Programme Specification

University of Cumbria

Programme Title and Name of Award	BSc (Hons) Project Management
Professional Qualifications / Accreditation	The course is accredited with Association for Project Management. The BSc will prepare students to take the APM Project Fundamentals Qualification (PFQ) and the APM Project Management Qualification (PMQ – equivalent to IPMA Level D). These qualifications are not included in the course and candidates can choose whether or not to sit the accredited exam, there will be an additional fee for these examinations which is set by the APM.

Date of Professional Body Accreditation	2019	**Accreditation Period**	2019-2022
Academic Level	6	**Total Credits**	120

UCAS Code	N215
HECoS Code	100812 (TBC)
Criteria for Admission to the Programme	The University's standard criteria for admissions apply. Please refer to the Applicant Information pages of the University website for more information. For APL, please refer to the University website. Detailed criteria for admission to this programme can be found on the programme webpage: https://www.cumbria.ac.uk/study/courses/undergraduate/project-management-top-up/ Students applying for this award with a HND, FdSc or first degree in a discipline other than Project Management may be asked to gain the APM Project Management Qualification (PMQ) before being accepted onto this award.
Teaching Institution	University of Cumbria
Owning Institute	Institute of Business, Industry and Leadership
Programme delivered in conjunction with	N/A
Principal Mode of Delivery	Blended Learning or Online Delivery (Synchronous)

Pattern of Delivery	Full Time, Part Time.
Delivery Site(s)	All University of Cumbria campuses, sites and approved partner locations
Programme Length	1 year full-time, normally 2 years part-time, maximum registration period is 4 years.
Higher Education Achievement Report (HEAR)	Upon successful completion of this programme, you may receive a Diploma Supplement/Higher Education Achievement Report (HEAR).
Exit Awards	You may be awarded one of the following Exit Awards if you fail to achieve the requirements of the full programme. BSc Project Management (a minimum of 60 credits at level 6)

Programme Features

The BSc (Hons) Project Management top-up degree has been designed around established bodies of knowledge from the Association for Project Management (APM) and the Project Management Institute (PMI). The programme delivers an integrated curriculum that clearly links projects, programmes and portfolios into organisations and the development and improvement of their business-as-usual activities.

The content of the course is a mixture of vocational and academic subject areas but the assessments are applied in nature to strengthen your employability following graduation. There is no specific requirement for a work-placement but seeking such an opportunity would provide extensive additional learning opportunities. The course will provide opportunities to engage with industry through guest lectures, site visits and case studies to ensure that students who do not have access to an appropriate employment opportunity can gain experience and contextual knowledge.

This course, and others in the wider project management portfolio, has been designed with strong involvement from industry and the UK professional body for project management, the Association for Project Management (APM). As such this course provides not only a well-designed academic programme but one that also delivers relevant vocational skills that are seen as best practice and essential by employers and the professional body. The majority of students in the project management subject area (over 95%) are in employment in project related roles either at the time of their studies or following graduation, this demonstrates the suitability of the course to contemporary industry requirements and expectations and places graduates in an ideal position when seeking employment in their first graduate level role.

The delivery model for this programme is traditional face-to-face teaching supported by directed study and independent study. You will have access to our Virtual Learning Environment, library services and resources, appropriate software applications and study facilities to enable you to get the most of your studies.

Aims of the Programme
The overall aims of the Programme are:

1. To prepare you for a future career in project management;

2. To provide you with a detailed understanding of the extended project life-cycle necessary for managing projects in a programme or portfolio;

3. To provide you with a detailed understanding of projects, programmes, portfolios and how these integrate with business-as-usual activities;

4. To equip you with the tools and techniques required to become a successful project manager;

5. To prepare you for managing projects in a range of disciplines and industrial contexts through the application of appropriate methods, tools and methodologies;

6. To develop your skills and understanding of leadership and more specifically project leadership.

Level Descriptors

Level Descriptors describe in general terms the expected outcomes you will achieve at each level of study as you progress through your programmes. They describe the relative demand, complexity, depth of learning and learner autonomy associated with a particular level of learning and achievement. The University's Level Descriptors are aligned to the national Framework for Higher Education Qualifications (FHEQ) and are a key mechanism for ensuring the academic standards of the University's provision.

