

# Master of Business Administration

(Awarded by the University of Chichester)



**PROGRAMME SPECIFICATION**



# Master of Business Administration (MBA)

(Awarded by the University of Chichester)

*For prospectus details about the programme, please see [www.lsme.ac.uk](http://www.lsme.ac.uk)*

## AWARD DETAILS

### Title and Name of Final Award(s) & Credits

Postgraduate Certificate in Business Administration at Level 7	60 Credits
Postgraduate Diploma in Business Administration at Level 7	120 Credits
Master of Business Administration	180 Credits

### Course Duration

18 Months (One year for taught modules and 6 months to complete the dissertation).

### Level of the Programme

Master of Business Administration is a level 7 of the Framework for Higher Education Qualifications in England, Wales & Northern Ireland (FHEQ).

[www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781\\_16](http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_16)

### Relevant Subject Benchmark Statement

Master's degrees in the business and management field are awarded to students who have gained knowledge and developed understanding in most of the following areas:

- markets - the development and operation of markets for resources, goods and services

- marketing and sales - different approaches for segmentation, targeting, positioning, generating sales, and the need for innovation in product and service design
- customers and stakeholders - customer expectations, service and orientation
- finance - the sources, uses and management of finance; the use of accounting and other information systems for managerial applications
- people - strategic and operational HRM, meeting future organisational requirements, people development, HR systems
- operations - the management of resources and operations including the supply chain, procurement, logistics, quality systems, and project management
- information systems and business intelligence - the development, management, application and implementation of information systems and their impact upon organisations; tools and techniques for transforming (big) data into useful information for business analysis and decision support
- communications - the comprehension and use of relevant communications for application in business and management, including the use of digital tools
- digital business - the development of strategic priorities to deliver business at speed in an environment where digital technology is reshaping traditional revenue and business models, associated risk management
- business innovation - creativity, intrapreneurial - and entrepreneurial behaviour and enterprise development, and the management and exploitation of intellectual property
- globalisation - growth of international business, inter-cultural perspectives
- strategic management - the development and implementation of appropriate strategies within a changing environment, strategic risk management and issues of compliance
- leadership and management of people within organisations - leadership, organisational behaviour and motivation.

*For more information on subject benchmarking, please see*  
[www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subjectbenchmarkstatements.aspx](http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subjectbenchmarkstatements.aspx)

**Awarding Institution**

The University of Chichester

**Language of Study and Assessment**

English

*Please see 'English language requirements' further below regarding the standard required for entry.*

## ADMISSION INFORMATION

### **General Entry Requirements**

Students who wish to undertake the Master's programme must:

- Hold an honours degree awarded by a recognised UK university or HE Institution, or equivalent.
- Have a minimum of 3 years of managerial experience and have successfully completed modules in leadership and management
- Have 3 or more years of managerial experience if applicant holds the equivalent of a UK Bachelor's degree without honours
- Have spoken and written English of an adequate standard for postgraduate study.

*Applicants not meeting any of the first three requirements may, in exceptional cases, be considered for admission. Applicants are expected to have strong supporting education or experience. All such cases will be scrutinised by the admissions and academic team to make a decision on the suitability of applicants for this programme.*

Acceptance on course will be subject to a face to face interview.

### **English Language Requirements**

It is essential to have an excellent command of the English language to benefit from studying for the programme. All students whose first language is not English and have not done the last two years of their education in English must meet a minimum English language requirement before commencing their programme.

International students applying for this programme should pass their IELTS for UKVI Test Score of 6.5 overall with a minimum score of 6.0 in each component (reading, writing, listening and speaking).

Providing evidence of a previous qualification that confirms applicant's English proficiency at the required level can also be accepted.

## **Financial Requirements**

All students are required to have sufficient funds to cover programme tuition fees and maintenance costs for the duration of their studies. For self-funded students, the College should receive a minimum of 50% of their tuition fees to qualify for an admission letter. The remaining fees are payable in full on registration. Students offered admission will be required to sign a financial declaration form confirming that they understand this situation and will have sufficient financial support for the duration of their studies. Evidence of available funds may be required.

UK/EU nationals can apply for a student loan through the SLC to cover their tuition and maintenance costs for the duration of the course. The School is not able to provide financial assistance to any student whose funds prove to be inadequate at any stage during the programme.

