

Faculty: Business School

Title of Programme: MSc Management

Programme Code: BSMGMT

Programme Specification

Start Date: September 2011

Date of Approval: 28 June 2011

Associate Dean (Academic Quality): David Gayfer

Signature 

Programme Specification MSc Management

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University of Hertfordshire
University/partner campuses	de Havilland
Programme accredited by	Not Applicable
Final Award	MSc
All Final Award titles	Management
FHEQ level of award	7

A. Programme Rationale

MSc Management is designed to meet the growing demands of business for graduates who possess rigorously developed personal and business skills. The programme is open to graduates of any discipline who wish to obtain a management qualification, and, to non- graduates with appropriate work experience and who hold a sub-degree or professional qualification.

This programme offers an attractive flexible study and learning experience for students who desire a generalist business masters degree.

The prime programme objective is to develop individuals for employment in a management role.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's general educational aims of programmes of study as set out in UPR TL01.

Additionally this programme aims to:

- provide students with an intellectually challenging programme of study leading to an appreciation of issues, themes and applications within the field of management;
- provide students with a programme of study which develops academic and practical skills appropriate to the study of management at masters level.
- give students the skills and ability to apply what is taught either to their workplace problems and issues or to a range of des-based, real life scenarios;
- Provide students with a conceptual understanding of the issues and complexities of management in an international and global context so they may better apply management solutions;
- Provide students with the ability to evaluate relevant management theory and practice.

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the Framework for Higher Education Qualifications in England, Wales and Northern

Ireland (2008), and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education 2003 have been used as a guiding framework for curriculum design.

Knowledge and Understanding of:	Teaching/learning methods & strategies	Assessment
<p>A1-Business organisations, management in a global context and the theory and research that underpin and link these.</p> <p>A2-Current issues, insights and practices which are recognised as appropriate to the study of organisations and their external environment.</p> <p>A3-The generation and implementation of creative responses to internal tensions as well as environmental and global change.</p>	<p>Acquisition of knowledge and understanding is through a combination of (but is not limited to) lectures, seminars, tutorials and workshops, Blended Learning, StudyNet, together with a range of other learning and teaching approaches designed to engage students fully in the learning process.</p> <p>The choice of method will depend upon the nature and format of a specific module and the desired learning outcome.</p> <p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p>	<p>Knowledge and understanding are assessed through a combination of (although not limited to): time constrained assessments, presentations, case studies, group work, portfolios, reports and essays and a management research project.</p>
Intellectual skills - able to:	Teaching/learning methods & strategies	Assessment
<p>B1-Research and evaluate theories, paradigms, principles and concepts;</p> <p>B2-Apply knowledge to the solution of practice & subject based structured and unstructured problems;</p> <p>B3-Analyse, evaluate and critique evidence through the interpretation of data and information;</p> <p>B4-Develop reasoned arguments and challenge assumptions;</p> <p>B5-Self-evaluate and reflect on personal experience and managerial practice</p>	<p>Intellectual skills are developed throughout the programme by the methods and strategies outlined in section A, above.</p> <p>Throughout, the learner is encouraged to develop intellectual skills by independent study</p>	<p>Intellectual skills are assessed through a combination of (although not limited to): time constrained assessments, presentations, case studies, group work, portfolios, reports and essays and a Masters project.</p>
Practical skills - able to:	Teaching/learning methods & strategies	Assessment
<p>C1-Apply quantitative skills for the analysis of business situations</p> <p>C2-Gather relevant information through research and self reflection to enable the production of reports,</p>	<p>Practical skills are developed through a variety of teaching and learning methods including seminars, workshops, project work, group work, student presentations and case studies.</p> <p>The choice of method will depend upon the nature and format of a</p>	<p>Practical skills are assessed through a range of different methods as appropriate including: time constrained assessments, presentations (individual and group), group work, business reports,</p>

portfolios, presentations and solving structured and unstructured problems. C3-Make effective use of communication and information technology; C4-Plan, design and execute a sustained piece of research demonstrating appropriate research skills.	specific module and the desired learning outcomes	portfolios, reports, case studies, and essays. The practical skills are assessed by a range of assignments built into the curriculum as outlined at A and B above
Transferable skills - able to:	Teaching/learning methods & strategies	Assessment
D1-Communicate arguments, ideas and information effectively in writing and/or oral presentations; D2-Demonstrate individual and group skills across a variety of different business type situations; D3- Take responsibility for their own learning and professional development.	Transferable skills are developed through a variety of teaching and learning methods, including seminars, workshops, project work, and group work, learning logs, student presentations, role play, computer applications and case studies. The choice of method will depend upon the nature and format of a specific module and the desired learning outcomes. Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.	Transferable skills are assessed through a range of assignments built into the curriculum as above at A and B.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in full-time (1 year) mode and leads to the award of an MSc Management. Whilst the programme has no prescribed part-time route, it is possible for individuals to follow an individually tailored programme of study at a part-time rate. Entry is normally with a good first degree, but is also possible for those without a first degree, but who have appropriate work experience and those who hold a Diploma in Management Studies or equivalent. Intake is normally in semester A (September) and semester B (February).