At Level 6: (Usually Year 3 undergraduate), you will be able to demonstrate that you have the ability:

- To critically review, consolidate and extend a systematic and coherent body of knowledge.

- Critically evaluate concepts and evidence from a range of resources.

- Transfer and apply subject-specific, cognitive and transferable skills and problem solving strategies to a range of situations and to solve complex problems.

- Communicate solutions, arguments and ideas clearly and in a variety of forms.

- Exercise considerable judgement in a range of situations.

- Accept accountability for determining and achieving personal and group outcomes.

- Reflect critically and analytically on personal and work place experience in the light of recent scholarship and current statutory regulations.

Programme Outcomes – Knowledge and Understanding

The programme provides opportunities for you to develop and demonstrate the following:

After 60 credits of study (BA/BSc) you will be able to:

K1. Evaluate project management practices and identify areas of strength, weakness and concern

After 120 credits of study (BA/BSc Hons) you will be able to:

K2. Understand the difference between project management and project leadership and model behaviours applicable to the situation at hand

K3. Evaluate project management methodologies and make appropriate, justified choices

Programme Outcomes – Skills and other Attributes (including Employability Skills)

The programme provides opportunities for you to develop and demonstrate the following:

After 60 credits of study (BA/BSc) you will be able to:

S1. Analyse project performance and determine appropriate courses of action to rectify existing or potential issues

After 120 credits of study (BA/BSc Hons) you will be able to:

S2. Apply advanced scheduling techniques to project plans to optimise the use of resources in the pursuit of successful project completion

S3. Implement a risk management strategy in line with standards for the project context

External and Internal Reference Points

The following Subject Benchmark Statements and other external and internal reference points have been used to inform the Programme Outcomes:

Association for Project Management (APM) Body of Knowledge 6th Edition (2012)

Association for Project Management Competence Framework (2015)

Institute of Risk Management

Chartered Institute of Purchasing and Supply

ICB IPMA Competence Baseline (2006)

Project Management Institute PMBOK 5th Edition (2013)

QAA Benchmark statements for General Business and Management (2007)

QAA Benchmark statements for Construction, Property and Surveying (2008)

Graduate Prospects

Projects span public, private and third sectors, in industries such as such as banking, insurance, government, healthcare, retail, IT, construction, engineering and transport. Increasingly, organisations use projects and employ project managers as a way to improve or change, in order to become more efficient and effective. This may require managing interdisciplinary teams within various organisational structures and across organisations. This means that project managers are employed in all sectors, the annual APM salary and market trends survey demonstrates the range of sectors and average salaries of project managers:

Learning, Teaching and Assessment Strategies employed to enable the Programme Outcomes to be Achieved and Demonstrated

Learning and Teaching

The specific learning approaches adopted depends on the needs of employers and cohorts of students. For groups of students based in a small, localised geographical region (Cumbria for example) then blended delivery with face-to-

face session in class, supported by on-line content will be the normal option. For cohorts of students from more diverse employers and locations then online delivery will be the normal approach. Online in this context means sessions led by tutors using virtual technologies, students will still study as a group, together, and will interact synchronously online using appropriate software tools.

In line with the University's Learning, Teaching and Assessment Strategy, this award places you at the heart of the learning experience and will monitor the effectiveness of this approach through your active engagement in the programme quality and review processes. The BSc (Hons) Project Management is delivered mainly through class-based sessions which will include such things as lectures, workshops, seminars, practical activities. Alongside this 'traditional' delivery there will be supporting information and learning materials made available through the University's Virtual Learning Environment (VLE). This mix of traditional and on-line delivery is referred to as blended learning and reflects that your time on University premises is only one element of your overall learning experience.