*For more information on SLC application visit*

*[www.slc.co.uk](http://www.slc.co.uk) & <https://lsme.ac.uk/students/student-finance>*

*for information on tuition fee amounts read the prospectus at*

*[www.lsme.ac.uk](http://www.lsme.ac.uk). Also read our policy on student tuition fee and refunds.*

## **Students with Disabilities (including Dyslexia and Mental Health Issues)**

LSME welcomes applications from students with disabilities – which may include mobility or dexterity impairment, chronic medical conditions (e.g. diabetes, HIV, epilepsy, asthma) or chronic pain/fatigue, mental health difficulties, specific learning difficulties (e.g. dyslexia or dyspraxia), Asperger's Syndrome and other autism spectrum disorders, or any other condition which has a long-term and adverse effect on studying.

The College aims to offer as much appropriate assistance as possible to accommodate individual needs and will take all reasonable steps to ensure that both the application procedure and the programme itself are organised and delivered to offer all students the opportunity to participate fully.

Applicants are encouraged to disclose any specific disability at the time of application (via the 'Equal Opportunities' and 'College Application' form), and let the administration know if anything further can be done to make the application and selection process as accessible as possible. This helps the College to ensure that applicants' specialist needs can be understood, and any obstacles minimised, throughout the application and admission process.

Once registered, the College can provide specific support to students with disabilities throughout their studies. Students are encouraged to disclose any disability from as early as possible; the Student Welfare Officer can answer queries and provide confidential advice at any point. Any special arrangements may be made via the Student Welfare Officer.

*Please see further information at [www.lsme.ac.uk](http://www.lsme.ac.uk)  
(under our policy on student learning support).*

## **Intake Quota**

There is no specific intake quota for the programme, but the numbers admitted each year are very limited. Applications for places are reviewed and any offer letters are issued in the order in which they arrive. Prospective students are therefore encouraged to apply as early as possible, as admittance to the programme may close up to several months ahead of the start of each new academic year.

## **PROGRAMME AIMS AND OBJECTIVES**

### **Educational Aims of the Programme**

The programme has been developed with reference to the Framework for Higher Education Qualifications (FHEQ) and the QAA Master's Degrees in Business and Management subject benchmark document.

The course builds on knowledge and understanding gained through professional experience to develop leadership and strategic management skills in those facing the challenges of organisational innovation and sustainability. Taught through a mix of seminars, tutorials, group work, presentations and experiential learning, the course focuses on constant strategic change as an imperative of today's business environment.

The course aims to:

- Provide a broad, analytical and integrated study of strategic management and leadership in an international context.
- Cover key functional areas of business and management.
- Focus on issues concerning the formulation of management and leadership strategies.
- Provide an opportunity to critically reflect upon current leadership and management practices.
- Develop an understanding of ethical issues relevant to business and management.
- Develop scholarly research skills with an ability to reconcile practice and research.

### **Learning, Teaching and Assessment Methods**

Teaching is primarily through a combination of lectures, seminars and interactive workshops allowing an opportunity to discuss and develop understanding in small groups

Over the duration of the course you will be expected to develop as an independent and critical learner, progressively building confidence and expertise through collaborative research, problem-solving and analysis and to take responsibility for your own learning using the wide range of learning resources in the College.

The assessment methods aim to assess achievement, both formatively and summatively. A range of assessment methods such as essays, reports, case studies, presentation and action research will be used as summative assessments.

## **Broad Learning Outcomes**

By the end of the programme, students will be expected to achieve the following learning objectives drawing on material taught across different elements and assessed in a variety of ways.

## **Learning Outcomes – Knowledge and Understanding**

On successful completion of the programme students will be able to:

- Demonstrate knowledge and understanding of organisations and the context in which they operate and are managed.
- Demonstrate intellectual breadth by making integrative links across the various functional and strategic areas of organisations using a range of skills beyond those generally expected of first degree holders.
- Use a sound theoretical grounding in the broad area of business and management having developed a range of analytical and personal skills.
- Demonstrate value added by having a clear understanding of how their initial discipline may be utilised effectively within an organisational context.
- Collect relevant information across a range of areas, and analyse and synthesise the information into an appropriate form in order to evaluate decision alternatives.
- Demonstrate knowledge and understanding of the:
  - strategic development and leadership of business operations;
  - sources, uses of finance, including the use of accounting and other information systems, underpinning strategic decisions;
  - management and development of people within organisations;
  - the macro-economic environment in which business organisations operate;
  - development of appropriate policies and strategies within a changing environment to meet stakeholder interests;
  - relationship between leadership and organisational culture and change management.

