



PROGRAMME SPECIFICATION KEY FACTS

Programme name	Foundation Year in Business, Finance and Accounting
Award	NA
School	Bayes Business School
Department or equivalent	UG Programme
UCAS Code	Needed
Programme code	Needed
Type of study	Full-time
Mode of Learning	In-Person
Total UK credits	120
Total ECTS	60

PROGRAMME SUMMARY

The Foundation Year is intended to provide a bridging role between pre-university study and the academic rigour of an undergraduate degree. The Foundation Year gives you a fundamental knowledge of mathematics, statistics, economics, business management, finance and accounting to ensure that you are fully prepared to enter Programme Stage 1 of the main degree.

Our undergraduate programmes are constantly evolving to meet the needs of an ever-changing business world. They are delivered within the context of a vibrant, diverse and multi-national environment which is part of the City of London. Not only in terms of its location, but also in terms of the role we play as an intellectual hub for the City.

As a university specialising in undergraduate business degrees, many of our academics and lecturers have worked in industry and continue to consult for corporate organisations, so you benefit from their first-hand knowledge and business experience. There is every chance that you will have the opportunity to meet and learn from high-level practitioners from leading City firms.

Aims

- Provide you with a foundational education in business, finance and accounting, including concepts, theories, methodologies and techniques to develop a basic

understanding of organisations and markets, their major functions, their management and the changing external environment in which they operate.

- Develop your skills to enable you to tackle problems through an appreciation of cultural, political, economic and technological issues.
- Provide you with an interdisciplinary intellectual framework, together with a familiarity with both literate and numerate modes of thought, analysis and expression. This holistic and integrative approach will be teaching you how each function, discipline and skill contributes to the operation of an individual organisation.
- Develop your hard skills which deal with technical or administrative procedures related to an organisation's core business and soft skills (people skills) linked to how people relate to each other: communicating, listening, engaging in dialogue, giving feedback, cooperating as a team member, solving problems, as well as personal self-reflection and self-awareness.
- Equip you with the ability to work and think both independently, as well as part of a team, in solving problems faced by the business community.
- Develop you into a responsible, ethical and socially aware business person or manager.
- Prepare you to enter postgraduate study in finance or related disciplines.

On successful completion of Foundation Year you will have acquired an essential knowledge and understanding of the key concepts and principles underlying the area of business, finance and accounting, the ability to recognise and explain these, and to identify and apply appropriate solutions when presented with a problem. On successful completion of Foundation Year you will be eligible for progression to Programme Stage 1 of your chosen main degree:

BSc Business Management

BSc Business Management with Finance

BSc Business Management with Marketing

BSc Business Management, Digital Innovation and Entrepreneurship

BSc Business Management with Social Purpose

BSc International Business

BSc Finance

BSc Investment and Financial Risk Management

BSc Banking and International Finance

BSc Accounting and Finance

Content

You will study a number of core disciplines which are relevant to business, finance and accounting, you will also learn practical business skills, and you will learn analytical and critical thinking approaches which you can apply within the Foundation Year and your subsequent study.

Registration Period

The maximum period of registration on the Foundation Year is one year.

WHAT WILL I BE EXPECTED TO ACHIEVE?

Learning Outcomes

On successful completion of this programme, you will be expected to be able to:

Knowledge

- Demonstrate relevant knowledge and understanding of organisations and markets through discussion of their future and how they respond to change, the external environment in which they operate and how they are managed.
- Demonstrate knowledge, understanding and ability to use the current technical language to describe practices of accounting; and an ability to apply them in simple structured situations from given data generated for the purpose.
- Distinguish and analyse the relationships between different business areas. In particular, to demonstrate an understanding of the internal functions and processes of organisations including their diverse nature, purposes, structures, governance, operations and management.
- Differentiate between economic, ethical, political, technological and ecological factors, together with their effects at local, national and international levels upon the strategy, behaviour, management and sustainability of organisations.
- Critically analyse the various processes, procedures and practices for effective management of organisations including theories, models and frameworks used in business analysis and decision making.
- Critically discuss financial markets, their activities, and products.
- Apply theory and practice of the key principles that underpin financial and investment decisions.

