MODULE DESCRIPTOR

Module Title

Personal, Professional and Academic Skills

Reference	BSM260	Version	1
Created	October 2021	SCQF Level	SCQF 11
Approved	October 2021	SCQF Points	15
Amended		ECTS Points	7.5

Aims of Module

To develop the personal, professional and academic 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.

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

Component 1 comprises 100% of the module grade. To pass the module, a D grade is required.

Module Grade	Minimum Requirements to achieve Module Grade:
A	A
B	B
C	C
D	D
E	E
F	F
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., 2021. The business student's handbook: skills for study and employment. 7th ed. UK: Pearson Education.
2. SAUNDERS, M., LEWIS, P. and THORNHILL, A., 2023. Research methods for business students.9th ed. Harlow: Pearson Education.
3. DAY.T., 2023. Success in academic writing. London: Bloomsbury Academic.
4. LEWRICK, M., LINK, P. and Leifer, L., 2020. The design thinking toolbox. UK: Wiley-Blackwell.