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 (in section 2) identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Full-time

Entry point Semester A

Compulsory Modules Module Title	Module Code	Credit Points	% examination	% coursework	Semester
Accounting and Finance in the Organisation	7BSP0389	15	0	100	A

Competing Through Marketing	7BSP0395	15	0	100	A
Managing Information	7BSP0431	15	0	100	A
People and Organisational Management	7BSP0388	15	0	100	A
Creative Problem Solving B	7BSP1105	15	0	100	B
Interpersonal Management Skills	7BSP1010	15	0	100	B
Intrapreneurship and Enterprise B	7BSP1090	15	0	100	B
Managing Strategy B	7BSP1086	15	0	100	B
Postgraduate Research Methodology	7BSP0262	0	0	100	ABC
Management Research Project	7BSP0399	60	0	100	ABC

Mode of study Full-time

Entry point Semester B

Compulsory Modules Module Title	Module Code	Credit Points	% examination	% coursework	Semester
Accounting and Finance in the Organisation B	7BSP1109	15	0	100	B
Competing Through Marketing B	7BSP1106	15	0	100	B
Managing Information B	7BSP1084	15	0	100	B
People and Organisational Management B	7BSP1081	15	0	100	B
Creative Problem Solving	7BSP0392	15	0	100	A
Interpersonal Management Skills	7BSP1010	15	0	100	A
Intrapreneurship and Enterprise	7BSP0391	15	0	100	A
Managing Strategy	7BSP0394	15	0	100	A
Postgraduate Research Methodology BCA	7BSP1079	0	0	100	BCA
Management Research Project BCA	7BSP1088	60	0	100	BCA

The award of MSc Management requires 180 credit points passed at level M including the 60 credit Management Research Project.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Award	Minimum requirements	Available at end of (normally):
Postgraduate Certificate in Management Studies	60 credit points at level 7 from taught modules	1–2 Semesters
Postgraduate Certificate in Business and Management	60 credit points at level 7	1–2 Semesters
Postgraduate Diploma in Management Studies	120 credit points at level 7 from taught modules	2–3 Semesters
Postgraduate Diploma in Business and Management	120 credit points at level 7	2–3 Semesters
MSc Management	180 credit points at level 7, including the Management Research Project	3 Semesters

Masters and Diploma awards can be made "with Distinction" or "with Commendation" where criteria as described in UPR AS14 and the students' handbook are met.

E. Support for students and their learning

Students are supported by:

- A Programme Tutor
- Student Support and Guidance Centre (SSG)
- Academic Skills Unit (ASU)

- Student representative on programme committees
- A designated programme administrator
- An Induction week at the beginning of the academic session
- Overseas Orientation
- StudyNet, a versatile on-line inter-active intranet and learning environment
- Access to extensive digital and print collections of information resources
- Attractive modern study environments in Learning Resources Centres
- A substantial Student centre that provides advice on issues such as finance, University regulations, legal matters, accommodation, international student support etc.
- Office of Dean of Students, incorporating Chaplaincy, Counselling and nursery
- Medical centre
- English support classes
- A Mathematics Drop-in Centre
- A faculty based Disabled Student Co-ordinator
- An Equal Opportunities Officer
- The Students' Union
- Guided student centred learning through the use of StudyNet
- A Careers Service for all current students and graduates

F. Entry requirements

The normal entry requirements for the programme are:

- an honours degree from a UK university of at least 2:2 classification from any discipline or;
- the equivalent of the above from a recognised University overseas or;
- a degree-equivalent professional qualification or;
- a postgraduate qualification from a UK University or its equivalent from an overseas University or;
- University of Hertfordshire's Graduate Certificate in Business or equivalent or,
- appropriate work experience and a sub degree.

