

# BSC (HONS) PROJECT MANAGEMENT (TOP-UP)

Institute of Business, Industry and Leadership

<b>Academic Level:</b>	6	<b>Credits:</b>	120
<b>UCAS Code:</b>	N215		
<b>Awarding Body:</b>	University of Cumbria		
<b>Delivery Site:</b>	Carlisle and Blended Distance Learning		
<b>Programme Length:</b>	1 year Full-Time, 2 years part-time		
<b>Mode of Delivery:</b>	Blended and tutor-Led Distance Learning		
<b>Pattern of Delivery:</b>	Initial block for induction followed by Day Release		
	Total weeks of study:	FT – 43 Weeks PT – 32 per year for 2 years	
	Delivery pattern:	FT - Day release September through to July PT – Day Release Sept – May	
	Standard semester dates:	FT the programme uses Sem 1, Sem 2 and Sem 2E periods for delivery PT the programme uses Sem 1 and Sem 2	
<b>Placement:</b>	N/A		
<b>PSRB:</b>	Academic Accreditation from the Association for Project Management		
	Date of accreditation: August 2021	Accreditation period: 3 years, Until August 2024, this will be renewed with the new program at this point	
<b>Programme Webpage:</b>	<a href="https://www.cumbria.ac.uk/study/courses/undergraduate/project-management-top-up/">https://www.cumbria.ac.uk/study/courses/undergraduate/project-management-top-up/</a>		

## Entry Criteria

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

The following additional requirements apply for entry to this programme:

- Applicants must be working in a project related role in an organisation.

## PROGRAMME AIMS AND OUTCOMES

### Programme Aims

By the end of this programme learners will be able to:

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;

### 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
- K2. Understand the expectations of project managers working in complex professional environments such as programmes and wider portfolios of activity

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

- K3. Plan a programme of independent enquiry to resolve a specified problem or question

### Programme Outcomes – Skills and other Attributes

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
- S2. Select and apply appropriate scheduling techniques to project plans to optimise the use of resources in the pursuit of successful project completion
- S3. Communicate effectively at different levels of organisational structures to articulate project progress and resolve issues

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

- S3. Implement a programme of independent enquiry to resolve a specified problem or question

## PROGRAMME FEATURES

### Programme Overview

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 and the assessments are designed to develop your employability options 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 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. Well over 95% of the students in the University of Cumbria's project management subject area 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.

### Learning and Teaching

#### Teaching

Knowledge, understanding, skills and other attributes are taught in online scheduled teaching sessions. Beyond these scheduled sessions you are encouraged to undertake independent study both to supplement and consolidate your learning and to broaden your individual knowledge and understanding of the subject.

Delivery is fully online and facilitated by a tutor and we use a range of methods to facilitate your learning such as short lectures, discussions, questioning as well as periods of directed group and independent study.

Modules and programmes are designed to facilitate a share and inspire approach allowing peers to share best practice and discuss areas that can be challenging, allowing tutors to offer formative

feedback throughout the delivery. Learners are encouraged to apply or investigate the use of this in their workplace.

The principles underpinning this programme's LTA strategy are that the work you do will:

- Be relevant for your development as a professional project manager
- Develop your technical and transferable skills in project management
- Contextualise your learning and assessment to enable effective working in a project related work environment
- Contribute to your personal development and capacity as a reflective practitioner of project management.

To ensure quality provision through robust review and enhancement processes, the programme runs within the standard Academic Regulations and the standard Academic Procedures and Processes. The programme will be subject to the same review and enhancement processes as other programmes at the University of Cumbria, including your own opportunities to contribute to evaluation and review.

### **Virtual learning Environment**

Blackboard, the University of Cumbria's Virtual Learning Environment (VLE) is available to access through web-enabled devices such as desktop or laptop PCs and mobile devices (IOS and Android). The VLE will be your main learning tool and will be used to access lecture notes, find links to directed reading, engage with e-learning packages to develop specific skill sets, the medium through which your written assessments are submitted and in some cases it will be used to take actual assessments (multi-choice tests for example). For the online delivery, extensive use of a plug-in to Blackboard called Collaborate is utilised. Collaborate provides video and audio facilities, the ability to share screens and content and also enables breakout groups to be quickly formed to enable peer discussions and group learning activities.

### **Online Delivery**

The tools used for online delivery enable synchronous interaction between the students as a cohort and also with the tutor. The delivery is 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

### **Independent Learning**

When not attending scheduled learning activities you will be expected to continue learning independently through self-study. You should recognise that for degree level study there will be an expectation that you will undertake some independent learning if you are to achieve your full potential.

