

Final award	GradDip
Programme title	INTO Graduate Diploma in Finance (September start)
Programme code	LDP1INTINT03
NQF Level	6 (Honours)
Academic year(s)	2016/7
College(s)	INTO

## Basic Details

Campus	Streatham (Exeter)
Programme start date	09/2016
UCAS Code	N/A

## Description

### Academic Description

Our Graduate Diploma programme at INTO University of Exeter is designed to provide you with the English, study skills, and business subject knowledge you need to progress to a master's level programme at the University of Exeter. This programme is designed for students who have completed a first degree in business or another subject.

The programme consists of:

- Five academic content modules
- A module in English and communication skills

You will explore the academic content modules through studying and applying core concepts and principles, whilst developing the requisite technical and communication skills.

You will be offered a favourable learning environment, designed to meet your specific needs, in which to develop English language competence, study skills and an understanding of academic subject content. Learning is appropriately paced and supported with a generous allocation of teaching time (typically 20 hours per week).

The programme will give you experience of being a university student and allow you to take part in campus life, while at the same delivering benefits in the form of tuition and support.

Entry to master's programmes at Exeter is dependent on your achieving the required academic standards and meeting the general entry requirements for the University of Exeter.

### Marketing Description

Prepare for your Master's degree at the University of Exeter

Our Graduate Diploma in Finance is a pre-master's programme enhancing your knowledge in modern business management and finance. You will also be able to improve your English to the level required for entry to master's programmes.

## Educational Aims

### Educational aims

This programme is designed specifically to enable you to enter a master's degree programme at the University of Exeter. The aims of the Graduate Diploma programme are:

1. to enable you to enhance your subject knowledge and study skills;
2. to help you to improve your English to the levels required for entry onto postgraduate programmes in the UK (in most cases equivalent to IELTS 7.0 or 6.5), making sure that you can use written and spoken language appropriately within an academic context;
3. to help you to develop the necessary research and study skills and approaches to learning required in master's level study;
4. to introduce you to the culture of academic study in a UK higher education institution;
5. to provide you with the technical, communication and personal skills that you will need both in your further studies and throughout your professional career.

## Programme Structure

### Programme Structure

The programme is divided into units of study called 'modules' which are assigned a number of 'credits'. The credit rating of a module is proportional to the total workload, with 1 credit being nominally equivalent to 10 hours of work.

Number of Stages	1
Study Mode	Full Time
Programme duration	9 months

### Programme structure additional information

Your Graduate Diploma programme is a 9-month full-time programme of study at National Qualification Framework (NQF) level 6 and is a single stage programme. The programme consists of 120 credits at level 6. There are four 15-credit and one 30-credit subject content modules, and a 30-credit module in English Language and Communication Skills.

Most of the input for the English and subject content modules are in terms 1 and 2 (20 hours per week). In your third term the focus is on assessment, assignment writing and dissertation or project work. You will be assessed by a combination of coursework and/or examinations in each module.

## Programme modules

## Programme modules

The following tables describe the programme and constituent modules. Constituent modules may be updated, deleted or replaced as a consequence of the annual programme review of this programme. Details of the modules currently offered may be obtained from the College web site

You may take option modules as long as any necessary prerequisites have been satisfied, where the timetable allows and if you have not already taken the module in question or an equivalent module. Descriptions of the individual modules are given in full on the College web site.

## Programme structure

### You will study the following modules:

Human Resource Management	The main purpose of this module is to develop your knowledge and skill in managing people. It will enable you to understand how to negotiate with as well as how to support and reward teams and individuals for whom you are responsible.
Finance Management	You'll study the techniques used in managing the finance of a business and how to monitor and control business performance.
Operations Management	The aim of this module is to develop knowledge of the role and contribution of operations management and production functions in business.
Marketing Management	You will learn how to analyse the marketing processes, investigate the purpose of marketing within a business context and apply marketing to practical situations.
Fundamentals of Investment	This module will equip you with a fundamental knowledge of investment theory, providing a rigorous understanding of the concepts and techniques used by finance specialists. It will enable you to apply these concepts to the practical application of investment analysis.
English language and Communication Skills	This module will offer you the chance to develop your English language knowledge and skills. You will increase your knowledge of grammar, vocabulary, and pronunciation along with skills of reading, writing, speaking and listening. This module will also provide you with essential skills for undertaking academic study in your chosen subject at a UK university.