In addition all students must produce evidence of their English Language proficiency. The standard required is:

- (a) a score of 6.5 or better on the British Council's IELTS test, or an equivalent score on a test recognised by the University of Hertfordshire; or
- (b) a score of 6.0 or better on the British Council's IELTS test, or an equivalent score on a test recognised by the University of Hertfordshire, plus an appropriate pre-sessional English language course at the University of Hertfordshire; or
- (c) a score of 5.5 or better on the British Council's IELTS test, or an equivalent score on a test recognised by the University of Hertfordshire, plus successful completion of the University of Hertfordshire's Graduate Certificate in Business (or equivalent acceptable to the University of Hertfordshire).

This requirement will be waived if the student has successfully completed an undergraduate degree at a university in the United Kingdom, or another country acceptable to the University of Hertfordshire, where study was in English and the student was based in that university's home country during study.

The programme is subject to the University's Principles, Policies, Regulations and Procedures for the Admission of Students to Undergraduate and Taught Postgraduate Programmes and will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

Section 2

Programme management

JACS code(s)	N120
Modes of study	F/T P/T study rate
Intakes	A & B
Relevant QAA subject benchmarking group	Masters awards in Business and Management
Date of validation/last periodic review	January 2008
Date of production/ last revision of PS	June 2011
Relevant intake	level 7 entering September 2011
Faculty	Business School
Administrative Departments	School of Marketing and Enterprise

Course (i.e. pathway) details

Course (ie. Pathway Point) Titles

Course (ie. Pathway Point) Codes

MSc Management Semester A entry (F/T)	MGMTF1
MSc Management Semester A entry (P/T Year 1)	MGMTP1
MSc Management Semester A entry (P/T Year 2)	MGMTP2
MSc Management Semester A entry (P/T Year 3)	MGMTP3
MSc Management Semester B entry (F/T Year 1)	MGMTFB1
MSc Management Semester B entry (F/T Year 2)	MGMTFB2
MSc Management Semester B entry (P/T Year 1)	MGMTPB1
MSc Management (P/T Top-Up)	MGMTT1
MSc Management (Exchange)	MGMTE1

The programme is managed by;

- The Dean and Deputy Dean
- The Head of Department
- A Programme Tutor who is responsible for the day- to-day management of the programme
- An Admissions Tutor, with specific responsibility for open days and selection
- An International Admissions Tutor, with specific responsibility for selection of overseas students
- A designated Administrator to deal with day-to-day administration associated with the programme
- Module Leaders who are responsible for individual modules
- A programme committee, the membership of which includes student representatives from each level of study and key members of the Business School staff.

Programme-specific assessment regulations

The programme is compliant with the University's generic assessment regulations (Structure and Assessment Regulations for Academic Programmes, UPR AS14) with the exception of those listed below, which have been specifically approved by the University:

- None.

Further points of clarification and interpretation relevant to this specific programme are given below:

- Students who repeat a module and do not gain a pass grade may, after consultation with the programme tutor, be permitted to study another appropriate module from the Business School portfolio. Permission will only be given if the student's total programme of study covers all the learning outcomes of this programme.
- There are two situations where, as a consequence of a perceived lack of engagement with the associated teaching and learning processes, UHBS Module Board of Examiners will normally not permit referral in an individual module (FRef):
 - (a) where the aggregate mark in any Module is less than 20%, and/or
 - (b) where, at Levels 4 and 5 only, a student has been absent from more than 3 tutorial feedback sessions in a Semester.

In these situations students will be required to repeat the diet of study (FRen) prior to re-assessment.

Other sources of information

- Definitive Module Documents
 - Module Guides
 - Student Handbook
 - Programme Specification website: <http://www.herts.ac.uk/courses/> or (StudyNet → Staff → Department Lists → Academic Quality Office → Programme Management → Programme Specifications)
 - University of Hertfordshire Course website: <http://www.herts.ac.uk/courses/>
 - QAA Benchmark Statement website: <http://www.qaa.ac.uk/academicinfrastructure/benchmark/default.asp>
 - The Framework for Higher Education Qualifications in England, Wales and Northern Ireland, 2008: <http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/default.asp>
 - SEEC Credit Level Descriptors for Further and Higher Education 2003: <http://www.seec-office.org.uk/creditlevel descriptors2003.pdf>
 - External Quality Review report website: <http://www.qaa.ac.uk/reviews/reports/instReports.asp?ukprn=10007147>
 - UNISTATS website: <http://www.unistats.com/>
 - University of Hertfordshire Academic Quality Office website: (StudyNet → Staff → Department Lists → Academic Quality Office)
 - Structure & Assessment Regulations - Undergraduate & Taught Postgraduate Programmes, UPR AS14: <http://sitem.herts.ac.uk/secreg/upr/AS14.htm>
 - Learning and Teaching Policy and General Educational Aims, UPR TL01: <http://sitem.herts.ac.uk/secreg/upr/TL01.htm>
 - Admissions - Undergraduate & Taught Postgraduate Students, UPR SA03: <http://sitem.herts.ac.uk/secreg/upr/SA03.htm>
 - Academic Quality, UPR AS17: <http://sitem.herts.ac.uk/secreg/upr/AS17.htm>
- Index of UPRs for students:
http://sitem.herts.ac.uk/secreg/upr_azlist_info.htm

Other information relevant to the programme

The Business School was awarded 'confidence' in the Institutional Audit conducted in 2009.

