTI, Penang | Full-time |
| BAIPEA2F | A | Business Administration | 2 | INTI, Penang | Full-time |
| BAIPEA3F | A | Business Administration | 3 | INTI, Penang | Full-time |

The programme is managed by;

- A Dean of School or Head of School and Head of Programme.
- Head of Programme is responsible for the day to day management and who advise students on the programme as a whole.
- Programme Officer will assist the Head of Programme in the management of the programme.
- Marketing Officers, with specific responsibility for open days and selection of students.
- Head of INTI and Laureate International Partnerships at the University of Hertfordshire Business School
- Link Tutor from the University of Hertfordshire Business School
- A Programme Committee, the membership of which includes the Link Tutors and students

Programme-specific assessment regulations

The programme is compliant with the University's generic assessment regulations (Structure and Assessment Regulations for Academic Programmes, [UPR AS14](#)).

Further points of clarification and interpretation relevant to this specific programme are given below:

- INTI operates a strict attendance requirement policy. Attendance at each individual module is monitored by INTI staff.
- Students who fall below this requirement will need to re-enrol on the module(s) affected.
- Penalties related to non-attendance are detailed by the campus documentation and are at the discretion of the Exam Board.

- The Malaysian Qualifications Agency (MQA) mandates that a number of additional subjects be studied alongside undergraduate programmes. Students are required to pass these in order to progress to the next level of study.

Other sources of information

- Definitive Module Documents
- Module Guides
- Student Handbook
- A-Z guide
<http://www.studynet1.herts.ac.uk/ptl/common/support.nsf/support?ReadForm>
- University of Hertfordshire Course website:
<http://www.herts.ac.uk/courses/>
- QAA Benchmark Statement website:
<http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements>
- The Framework for Higher Education Qualifications in England, Wales and Northern Ireland, 2008: <http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf>
- SEEC Credit Level Descriptors for Further and Higher Education 2010:
<http://www.seec.org.uk/wp-content/uploads/2013/seec-files/SEEC%20Level%20Descriptors%202010.pdf>
- External Quality Review report website:
http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.VCFXlha_hSU
- Professional or Statutory Regulatory Body information: <insert URL>
- UNISTATS website:
<http://www.unistats.com/>
- University of Hertfordshire Academic Quality website:
(StudyNet → Staff → Department Lists → Academic Quality Office)
- Structure & Assessment Regulations - Undergraduate & Taught Postgraduate Programmes, UPR AS14:
<http://sitem.herts.ac.uk/secreg/upr/AS14.htm>
- Learning and Teaching Policy and Graduate Attributes, UPR TL03:
<http://sitem.herts.ac.uk/secreg/upr/TL03.htm>
- Admissions - Undergraduate & Taught Postgraduate Students, UPR SA03:
<http://sitem.herts.ac.uk/secreg/upr/SA03.htm>
- Academic Quality, UPR AS17:
<http://sitem.herts.ac.uk/secreg/upr/AS17.htm>
Index of UPRs for students:
http://sitem.herts.ac.uk/secreg/upr_azlist_info.htm
- Information on Programme and Module External Examiners <http://www.studynet1.herts.ac.uk/ptl/common/studentcentre.nsf/Teaching+Documents/184A221E5EECA6B780257A5C00250BA9?OpenDocument>

Other information relevant to the programme

INTI Colleges operate on a basis of 2.5 semesters per annum, with the short semester beginning in January. There are 3 intakes to the programme per year (January, April and August). The Malaysian Qualifications Agency (MQA) mandates that a number of additional subjects be studied alongside undergraduate programmes.

University policies relevant to the Programme

The University undertakes to use all reasonable endeavours to deliver, assess and administer this programme in accordance with this Programme Specification. At the same time it is recognised that it is in the nature of academic developments that changes, for example to the structure, curriculum, and assessment of a programme may be necessary in order to ensure that the programme remains up to date, in response to issues raised as a result of on-going monitoring and evaluation, and/or in order to

conform to new regulatory requirements imposed by this institution, by professional or statutory bodies, or by national or governmental bodies.