Distance learning and online:

No purely distance learning mode is planned, the online delivery model that is supported is tutor-led and uses technology to replicate the classroom environment. Students will still study in a day-release model and will interact with their tutor and with their fellow students in much the same way as they would in a classroom, only using technology to provide the mechanism. All University teaching and learning will be actively facilitated through the Virtual Learning Environment.

To support the online students at the beginning of their studies, a full week of online activity is organised before the delivery reverts to the normal day-release model. During this orientation week, students will be shown how to make use of the University's virtual learning tools, the library services, appropriate software for recording their own course contributions as well as opportunities to get to their fellow students and their tutors.

At a general level the range of learning and teaching strategies used on the programme includes:

- Development of academic skills
- Independent study skills
- Online Learning
- Personal Development
- Work Based learning or learning using Business Simulation
- Group / team-work tasks

More specifically these teaching & learning strategies are implemented in many ways including:

- Case studies to explore real-world project, programme and portfolio management
- Engaging with the professional body for example entering competitions, encouraging student membership, attending events
- Simulated project management exercises that span multiple semesters to create a realistic time period over which project management decisions are made
- Active learning environments which promote student engagement, stimulate learning and create an atmosphere whereby students share responsibility for learning
- Work based/authentic learning and assessments
- Opportunities for local community engagement through management of voluntary sector projects
- Varied dissertation options to suit students in a range of situations with their major study activities

- Guest speakers with varied and relevant industry experience.

Online Delivery

Where online delivery is used, the tools used will enable synchronous interaction between the students as a cohort and also with the tutor. The delivery follows the same model as the in-person delivery, ie. day release, and each day of delivery is structured to provide a range of learning experiences. The list below outlines the methods used to facilitate the online delivery:

- Tutor-led discussion

- Group activities (using breakout rooms)

- Independent learning following pre-prepared slides, worksheets and activities (individual and group)

- Individual journals to record notes and progress through which the tutor can provide formative feedback

- Library activities, finding and using source materials

- Practical skills, developing basic core competencies relevant for Project Management including the use of some specialist software

It is beneficial if you have access to a laptop or desktop computer to make full use of the learning materials and university systems. Whilst many of the university systems are accessible via mobile phone or tablet, such devices are not appropriate for working on assessments.

Assessment

Assessment has been guided by student feedback on previous courses involving the programme team as well as consultation with relevant professional bodies and employer representatives. This consultation and experience indicates that assessment on the award should be relevant to the workplace; allow opportunities for creativity; include some aspects of personal reflection and development; be appropriately challenging and must also be academically rigorous. The programme therefore provides a variety of assessments in each academic period that build in size and complexity.

Digital literacy is now widely acknowledged as a crucial skill for employees and this is integrated into the assessment strategy by allowing you to use the Virtual Learning Environment to construct, submit and receive feedback on your assessments.

There are some group activities included within the programme. This is essential as projects in industry involve teams of people working together to achieve a common goal. None of the modules are 100% assessed by group-work, a significant element of individual work in included in each module, this enables you to differentiate your mark from other students. Group-work is used therefore as a teaching and learning strategy as well as an assessment strategy.

The course team use a broad range of assessment types on the programme which include such things as:

- Class based practical tests

- Examinations

- Written work which could be formal reports, reflective essays, portfolio's of evidence or dissertations

- Presentations

- Group-work activities on more challenging and complex areas, supported by reflective individual reviews

Formative Assessment

Formative (non-graded) assessment is used to support the development of summative (graded) work.

This award provides opportunities for you to develop your final marked work through, for instance:

- Engagement with VLE discussions which support both subject specific learning and enhancement of digital literacy

- Showing draft work to module tutors on particular dates/times and receiving feedback on activities undertaken as part of work-based learning

- Being able to undertake practice activities and receive feedback to enable you to improve your work and study skills

- Individual tutorials

In class-based activities formative feedback is given continually, from your tutors, facilitators and peer group.