### **Digital Skills Framework**

Digital knowledge and skills are fundamental to occupations across all sectors. The University of Cumbria have produced a digital skills framework which makes reference to the digital content expected in apprenticeship standards. This framework builds on the government's Essential Digital Skills Framework and aims to equip graduates with up to date digital skills to enable them to adapt to a rapidly changing work environment. The framework sets out digital characteristics in an occupational context and across occupational levels for:

- **problem-solving** – find or develop solutions to problems using digital tools and online services
- **digital collaboration and communication** - using digital collaboration tools to collaborate with colleagues and customers
- **transacting** - the skills required to buy and sell goods and services, administer business transactions online, and understand the purpose and usage of digital business systems
- **organisational security** - the knowledge and skills required to identify and mitigate the risks and threats apparent when utilising digital business technologies
- **handling data securely** - the knowledge and skills required to reduce the risks of data security incidents and comply with current legislation and organisational policy

These digital skills are not explicitly embedded into the modules of the programme as this is a single year top-up which has limited space for additional, generic content. However, learners will be directed to the Digital Badges during their induction and actively encouraged to complete as many of these as they can during their studies.

### **Teaching Staff**

The project management academic team contains staff holding the following roles:

#### **Principal Lecturers**

The principal lecturers have overall responsibility for the project management provision, managing all of the other team members, ensuring quality standards are upheld and processes are being followed. Principal lecturers occasionally deliver content, sometimes as guest sessions or occasionally delivering a whole module.

#### **Senior Lecturers**

Senior lecturers typically hold the position of programme leader where they are responsible for managing and coordinating the delivery of all of the modules across all levels for that programme. In addition, Senior Lecturers may also be module leaders and they will be responsible for delivering content on the programme, usually several whole modules in any academic year.

#### **Lecturers**

Lecturers main responsibility is the development and delivery of module content and assessment. Lecturers will also be expected to lead modules and in some cases they may lead smaller University awards such as University Certificates. Lecturers may deliver on many modules in any one academic year, sometimes as part of a team and at other times on their own.

## Assessment

### Summative and Formative Assessment

Assessment takes place in many ways including presentations, examinations, written work and a dissertation. Wherever possible, authentic assessment strategies are used, for example using your own work based experiences as a examples to write about and evaluate.

Assessment Type	Level 6
<a href="#">Set Exercise (Online Test)</a>	HPRO6011
Oral Assessment / Presentation	HPRO6011 HPRO6012 HPRO6014
Set Exercise (Written)	HPRO6013
Written Assignment	HPRO6012 HPRO6013 HPRO6014
Dissertation	HPRO6001

The following assessment methods are utilised on this programme:

- [Set Exercise \(Online Test\)](#) – a combination of short and long written answers testing understanding of Project Management
- Oral Assessment / Presentation – these pre-recorded presentations provide a opportunities for learners to clearly explain and demonstrate their understanding
- Set Exercise (Written work) – a short piece of writing supporting a presentation on the topic of risk management in an actual project
- Written Assignment - at level 6 there is an expectation that you will develop and demonstrate critical thinking skills, a well used and understood assessment method for this is through formal writing
- Dissertation – you will be required to undertake a substantial piece of independent study. This work provides the (Hons) element of your programme and demonstrates your ability to design and carry out a significant piece of independent study.

### Feedback

Feedback is normally provided through the portal used for assignment submission, typically Blackboard Grade Centre or Turnitin. Feedback will consist of at least three things:

- Clear indication of what **grade the work has** been awarded and why
- Indication of which aspects of the work have been done particularly well or particularly poorly
- Suggestions on what to work on to improve grades for this type of assessment in the future

Feedback will be provided within 20 working days of the submission deadline. Grades and feedback will not be released until the work has been first marked, second marked and moderated in line with the University policy.

### **Entrepreneurial Skills Development**

There are clear synergies between project management and entrepreneurship skill sets, where both aim to achieve change and maximise opportunities for businesses. Both disciplines rely on clear vision, careful planning, and efficient execution to overcome challenges and succeed.

Project management skills applied with an entrepreneurial approach is a highly effective combination of skills that project professionals can apply to work-based challenges. Project management methods offer a systematic way to allocate resources, plan schedules, and prioritise tasks, ensuring things get done on time and within budget. Additionally, entrepreneurship injects project management with creativity and innovation. Entrepreneurs are skilled at seizing opportunities and turning ideas into reality. This mindset infuses project management with a spirit of innovation and adaptability, driving continuous improvement. The partnership between project management and entrepreneurship offers a balanced approach to implementing change by combining the best of both worlds, businesses can enhance their competitiveness, foster innovation, and navigate challenges with confidence.