## URL for further module information

<http://cdn.intohigher.com/media/97704/exe-graduate-diploma-module-descriptions.pdf>

[http://www.exeter.ac.uk/international/into/current\\_students/moduledescriptions/](http://www.exeter.ac.uk/international/into/current_students/moduledescriptions/)

## Stage 1 compulsory modules

Module	Credits	Non-condonable?
Human Resource Management (INT3604)	15	No
Financial Management (INT3605)	15	No
Operations Management (INT3603)	15	No
Marketing Management (INT3602)	15	No
Investments (INT3606)	30	No
English Language and Communication Skills (INT3600)	30	Yes

## Total credits for stage 1

120

## Regulations

Maximum number of credits that a student should normally take at stage 1	120
Pass mark for award of credit in any one module (%)	40
Number of credits of failure which can be condoned in a stage (excluding those which are non-condonable)	30
<b>Assessment and Award</b>	

### Credit

The programme consists of 120 credits, with a division of 30 credits for English and 90 for subject content. The pass mark for all modules is 40%.

To achieve the Graduate Diploma you are required to achieve 120 credits in this single stage programme. Up to 30 credits can be condoned, provided you have achieved an average mark of at least 40% across the 120 credits of assessment, including the marks for any failed and condoned modules.

Condonement is the process that allows you to pass a stage should you fail to achieve the required number of credits in any stage. However, you must pass the modules marked with a 'Yes' in the 'non-condonable' column in the tables above. You will not be given the opportunity of reassessment in the condoned credit. Furthermore, you should note that you will not be able to progress to the University of Exeter degree programmes with any condoned modules (see below).

### Progression

For entry to a degree at Exeter, no modules are condonable. In addition you must achieve a minimum of

- an average of 65% in academic content subjects;
- 70% in English Language and Communication Skills

### Assessment and Awards

In case of non-progression to a degree at the University of Exeter, assessment of this single stage programme contributes to the summative classification of the award.

### Classification

The marking of modules and the classification of the Graduate Diploma broadly corresponds to the following percentage marks:

Distinction: 70% overall in academic content subjects + 70% in English Language and Communication Skills

Merit : 60-69%

Pass: 40-59%

### Classification

Full details of assessment regulations for all taught programmes can be found in the [TQA Manual](#), specifically in the [Credit and Qualifications Framework](#), and the [Assessment, Progression and Awarding: Taught Programmes Handbook](#). Additional information, including [Generic Marking Criteria](#), can be found in the [Learning and Teaching Support Handbook](#).

## Programme Outcomes Linked to Teaching, Learning & Assessment Methods

### A: Specialised Subject Skills and Knowledge

On successfully completing the programme you will be able to:

1. Demonstrate acquisition and systematic understanding of key subject knowledge and theoretical principles
2. Apply analysis and synthesis skills to data, situations and concepts
3. Use the professional concepts and techniques used in the workplace
4. Operate in English effectively, including in the context of your discipline, and with the skills necessary for an academic context

#### A: Learning and Teaching Activities (in/out of class)

ILOs 1- 4 are developed through:

- Lecture input
- Group discussion and individual homework tasks followed by tutor feedback
- Online resources and tasks
- Reading and reflection

#### A: Assessment Methods

ILOs 1- 4 are developed through:

- Written essays
- On-line tests
- Group and individual presentations
- Exam
- dissertation

### B: Academic Discipline Core Skills and Knowledge

On successfully completing the programme you will be able to:

5. Critically evaluate concepts, arguments, data and case
6. Demonstrate appropriate academic literacy practices, using citation and providing bibliographies correctly
7. Communicate information, ideas, problems, and solutions to both specialist and non-specialist audiences in the domain of management/finance

#### B: Learning and Teaching Activities (in/out of class)

ILOs 5-7 are developed through:

- Lecture input
- small group /team work;
- Group discussion and individual homework tasks followed by tutor feedback
- Case study analysis
- Online resources and tasks
- Reading and reflection

#### B: Assessment Methods

ILOs 5-7 are assessed through:

- Written essays
- On-line tests
- Group and individual presentations
- Exam
- dissertation

### C: Personal/ Transferable/ Employment Skills and Knowledge

On successfully completing the programme you will be able to:

8. apply theory to practice
9. set personal objectives, and manage time tasks
10. evaluate your performance against given criteria
11. learn independently and cooperatively using appropriate learning technologies e g Exeter Learning Environment (ELE)

#### C: Learning and Teaching Activities (in/out of class)

ILOs are developed through:

- small group /team work;
- group discussion and case study analysis;
- role-play
- self-reflective exercises followed by tutor feedback
- Online resources and tasks
- Reading and reflection

### C: Assessment Methods

ILOs are assessed through:

- Written essays
- Exam
- Group and individual presentations
- Reflective writing & logs
- Dissertation

## Admissions Criteria

### Admissions Criteria

All applications are considered individually on merit. The University is committed to an equal opportunities policy with respect to gender, age, race, sexual orientation and/or disability when dealing with applications. It is also committed to widening access to higher education to students from a diverse range of backgrounds and experience.

Candidates must satisfy the general admissions requirements of the University of Exeter. (<http://www.exeter.ac.uk/undergraduate/applications/index.html>)

Candidates must satisfy the general admissions requirements of INTO University of Exeter.

Applications from students with a disability are welcome. On application, details will be passed to the Centre's Disability Officer for assessment of support needs.

## Support for Students and Students Learning

### College Support for Students and Student Learning

Each student will be issued with a Programme Handbook which contains information on:

- Programme staff
- Programme dates
- Programme structure and modules
- Attendance
- Assessment, including submission and marking
- Sickness, absence and mitigation procedures
- Other general, important information

Other resources for the programme are published on ELE <http://vle.exeter.ac.uk/course/view.php?id=3454>

where there are separate areas for each of the programme modules. Resources include:

- Timetables
- Course programmes / schedules
- Coursework tasks, schedules and marking criteria
- Past exam papers
- Extra academic resources to support your studies
- Links to useful web sites

Personal tutoring: The role of personal tutors at INTO is to provide you with advice and support for the duration of the programme and extends to providing you with details of how to obtain support and guidance on personal difficulties such as accommodation, financial difficulties and sickness. You can also make an appointment to see individual teaching staff. A University-wide statement personal tutoring is included in the University's Personal Tutor Code of Practice at [http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6B\(2010\)Personal%20Tutor%20System%20CoP%20FINAL.pdf](http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6B(2010)Personal%20Tutor%20System%20CoP%20FINAL.pdf)

and is supported by resources for personal tutors at:

<http://as.exeter.ac.uk/support/staffdevelopment/aspectsofacademicpractice/personaltutoring>

All Graduate Diploma students will be allocated a personal tutor. You will have a formal meeting with your personal tutor on a regular basis (at least once per semester). Personal tutors liaise with the Programme Manager, who takes responsibility for the programme as a whole and provides a second line of support to students. In addition, tutors on the Graduate Diploma will hold regular meetings with their students to discuss academic matters and will be available on a one-to-one basis.

## Learning Resources

In addition to the centrally provided services detailed below, INTO University of Exeter also provides

- Its own computer suites, and printing facilities
- Students with specific physical and learning needs will have a support package put in place. We also liaise with AccessAbility, who can provide further information and resources. However, for International Students there may be cost implications for some support elements.
- One-to-one language tutorials to support subject assignments.
- Dedicated support for applications for further study.
- Dedicated online resources on ELE for each programme and module
- Language counsellors who can communicate in the student's own native language and who may help to provide pastoral care
- A social programme specifically for INTO University of Exeter students

The Student/Staff Liaison Committee enables students & staff to jointly participate in the management and review of the teaching and learning provision.

## University Support for Students and Student Learning

The following units at the University of Exeter between them provide a wide range of student support services:

- **Student Counselling Service** - available free of charge to all students, to provide confidential help and support.  
<http://www.exeter.ac.uk/cornwall/support/counselling/>
- **Study Skills Service** - can provide one-to-one guidance and information on all aspects of academic study and skills  
<http://www.exeter.ac.uk/cornwall/support/ask/>
- **Nursery (Wood Lane campus)** provides high quality care and education for early-years children of students and staff.  
<http://www.exeter.ac.uk/cornwall/support/childcare/>