The above learning and teaching strategy has been developed to be consistent with the University of Cumbria's Learning, Teaching and Assessment Strategy 2014-17.

Staff Expertise

Due to the vocational nature of this award and the links with industry, the main teaching staff involved in the delivery of this programme (module leaders) will be expected to hold an appropriate professional qualification such as APM Level D or equivalent. Staff supporting the delivery of programme, by giving subject specific lectures or guest lectures, do not need to have these qualifications, although they would be advantageous.

Work-based Experience
It is expected that many students on this programme will be in work and it has been important to consider employers in the programme design. Where employers are supporting students, they will be contacted to ensure that they are aware of the implications of University study alongside employment. The extent to which employers are prepared to support the student will be explored (e.g. costs, study-time, access to projects for learning). It is feasible that some students may either change employer or lose employment during the course of their studies. In this case, the student will not lose their place on the programme of study, they may however have to find funding to enable them to continue, either from a new employer or through student finance routes. Although the course has elements of work-based learning, there is no requirement in any of the modules for work-based assessment.

Student Support

We provide responsive learner support that promotes student success. Our approach to learner support is designed to support achievement and progression, champion inclusivity and accessibility, prepare you for opportunities beyond study, and promote independence and resilience, enabling you to achieve your potential.

As a student of the University of Cumbria, you will be taught by academics and expert practitioners who facilitate learning through structured inquiry. You will be provided with access to high quality academic resources through physical and digital libraries and will be supported to develop skills that enable you to become a critical, reflective, discerning and independent learner and researcher.

Tutorials

You will also be allocated a Personal Tutor. Your Personal Tutor will be proactively involved in the delivery of your programme and will have contact with you throughout your time at the University. They will support your learning and development, including through tutorials, Progress Reviews and other support as outlined in the Personal Tutoring Policy. (https://my.cumbria.ac.uk/Student-Life/Support/Personal-Tutor/) They can be undertaken alongside taught sessions during the block or day

release periods or can be arranged by appointment. If necessary, and for online students, personal tutorials can be undertaken on the telephone or through electronic communications such as MS Teams.

For online students the 1-1 tutorials will be the primary mechanism through which your studies and experience can be personalised, your personal tutor will formally arrange a meeting at least twice per academic year, sometimes more if necessary, but you are free to contact your personal tutor any time you have something that you need to discuss. The simplest way to arrange a meeting is through e-mail, your tutor will then send you an electronic invitation to a scheduled meeting

Personal Development Planning

The BSc (Hons) Project Management has personal development integrated into your study and you will develop communication skills and enhance your employability throughout your award but particularly in the module HPRO6003 Project Leadership.

Although much of your course content will be delivered in a taught classroom environment, there will also be materials made available through the University Virtual Learning Environment and you will be expected to engage with these. These additional materials may include such things as required reading, short tests or organised discussion topics. It is recognised that students on undergraduate degrees often have part-time or even full-time work alongside their studies. The course team are aware of this and will work with individual students to provide support in a variety of ways to ensure that your needs are met, however you are expected to attend every scheduled activity on the programme.

Library and Academic Support (based in Information Services)

Module leaders will collaborate with Library and Academic Advisors to ensure that your reading and resource lists are current and items are available via the library discovery tool OneSearch. In order to maximise access, availability and usefulness, ebooks and electronic journal titles will, in most cases, be prioritised. You can access a wide range of electronic and print content using OneSearch and you can find out more about key texts, databases and journals for your subject by accessing the library's subject resources webpages. Where appropriate, module reading and resource lists will be made available to you electronically using the University's online reading and resource list system.

The Skills@Cumbria service can help support your academic skills and success throughout your programme. The service is delivered by a team of professional Library and Academic Advisors. It includes a suite of online self-help resources accessible 24/7 via the University's website and Blackboard site. It also provides group and individual advice and guidance accessible through and alongside your course and by different means such as face to face, email or virtual. Visit skills@cumbria for more details.