Skills

- Think critically and practise cognitive skills of analysis and synthesis. This includes the ability to identify assumptions, evaluate statements in terms of evidence, to detect false logic or reasoning, to identify implicit values, to define terms adequately and to generalise appropriately.
- Demonstrate effective problem solving and decision making in a business context using appropriate quantitative and qualitative skills.
- Record and summarise straightforward transactions and other economic events and prepare financial statements complying in outline with relevant regulatory requirements.
- Practise secondary research skills including data gathering and data evaluation skills, as these are of fundamental importance to professionals who face sifting through large quantities of data to find material which is both accurate and relevant.
- Communicate effectively, orally and in writing, using a range of media which are widely used in business, such as presentations and written business reports.
- Practise effective self-management in terms of time, planning and behaviour, motivation, self-starting, individual initiative and entrepreneurship.

- Perform effectively within a team environment by showing leadership, team building, influencing and project management skills.
- Demonstrate self-reflection and critical thinking, including self-awareness, openness and sensitivity to diversity in terms of people, cultures, business and management issues.

Values and attitudes

- Demonstrate an ethical approach to work, which resonates to that of a professional business person.
- Be an effective team player who is tolerant of disagreement, open and sensitive to diversity in terms of business, cultures, people and management issues.
- Engage in reflective, adaptive and collaborative learning.
- Demonstrate an awareness and sensitivity to equality, diversity and inclusion which resonates to that of a professional business person.

When you undertake a programme of study at Bayes Business School, we will expect you not only to learn but also to challenge and look critically at the world in which we live. We will constantly ask you to question the ethical underpinning of the assumptions you have made and the decisions you have reached, and that inquisitive, ethical approach is woven through every element of a Bayes education. In recognition Bayes is one of the few business schools to have been awarded Champion Status by the UN PRME (Principles of Responsible Management Education) initiative at Davos in 2018.

Graduate Attributes

The graduate attributes you can demonstrate on completion of your programme are key to your future employment. It is therefore central to every programme that there will be opportunities in the learning, teaching and assessment activities for you to engage with these on all modules. Further detail of this will be provided for you by your module leader. The graduate attributes are:

- Always learning
- Engaged in the world
- Technical and digital
- Connected Professional
- Creating Impact

WHAT WILL I STUDY?

Total Foundation Year credit value = 120 credits

You take 8 compulsory modules = 120 credits

Module Title	SITS Code	Module Credits	BM	FIN	AF	Compensation	Level
Fundamentals of Business & Management I	BS0101	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3
Fundamentals of Business & Management II	BS0201	15	Compulsory (Co)	Choose an item.	Compulsory/elective (CoE)	Yes	3
Essentials of Quantitative Methods	BS0102	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3
Fundamentals of Quantitative Methods for Finance	BS0202	15	Choose an item.	Compulsory (Co)	Compulsory/elective (CoE)	Yes	3
Fundamentals of Finance	BS0103	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3
Fundamentals of Accounting	BS0203	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3
Fundamentals of Economics	BS0105	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3
Business London	BS0205	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3
Individual Project	BS0001	15	Compulsory (Co)	Compulsory (Co)	Compulsory (Co)	Yes	3

BM: Business Management specialism.

FIN: Finance specialism

AF: Accounting and Finance specialism

HOW WILL I LEARN?

The Foundation Year is intended to provide a bridging role between pre-university study and the academic rigour of an undergraduate degree. To this end, in the core modules you will learn the skills of constructing a logical argument, writing and delivering a presentation, carrying out research, whether in a library or using online resources, and using appropriate referencing techniques – these transferable skills are in addition to the academic content that is being delivered.

Most teaching hours during your degree programme take the form of lectures and these may be of varying sizes. Lectures are used to communicate the basic theoretical or technical points relevant to the module. Each module normally comprises 20 lecture hours.

In addition, some modules, particularly technical subjects, have additional tutorial hours. The number of these can vary, depending on student need. Tutorials and exercise classes are opportunities for you to apply and develop your knowledge and understanding and to participate in the discussion of the subject area.

The remaining hours are for self-directed and team study. In the self-directed hours you should engage in online learning, reading for the programme and developing your assessments.

Some modules use case studies to bring real-life issues to the classroom and, as such, foster a practice-oriented approach. In other modules, computer simulations may be required to assist in the identification and likely impact of key decision variables.

In all modules, the face-to-face teaching is complemented by the use of the Virtual Learning Environment. This could take the form of delivery of learning materials and resources, submission and feedback of coursework assessments, on-line lecture delivery or assessment, discussion forums or questions and answer sessions.