The programme operates within the guidelines and policies relating to equal opportunities and environmental issues which may be agreed from time to time by the Board of Governors and/or the Academic Board of the University.

Where the programme is offered in collaboration with another institution these policies and guidelines will normally be those of the partner institution.

The programme operates in accordance with the University's Regulations Governing Studies Involving the Use of Human Subjects ([UPR RE01](#)) agreed from time to time by the Academic Board of the University. However, where the programme is offered in collaboration with another institution (for example through a franchise arrangement for all or part of the programme) then specific approval must be obtained from the University for the operation of the programme within ethical guidelines prepared by the partner institution. The partner institution will be responsible for all insurance liability in connection with the observance of ethical guidelines.

Signed *Denise Ball* Date 24.07.15

Denise Ball
Associate Dean of School (Academic Quality Assurance)

If you would like this information in an alternative format please contact:
Julie Wendell, Senior Administrator (Overseas Programmes),
j.a.wendell@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

BA (Hons) Business Administration

Table 2: Development of Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

| | | | Programme Learning Outcomes <i>(as identified in section 1 and the following page)</i> | | | | | | | | | | | | | | | | | | | | |
|---------|--|---|--|----|----|----|----|---------------------|----|----|----|------------------|----|----|---------------------|----|----|----|----|----|----|----|----|
| | | | Knowledge and Understanding | | | | | Intellectual Skills | | | | Practical Skills | | | Transferable Skills | | | | | | | | |
| | | | A1 | A2 | A3 | A4 | A5 | B1 | B2 | B3 | B4 | C1 | C2 | C3 | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | D9 |
| Level 4 | Accounting for Business | See Campus Module Code Matrix on pages 7 and 8 | | | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | |
| | Global Perspectives in Business | | ✓ | ✓ | | ✓ | | | ✓ | | ✓ | | | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | | ✓ |
| | Economics for Business | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | | ✓ | ✓ | | |
| | Methods and Systems for Business Decisions | | | | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | |
| | Principles of Marketing | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | | ✓ | | | |
| Level 5 | Managing People | | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | | | | | ✓ | |
| | Exploring Business Ethics | ✓ | ✓ | | ✓ | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | | | | ✓ | ✓ | |
| | Enhancing Employability | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| | Enterprise | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Level 6 | Strategic Leadership in a Changing World | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | |
| | Contemporary Issues in Business and Management | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | |

Key: Learning Outcome, which is assessed as part of the module ✓

Key to Programme Learning Outcomes

Knowledge and Understanding of:

- A1. The intricacies of organisations
- A2. The complexity of the local, national and international external environments in which organisations operate;
- A3. The wide range of processes, procedures and practices of effective business management
- A4. The basic principles and ethical considerations of business and organisations
- A5. One or more functional areas of business

Intellectual Skills – able to:

- B1. Analyse and evaluate business information for decision-making purposes
- B2. Utilise cognitive skills of critical thinking, analysis and synthesis
- B3. Analyse and solve business problems using appropriate techniques
- B4. Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations

Practical Skills – able to:

- C1. Apply a range of appropriate business techniques to analyse data to solve structured and unstructured business problems
- C2. Conduct research into business and management issues through the creation, extraction and analysis of data from a range of sources
- C3. Apply and utilise relevant IT tools in the analysis and communication of business information

Transferable Skills – able to:

- D1. Communicate effectively, both orally and in writing
- D2. Use commonly available IT tools for business effectively
- D3. Manage time and resources effectively
- D4. Work effectively within a team
- D5. Manipulate, sort and present data
- D6. Solve business problems and make business decisions effectively using appropriate quantitative and qualitative techniques
- D7. Learn to study effectively in preparation for life-long learning
- D8. Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments
- D9. Operate in the dynamic global arena and appreciate contemporary and cross cultural difference.