IT and Technical Support

Technology is an invaluable asset when it comes to studying, so it's important you know how to make the most out of the excellent facilities we have available. Our aim is to ensure you can access university electronic resources from anywhere or any device, whether on or off campus. The Student Hub is your one-stop gateway to all university systems, Outlook email, and OneDrive.

Whether you consider yourself a computer expert or you're not confident about your IT skills, we're always around to ensure you get the level of support you need. We have a wealth of information and support available on the website and have a dedicated IT Service Desk where you can talk to someone by phone or log your question online from anywhere, at any time.

Student Support Services

Student Support Services offer a wide range of support, including: careers and employability, financial help, counselling, health and wellbeing and support for disabled students and those with specific learning requirements. We also offer mentoring by trained students which you can request at any point during your studies. We know that you want to get the most out of your programme, make the best

use of your time and find or continue in the career you always dreamed of. Access university support and facilities easily and quickly via the [website](#) and/or via the Student Services guidance tile on the [Student Hub](#).

In addition to the range of guidance above, you have the opportunity to further develop your personal, academic and professional skills by taking part in a number of initiatives coordinated and delivered by professional services advisers:

Headstart

Head Start is a self-learning pre-entry module that is completed online and at your own pace. The module gives new undergraduate students an opportunity to prepare for their transition into university and to start to develop the academic skills that will help them become successful students.

All UG students are given the opportunity to register and complete Head Start prior to entry on their main programme of study. If you haven't been able to complete Head Start before starting your course, you can access the module via Blackboard by selecting the Skills@Cumbria tab and then the Head Start tile. Learning at university, academic writing and referencing are the key topics introduced in the module and previous students have told us how useful they have found the online resources and activities.

Head Start Plus

Head Start Plus is also an online skills development course, designed to support students who are about or who have just started study at level 5 or 6 (2nd and 3rd year undergraduate). This course is particularly recommended to students who may not have studied at HE level for some time or who are transitioning into the higher HE levels. The course provides a useful refresh on academic skills and practice and an insight into the expectations of tutors at those levels.

This course is free and available via the Open Education Platform powered by Blackboard. To access the course, follow the link to https://openeducation.blackboard.com/cumbria and set-up a free account with Open Education. Once logged on, select the course free of charge and work through it at your own pace.

Peer Mentoring @ Cumbria

You will be allocated a student Mentor who will be in touch to offer a non-judgemental and friendly hand and to help with various aspects of your student experience, from making friends to settling in, to helping you understand the expectations of academic study and dealing with assessment worries.

Mature Students' Events

Whether it is a coffee morning, lunchtime gathering or a social event, there are events happening throughout the year to link you up with other mature students who will also be juggling a number of commitments alongside their studies.

Help is at Hand Events

Keep a look out for these interactive events on campus around October and January. You are encouraged to attend these as they showcase the range of support available here and give you the opportunity to talk to people from Finance, Accommodation, the Students' Union, the Wellbeing and Disability Team etc.

Career Ahead+

Career Ahead+ is the University of Cumbria's Employability Award. Completing Career Ahead+ will help you recognise and develop your skills, providing a greater opportunity for you to get the job you want when you graduate. The award is based on what employers look for in an ideal candidate, in relation to skills, knowledge and experience. You will be supported with career direction, gaining experience, and providing all the skills needed to complete the perfect application and be successful in that all important job interview. Contact careerahead@cumbria.ac.uk or visit www.cumbria.ac.uk/careerahead

for more information.

Programme Curriculum Map[1]					
Academic Level	Module Code	Module Title[2]	Credits	Module Status[3]	Map to Programme Outcomes[4]
6	HPRO6001	Dissertation / Case Study Analysis	40	Compulsory	K1, K2, K3, S1, S2
6	HPRO6002	Programme and Portfolio Management	20	Compulsory	K1, S1, S2
6	HPRO6003	Project Leadership	20	Compulsory	K1, K2, S1
6	HPRO6004	Governance and Risk Management	20	Compulsory	K1, K3, S3
6	HPRO6005	Management & Control of Projects	20	Compulsory	K1, K2, S1, S2, S3
Notes					
Module pass mark: 40% (Undergraduate) Please see the Academic Regulations http://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/aqs/documents/academicregulations/AcRegs.pdf Section G for guidance on progression and the carrying of fails. There are no pre-requisites on the programme nor are there any co-requisites.					