WHAT TYPES OF ASSESSMENT AND FEEDBACK CAN I EXPECT?

Assessment and Assessment Criteria

Assessment is carried out according to context and purpose and recognises that you may exhibit different aptitudes in different forms of assessment. You will therefore be assessed in a variety of ways which allow development of a range of learning and teaching styles. These will prepare you for the assessments you will undertake on progressing to the degree programme.

Most modules are assessed by both coursework and an exam.

Coursework can include:

- Essays or reports which you can take home and complete with the aid of your notes.
- Class tests.
- Online quizzes and tests using the Virtual Learning Environment.
- Individual and group presentations.
- Group projects, sometimes based on case studies.
- An individual project, which is a piece of work where research skills are developed.

The format and timing of coursework varies considerably between different modules. The term 'formative assessment' refers to assessment where you are expected to act on feedback and take it into account in subsequent coursework or exams. Some modules contain a considerable amount of formative assessment, where you will need to carry out coursework at various stages during the module. In such cases the coursework comprises a succession of separate activities. Where a module includes several components to the coursework this does not imply that you are expected to put more effort into the module than would be the case for a module with a single piece of coursework, but you will need to spread that effort across a term.

Formal unseen written exams take place at the end of each term (or at the end of the year, if a module is taught over both terms).

The weighting of coursework and exams in the aggregate mark for a module varies according to the nature of the module. Certain modules are assessed entirely by coursework because of the nature of the subject matter, and in these cases the coursework includes an element which should provide an equivalent level of challenge that you would expect from an exam.

The specific rules for passing the Foundation Year are set out below in the Assessment Regulations.

Assessment Criteria are descriptions, based on the intended learning outcomes, of the skills, knowledge or attitudes that you need to demonstrate in order to complete an assessment successfully. Grade-related Criteria are descriptions of the level of skills, knowledge or attributes that you need to demonstrate in order to achieve a certain grade or mark in an assessment. Assessment Criteria and Grade-related Criteria will be made available to you to support you in completing assessments. These may be provided in programme handbooks, on the virtual learning environment or attached to a specific assessment task.

Feedback on assessment

Feedback will be provided in line with our Assessment and Feedback Policy. In particular, you will normally be provided with feedback within three weeks of the submission deadline or assessment date. This would normally include a provisional grade or mark. For end-of-module examinations or an equivalent significant task (e.g. an end-of-module project), feedback will normally be provided within four weeks. The full policy can be found on the [Student Policies and Regulations page](#).

Assessment Regulations

The Foundation Year is made up of a number of different modules and each has a 60% pass mark. To be admitted to Programme Stage 1 it is necessary to achieve:

- A module mark of at least 60% in each module, and
- 120 credits at Foundation year

If you fail an assessment component or a module, the following will apply:

1) Compensation for Foundation Year

Where you fail up to 30 credits of the Foundation Year, you may be allowed compensation if:

- Compensation is permitted for the module involved (see the What will I Study section of the programme specification), and
- It can be demonstrated that you have satisfied all the Learning Outcomes of the modules, and
- A minimum overall mark of no more than 10% less than the pass mark has been achieved in the module to be compensated.

Where you are eligible for compensation at the first attempt, this will be applied in the first instance rather than offering a resit opportunity.

If you receive a compensated pass in a module, you will be awarded the credit for that module. The original component marks will be retained in the record of marks and your original module mark will be used for the purpose of your Award calculation.

2) Resit

Where you are not eligible for compensation at the first attempt, you will be offered one resit attempt.

If you are successful in the resit, you will be awarded the credit for that module. The mark for each assessment component that is subject to a resit will be capped at the pass mark for the module. This capped mark will be used in the calculation of the final module mark together with the original marks for the components that you passed at first attempt.

If you do not meet the pass requirements for a module and do not complete your resit by the date specified, you will not progress to Programme Stage 1 and the Assessment Board will require you to be withdrawn from the Programme.

If you would like to know more about the way in which assessment works at City, please see the full version of the [Assessment Regulations](#).

WHAT AWARD CAN I GET?

NA

Version: 1.0

Version date: March 2025

For use from: 2025-26

Information is provided subject to Terms and Conditions for study at City St George's, University of London.