- **Student Advice Centre** (Guild of Students) The University of Exeter Students' Guild is the students' union of the University of Exeter <http://www.exeter.ac.uk/cornwall/support/fxu/>
- **Student complaints** procedure <http://admin.exeter.ac.uk/calendar/live/taught/complaints.htm>
- **Multi-Faith Chaplaincy** - here to support and encourage students from Christian and non-Christian faiths <http://www.exeter.ac.uk/cornwall/support/chaplaincy/>
- **The International Student Support Office** supports non UK students across all University of Exeter campuses. <http://www.exeter.ac.uk/cornwall/support/international/>
- **INTO University of Exeter** partnership provides English Language and other preparatory courses for international students. <http://centres.exeter.ac.uk/into/index.php?page=1>
- **AccessAbility Resources:** The University is committed to supporting disabled students, staff and visitors on all its campuses. The Accessibility Service on the Cornwall Campus (at Tremough and Woodlane) aims to provide advice, guidance, signposting to other services and, in some cases, face-to-face assistance. Should students with mobility or health disabilities want to undertake the fieldwork module, then reasonable adjustments and/or alternative assessment can be considered. <http://as.exeter.ac.uk/support/disability/cornwall/>
- **Falmouth & Exeter Student Union (FXU)** <http://www.fxu.org.uk/>
- **Student Health & Wellbeing** [http://www.fxu.org.uk/content/209175/welfare/student\\_wellbeing/](http://www.fxu.org.uk/content/209175/welfare/student_wellbeing/)
- **Employability and Graduate Development** has over 40 staff working to help you improve your chances of getting a great job after you graduate. They provide expert advice to enable you to plan your future, through guidance interviews, psychometric testing, employer presentations, skills events, practice job interviews and CV preparation. <http://www.exeter.ac.uk/employability/>
- **International Office** <http://www.exeter.ac.uk/international/>

## Indicators of Quality Standards

### Indicators of Quality and Standards

INTO University of Exeter ensures that students studying on the Graduate Diploma programme meet the standards required by the receiving Colleges for entry into a master's degree programme through representation at Examination Boards and through joint College/INTO Boards of Studies. An INTO/University Academic Board oversees implementation of the University's quality assurance mechanisms.

### Methods for evaluating and Improving Quality Standards

The University and its constituent Colleges draw on a range of data to review the quality of educational provision. The College documents the performance in each of its taught programmes, against a range of criteria on an annual basis through the Annual Programme Monitoring cycle:

- Admissions, progression and completion data
- In Year Analysis data
- Previous monitoring report
- Monitoring of core (and optional) modules
- External examiner's reports and University and College responses (reported to SSLC)
- Any Professional, Statutory and Regulatory Body/accrediting body or other external reports
- Consultation with employers and former students
- Staff evaluation
- Student evaluation
- Programme aims

Subject areas are reviewed every four years through a periodic subject review scheme that includes external contributions. (<http://admin.exeter.ac.uk/academic/tls/tqa/Part%209/9JREVISEDPSRScheme.pdf>)

### Regulation of Assessment and Academic Standards

Each academic programme in the University is subject to an agreed College assessment and marking strategy, underpinned by institution-wide assessment procedures.

The security of assessment and academic standards is further supported through the appointment of External Examiners for each programme. External Examiners have access to draft papers, course work and examination scripts. They are required to

attend the Board of Examiners and to provide an annual report. Annual External Examiner reports are monitored at both College and University level. Their responsibilities are described in the University's code of practice. See the University's TQA Manual for details.

(<http://as.exeter.ac.uk/support/admin/staff/qualityassuranceandmonitoring/tqamanual/fullcontents/>)

A programme manager is appointed to monitor the programme and ensure that student requirements are catered for. The programme manager is also responsible for monitoring overall student progress throughout the year.

The Centre's review and evaluation system allows for staff and student feedback on all aspects of the course. Course reviews are a standard requirement and are summarised and passed to Centre staff meetings, the INTO/University Academic Board and the College/INTO Boards of Studies. Teaching observations are carried out regularly by academic managers, and teaching staff take part in peer observation and review.

## Programme Accreditation

Programme Accreditation Body (PAB) Code	0
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## Other Details

Awarding Institution	University of Exeter
CATS Credits	120
ECTS Credit	60
QAA Subject Benchmarking Group	<a href="#">[Honours] General business and management</a>

## Revision dates

Origin Date	31/07/2001
Date of Last Revision	22/08/2016