[1] This programme operates in accordance with the University's Academic Regulations and Academic Procedures and Process.

[2] Please refer to the relevant programme webpage on the University's website for summaries of the individual Module Aims.

[3] **Core Modules** must be taken and must be successfully passed.

Compulsory Modules must be taken although it may possible to carry as a fail (if the award permits).

Optional Modules are a set of modules from which you will be required to choose to study. Once chosen, unless indicated otherwise in the table above, an optional module carries the same rules as a compulsory module as per the Academic Regulations.

Qualificatory Units. These are non-credit bearing pass/fail components that are used to satisfy relevant professional, statutory or regulatory body professional requirements that are associated with the programme.

Programme Delivery Structure

Module Code	Module Title	Delivery Pattern Autumn Semester / Spring Semester	Method(s) of Assessment	Approximate Assessment Deadline
HPRO6001	Dissertation / Project Case Study Analysis	Semester 2E	Progress presentation and final Written Assignment	Early June & Late August
HPRO6002	Programme and Portfolio Management	Semester 1	Presentation Written Assignment	November January
HPRO6003	Project Leadership	Semester 1	Written Assignment Written Assignment	October December
HPRO6004	Governance and Risk Management	Semester 2	Set Exercise	May
HPRO6005	Management & Control of Projects	Semester 2	Set Exercise	May

Example Part-Time Delivery Schedule

Part-Time Students may choose from modules that are offered for delivery in their current semester or study period. A typical part-time route through the modules on the programme in shown in the following diagram:

Year 1

HPRO6002
HPRO6003

HPRO6004
HPRO6005

↓

Year 2

HPRO6001
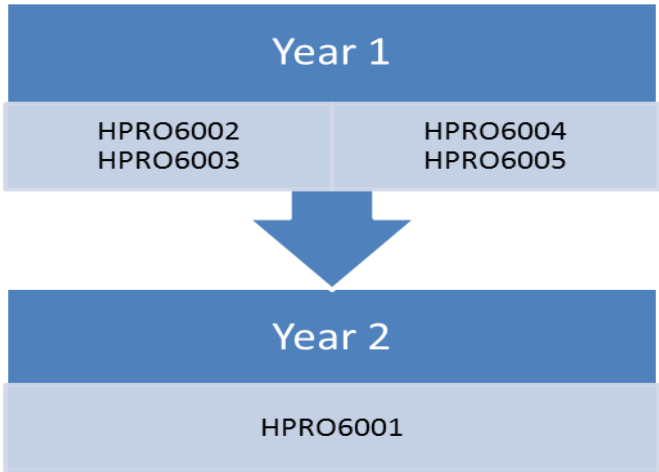
Methods for Evaluating and Improving the Quality and Standards of Learning	
Mechanisms used for the Review and Evaluation of the Curriculum and Learning, Teaching and Assessment Methods	- Module Evaluation - Programme Validation and Periodic Review - Annual Monitoring - Peer Review of Teaching - External Examiner Reports - Student Success and Quality Assurance Committee - Liaison with external examiners - Liaison with employers - Involvement of student representatives on committees - Engagement of industry stakeholders in projects and real world experiences
Mechanisms used for gaining and responding to feedback on the quality of teaching and the learning experience – gained from: Students, graduates, employers, placement and work-based learning providers, other stakeholders, etc.	- Staff Student Forum - Module Evaluation Forms - Module/Programme/Personal tutorials - Meetings with External Examiners - Informal consultative meetings with students - Peer Review - Liaison with employers

Date of Programme Specification Production:	April 2016
Date Programme Specification was last updated:	March 2024
For further information about this programme, refer to the programme page on the University website	