University policies relevant to the Programme

The University undertakes to use all reasonable endeavours to deliver, assess and administer this programme in accordance with this Programme Specification. At the same time it is recognised that it is in the nature of academic developments that changes, for example to the structure, curriculum, and assessment of a programme may be necessary in order to ensure that the programme remains up to date, in response to issues raised as a result of on-going monitoring and evaluation, and/or in order to conform to new regulatory requirements imposed by this institution, by professional or statutory bodies, or by national or governmental bodies.

The programme operates within the guidelines and policies relating to equal opportunities and environmental issues which may be agreed from time to time by the Board of Governors and/or the Academic Board of the University.

Where the programme is offered in collaboration with another institution these policies and guidelines will normally be those of the partner institution.

The programme operates in accordance with the University's Regulations Governing Studies Involving the Use of Human Subjects (UPR RE01) agreed from time to time by the Academic Board of the University. However, where the programme is offered in collaboration with another institution (for example through a franchise arrangement for all or part of the programme) then specific approval must be obtained from the University for the operation of the programme within ethical guidelines prepared by the partner institution. The partner institution will be responsible for all insurance liability in connection with the observance of ethical guidelines.

Signed *David Peter Gayer*
Chair of Faculty Academic Quality Enhancement Committee

Date.....28/6/11.....

If you would like this information in an alternative format please contact:
Mary Simpson, Programme Tutor

MSc Management

Table 2: Development of Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

		Programme Learning Outcomes (as identified in section 1 and the following page)																																			
		Knowledge & Understanding					Intellectual Skills					Practical Skills					Transferable Skills																				
Module Title	Module Code	A1	A2	A3						B1	B2	B3	B4	B5							C1	C2	C3	C4							D1	D2	D3				
Accounting and Finance in the Organisation	7BSP0389 7BSP1109	x	x									x									x	x								x	x						
Competing Through Marketing	7BSP0395 7BSP1106	x	x																			x								x							
Managing Information	7BSP0431 7BSP1084	x	x	x						x											x	x								x							
People and Organisational Management	7BSP0388 7BSP1081	x	x	x									x	x																x	x	x					
Creative Problem Solving	7BSP1105 7BSP0392	x	x							x	x	x	x									x								x							
Interpersonal Management Skills	7BSP1010	x	x										x	x									x							x	x	x					
Intrapreneurship and Enterprise	7BSP1090 7BSP0391	x	x	x																										x							
Managing Strategy	7BSP1086 7BSP0394	x	x	x							x	x																		x							
Management Research Project	7BSP0399 7BSP1088			x						x	x		x	x							x	x								x		x					

Key: Learning Outcome which is assessed as part of the module

Key to Programme Learning Outcomes

Knowledge and Understanding

- A1-Business organisations, management in a global context and the theory and research that underpin and link these.
- A2-Current issues, insights and practices which are recognised as appropriate to the study of organisations and their external environment.
- A3-The generation and implementation of creative responses to internal tensions as well as environmental and global change.

Intellectual Skills

- B1-Research and evaluate theories, paradigms, principles and concepts;
- B2-Apply knowledge to the solution of practice & subject based structured and unstructured problems;
- B3-Analyse, evaluate and critique evidence through the interpretation of data and information;
- B4-Develop reasoned arguments and challenge assumptions;
- B5-Self-evaluate and reflect on personal experience and managerial practice.

Practical Skills

- C1-Apply quantitative skills for the analysis of business situations
- C2-Gather relevant information through research and self reflection to enable the production of reports, portfolios, presentations and solving structured and unstructured problems.
- C3-Make effective use of communication and information technology;
- C4-Plan, design and execute a sustained piece of research demonstrating appropriate research skills.

Transferable Skills

- D1-Communicate arguments, ideas and information effectively in writing and/or oral presentations;
- D2-Demonstrate individual and group skills across a variety of different business type situations;
- D3- Take responsibility for their own learning and professional development.