## **Learning Outcomes – Subject Specific Intellectual and Research Skills**

On successful completion of the programme students will be able to:

- Apply knowledge, understanding, and problem solving skills in new or unfamiliar environments within the context of international business.
- Integrate knowledge, handle complexity and formulate judgements with incomplete or limited information including reflecting on the social and ethical implications of the application of their knowledge and judgements.
- Through the design, data collection, analysis and synthesis of information, conduct research into business and management issues either individually or as part of a team.
- Use appropriate decision-making techniques to identify, formulate and evaluate options to solve complex business problems with an ability to implement and review decisions.
- Scan, organise, analyse and synthesise data in order to abstract meaning from information and share knowledge.

## **Learning Outcomes – Transferable and Generic Skills**

On successful completion of the programme students will be able to:

- Communicate the conclusions of research, and the knowledge and rationale underpinning the research, to specialist and non-specialist audiences clearly and unambiguously.
- Use learning skills to study in a manner that may be largely self-directed or autonomous.
- Organise thoughts, analyse, synthesise and critically appraise including an ability to identify assumptions, evaluate statements in terms of evidence, detect false logic or reasoning, identify implicit values and generalise appropriately.
- Use numeracy and quantitative skills including the development and use of relevant business models.
- Effectively communicate complex ideas and arguments using listening, oral and written communication skills and a range of media including business reports.
- Apply critical self-awareness, self-reflection and self-management, and a sensitivity to diversity in people and different situations with an ability to continue to learn through reflection on practice and experience.

- Achieve effective team performance with an ability to recognise and utilise individuals' contributions to group processes by negotiating, persuading or influencing others.
- Select and use a leadership style appropriate for a specific situation, and to set targets, motivate individuals and monitor performance.

Specific learning outcomes for each module are detailed in the individual Module Descriptors. The broad learning outcomes and expectations aligned with postgraduate degree level awards are:

### **Level 7**

Display mastery of a complex and specialised area of knowledge and skills employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision-making including use of supervision.

### **Employability Skills**

A specific focus on developing employability skills in management and leadership is contained within the Organisational Culture and Leadership, Formulating and Planning Organisational Strategy and The Leadership of Strategic Change modules.

## LEARNING TIMES

### Modes of Study and Duration of Study

The main part of the programme is taught 'face-to-face' at LSME.

The programme may be taken on a full-time as follows:

Mode	Standard Period of Registration
Master of Business Administration (Full-Time)	1 Academic Year

### Estimated Number of Guided Learning Hours

There are 7 taught modules in this programme. The 'taught' modules of 150 credits require a study time of 1,500 hours. The 'Business Consultancy Project' module of 30 credit require a study time of 300-600 hours. The overall workload consists of class contact hours, assessment activity and independent learning. The time allocated for these activities is:

- Teaching, learning and assessment: 288 hours
- Independent learning: 1512 hours

## ASSESSMENT AND GRADING

Students will be assessed by handing in written coursework for each Module. Research Methodology and Dissertation module requires a student to undertake independent research and produce a report of 8000-12000 words. The marker grades the assignment individually and assigns a numerical grade in percentage.

A pass is awarded for the achievement of outcomes against the specified outcome criteria. Course work is graded as follows.

- 0 - 49%            Fail
- 50 - 59%        Pass
- 60 - 69%        Merit
- 70 - 79%        Distinction
- 80% +            Distinction

Students have the right to re-submit an assignment that has not obtained a pass grade in order to recover a failure. Re-submission must occur within a period set by the Board

of Examiners at the University of Chichester, and the maximum grade obtainable for such re-submitted work shall be 50%.

## CALENDAR AND CURRICULUM

### Study Calendar

The academic year is broken up into three terms. Students are also expected to continue their studies (through reading, revision etc.) during the breaks between terms. The actual term dates will depend on cohort entry points. The term dates are posted on the LSME website at : <https://lsme.ac.uk/academic-term-dates>

## PROGRAMME MODULES AND ROUTE MAP

The structure of the Master of Business Administration is shown below.

<b>TERM 1</b>	
Understanding Workplace Behaviour	(10 cr.)
Business Finance	(10 cr.)
The Macro-economic Environment	(10 cr.)
Research Methodology	(30 cr.)
<b>TERM 2</b>	
Formulating and Planning Organisational Strategy	(30 cr.)
Organisational Culture and Leadership	(30 cr.)
<b>TERM 3</b>	
The Leadership of Strategic Change	(30 cr.)
Business Consultancy Project	(30 cr.)

