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MODULE DESCRIPTOR

Module Title

Personal and Research Skills for Professionals

Reference	BSM160	Version	6
Created	January 2019	SCQF Level	SCQF 11
Approved	February 2019	SCQF Points	15
Amended	July 2019	ECTS Points	7.5

Aims of Module

To develop the personal, academic and professional skills required for effective post-graduate study and management.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1	Evaluate effective self-management in the context of professional and educational environments.
2	Evaluate the skills required for lifelong learning and development planning.
3	Analyse the skills required for effective post-graduate study.
4	Critically analyse existing literature relevant to the student's chosen professional area.
5	Compare and contrast the relative merits of different research methods and their appropriate use.

Indicative Module Content

Self-awareness; time management; personal organising skills; principles and process of continuous professional development; self-management; accessing and evaluating published research evidence; critical thinking; referencing skills; effective academic writing; synthesising and justifying original arguments; information-handling skills; commonly used IT applications and software packages; Campus Moodle; research methods; data collection techniques and their uses; contemporary subject literature and practices; information searching, retrieval and analysis of data; mindfulness, problem solving, decision making, coaching and mentoring.

Module Delivery

Delivery of this module will include lectures, workshops, tutorials and seminars, with a strong emphasis on student participation. Online students will achieve this through access to a range of interactive materials to facilitate learning, including online lectures, presentations and tutorials, plus synchronous and asynchronous activities, encompassing groupwork areas and discussion fora.

Module Ref:	BSM160 v6

Indicative Student Workload	Full Time	Part Time
Contact Hours	36	36
Non-Contact Hours	114	114
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	150
Actual Placement hours for professional, statutory or regulatory body		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4, 5
Description:	There will be one coursework assessment.				

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The module is assessed by one component: C1 - Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
A	70% or above
B	60 - 69%
C	50 - 59%
D	40 - 49%
E	35 - 39%
F	0% - 34%
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1	CAMERON, S., (2016). *The MBA Handbook: skills for mastering management 8th ed.* UK: Pearson Education
2	HORN, R., 2009. *The business skills handbook.* London: CIPD.
3	SAUNDERS, M., LEWIS, P. and THORNHILL, A., 2019. *Research methods for business students.* 8th ed. Harlow: Pearson. *ebook*