### **Graduate Prospects**

Following successful completion of this Degree programme, graduates will have a number of career paths open to them. Initially upon completion you are likely to gain a role within project delivery, a project management office, or a project control environments. As graduates gain experience they are likely to progress onto more complex and challenging roles, perhaps leading major projects or programmes. Within 5 years of graduating it is expected that you will be ready to apply for Chartered Project Professional Status with the Association of Project Management

Contemporary Project management develops an extremely transferrable set of skills which means that graduates from the programme will be able to apply for roles in a number of sectors. Research has shown that a diverse range of experience is a key success factor for a project manager when they are leading complex programs so gaining experience across multiple project domains is an essential part of a project professionals personal and professional development.



## MODULES

<b>Year 1 (Full-Time)</b>			
<b>Code</b>	<b>Title</b>	<b>Credits</b>	<b>Status</b>
HPR06011	Project Management Fundamentals	20	Compulsory
HPR06012	Project, Programme and Portfolio Management	20	Compulsory
HPR06014	People and Projects	20	Compulsory
HPR06013	Management and Control of Projects	20	Compulsory
HPR06001	Dissertation / Case Study	40	Compulsory
<b>Students exiting at this point with 300 credits would receive an Ordinary Degree in Project Management</b>			
<b>Students exiting at this point with 360 credits would receive a BSc (Hons) Project Management</b>			

<b>Year 1 (Part-Time)</b>			
<b>Code</b>	<b>Title</b>	<b>Credits</b>	<b>Status</b>
HPR06011	Project Management Fundamentals	20	Compulsory
HPR06012	Project, Programme and Portfolio Management	20	Compulsory
HPR06014	People and Projects	20	Compulsory
HPR06013	Management and Control of Projects	20	Compulsory
<b>Students exiting at this point with 300 credits would receive an Ordinary Degree Project Management</b>			

<b>Year 2 (Part-Time)</b>			
<b>Code</b>	<b>Title</b>	<b>Credits</b>	<b>Status</b>
HPR06001	Dissertation / Case Study	40	Compulsory
<b>Students exiting at this point with 360 credits would receive a BSc (Hons) Project Management</b>			

<b>Key to Module Statuses</b>	
Compulsory modules	Must be taken although it may possible to compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed).

## **Timetables**

Timetables are normally available by august each year. Please note that while we make every effort to ensure timetables are as student-friendly as possible, scheduled learning can take place on any day of the week.

## ADDITIONAL INFORMATION

### Student Support

The [Student Enquiry Point](#) is a simple way to contact Student Services. Using the Student Enquiry Point tile on the Student Hub you can submit an enquiry to any of the Student Services teams, which includes:

- [Careers and Employability](#)
- [Chaplaincy](#) for faith and spiritual wellbeing
- [Mental Health and Wellbeing](#)
- [Digital Skills](#)
- [Disability and Specific Learning Difficulty \(SpLD\)](#)
- [International Student Support](#)
- [Library](#)
- [Money Matters](#)
- [Safeguarding](#)
- [Skills@Cumbria](#)
- [Sports and Fitness Facilities](#)
- [University Student Accommodation](#)

As a student at the University of Cumbria you automatically become a member of the Students' Union. The Students' Union represents the views and interests of students within the University. The Students' Union is led by a group of Student Representatives who are elected by students in annual elections. They also support approximately 400 Student Academic Reps within each cohort across the entire University. The Students' Union represent the views of their cohort and work with academic staff to continuously develop and improve the experience for all University of Cumbria students. You can find out more about who represents you at [www.ucsu.me](http://www.ucsu.me).

You can email at any time on [studentvoice@cumbria.ac.uk](mailto:studentvoice@cumbria.ac.uk).

### Course Costs

#### Tuition Fees

Course fees can be found <https://www.cumbria.ac.uk/study/courses/undergraduate/project-management-top-up/>

### Exceptions to the Academic Regulations

This programme operates in accordance with the University's Academic Regulations and Academic Procedures and Processes.

## External and Internal Benchmarks

Association for Project Management (APM) Body of Knowledge 7th Edition (2019)

Association for Project Management Competence Framework (2023)

Institute of Risk Management

ICB IPMA Competence Baseline (2006)

Project Management Institute PMBOK 7th Edition (2021)

QAA Benchmark statements for General Business and Management (2019)

## Disclaimer

This programme has been approved (validated) by the University of Cumbria as suitable for a range of delivery modes, delivery patterns, and delivery sites. This level of potential flexibility does not reflect a commitment on behalf of the University to offer the programme by all modes/patterns and at all locations in every academic cycle. The details of the programme offered for a particular intake year will be as detailed on the programme webpage:

<https://www.cumbria.ac.uk/study/courses/undergraduate/project-management-top-up/>