## **Business Consultancy Project**

The business consultancy project consolidates the skills of independently collecting data, solving problems, applying theory, and reaching meaningful conclusions about a business issue. The project report will be an original, detailed analysis of a topic selected in consultation with, and supervised by, a member of LSME's academic staff. The report will include a critical literature review with a primary and/or secondary empirical investigation to address a specific research question (or questions). The theories, models and concepts used to undertake the project will be drawn mainly from the programme modules supported by guidance on research methods and ethics, and the writing and structuring of a project report.

## **Additional Student Support**

Training sessions covering areas like an introduction to computing, numeric and statistical methods for research, English for academic purposes, study skills, academic referencing and more are offered during the programme. Further details of these will be found on the Moodle Platform VLE of the College.

## **STUDENT SUPPORT, GUIDANCE AND RESOURCES**

### **Student Charter**

LSME has a student charter which summarises the standards of service the College expects and aspires to offer students, as well as the standards of conduct which students should expect and aspire to follow in turn. Students and prospective students are encouraged to read this.

*For further information on the student charter please visit [www.lsme.ac.uk](http://www.lsme.ac.uk).*

### **The Student Community**

All students in the College have an elected representative whose main role is to act on behalf of the entire student body, provide a focus for student opinion and identity across LSME, through representation on committees and by acting as a link between staff and students. In addition, the student body organises LSME-wide social events occasionally.

## **Personal Tutors**

Students on the programme are allocated a personal tutor who can provide both academic guidance and more general support or pastoral care. The personal tutor relationship is not only about direct teaching although tutors can recommend or arrange for their tutee to see other specific members of staff regarding specific non-academic and academic matters. Personal tutors mainly act as a point of contact to discuss practical issues or questions regarding the programme, such as module choices or project selection, or as a first-line sympathetic ear for personal problems.

## **Student Welfare and Support**

The Student Welfare officer offers advice and support for any practical or emotional issues students may experience during their time at LSME. The Officer is available to talk to any student who is experiencing anxiety or stress, study-related or otherwise. All appointments with the Student Welfare Officer are strictly confidential, and no information volunteered by a student will be passed on to anyone else without permission.

*Visit [www.lsme.ac.uk](http://www.lsme.ac.uk) for further information and advice on student welfare provision*

## **Learning Resources and Facilities**

Students on the programme have access to a library, VLE and IT (computing) resources and facilities, as well as many other standard facilities such as common room, etc. Students also obtain access to vast online resources (books, journals etc.) via University of Chichester.

## **Careers Advice and Resources**

The College's Careers Service can provide confidential advice and guidance appropriate to the diverse needs of students at the School. Students are assisted on an individual basis (including help with career planning, CV writing and interview technique), in small groups, or through College-wide events (arranging regular careers events and forums, talks by speakers from relevant organisations).

*For further information, please visit [www.lsme.ac.uk](http://www.lsme.ac.uk).*

## PROGRAMME QUALITY

### Quality Evaluation and Enhancement

The programme is subject to LSME's rigorous internal quality assurance processes, including standard annual monitoring, internal verification by LSME, external moderation by the University of Chichester and overall annual college review. Exam Boards will be held by the University of Chichester to agree on final awards, extenuating circumstances, academic malpractice and overall programme quality assurance. As students reach the end of the term and also at the end of the year or programme, they are asked to give specific feedback both via class discussion sessions and a survey. Feedback on other topics, including the content of specific modules as well as more general issues like library facilities, will also be sought throughout the period of study. Such feedback is anonymised, analysed, discussed and followed up by appropriate committees and functions within the College.

Operation of the programme itself is overseen by a dedicated Business Department. A range of further LSME committees and functions are responsible for identifying and resolving any problems, improving programme quality and enhancing the student experience on an ongoing basis.

## **AFTER GRADUATION**

### **Possible Routes to Further Study**

After completing the qualification, students can continue their studies further as PhD or DBA scholars.

### **Possible Routes to Employment**

After completing the qualification student can progress with leadership roles with exciting career paths in diverse business and management areas. Some of the specific roles within this area include: Project Manager, Managing Director, International Business Management Consultant and Finance Manager.

## ABOUT THIS DOCUMENT

This programme specification applies for the Academic Year 2021-22 and has been developed in line with the nationally agreed reference points for assuring the quality and standards of higher education in the United Kingdom, known as the *Quality Code*.



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