

PROGRAMME SPECIFICATION

Course record information

Name and level of final award:	MA Management Postgraduate Diploma in Management Postgraduate Certificate in Management The MA is a Master's degree that is Bologna FQ-EHEA second cycle degree or diploma compatible.
Name and level of intermediate awards:	Postgraduate Diploma in Management Postgraduate Certificate in Management
Awarding body/institution:	University of Westminster
Teaching Institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	University of Westminster; Marylebone campus
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	MA: One year Full-Time; two years Part-Time; MA: (Advanced Standing); One year Part-time; Pg Diploma: 3 Semesters Part-time Pg Diploma (Advanced Standing): 2 semesters Part-time; Pg Certificate: 2 semesters Part-time; Block Release for Corporate Pg Diploma Block Release for Corporate Pg Certificate September and January start.
QAA subject benchmarking group(s) :	Business and Management Individual modules may draw on subject specific benchmarking groups; Accounting, Economics, Finance.
Professional statutory or regulatory body:	None
Date of course validation/review:	December 2016
Date of programme specification approval:	December 2016
Valid for cohorts:	From 2017/18

Course Leader: Keith Patrick

Course URL: westminster.ac.uk/courses/postgraduate

Course	UoW Code
MA Management Full-time	PMBSM03F
MA Management Part-time	PMBSM03P
MA Management [Advanced Standing] - Part-time	PMBSM09P
Postgraduate Diploma Management - Part-time	PDBSM04P
Postgraduate Diploma Management [Advanced Standing] - Part-time	PDBSM04P
Postgraduate Certificate Management - Part-time	PCBSM02P

Course Code	UKPASS
MA Management - Full-time	018019
MA Management - Part-time	018019
MA Management [Advanced Standing] - Part-time	050857
Postgraduate Diploma Management - Part-time	050859
Postgraduate Diploma Management [Advanced Standing] - Part-time	050858
Postgraduate Certificate Management - Part-time	050860

Admissions requirements

There are standard minimum [entry requirements](#) for all postgraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information on specific admission requirements can be found here:
westminster.ac.uk/courses/postgraduate/how-to-apply

Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:
westminster.ac.uk/recognition-of-prior-certified-learning-rpcl

Aims of the course

The MA Management has been designed to promote the development of the general management skills and abilities required by managers operating in the current economic environment. The course/s will develop the skills of analysis, problem solving and proactive thinking. It will provide the underpinning knowledge and understanding required to operate effectively in a managerial role. The aim is to ensure that as managers undergoing this programme progress through the MA, the emphasis will evolve from an operational to a more strategic perspective.

The MA/PG Diploma and Certificate in Management seek to provide aspiring and new front line, junior and middle managers with academic accreditation and with a learning experience, which will develop them systematically for their management role.

Employment and further study opportunities

Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses
- Opportunities for part-time work, placements and work-related learning activities are widely available to students
- Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

Learning outcomes

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement and are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

By the end of the course students should be able to do the following:

- have developed the appropriate knowledge and analytical skills central to general management at junior, middle and senior levels, to enable them to successfully compete; for public-sector and not-for-profit organisations to develop a commercial, professional focus
- provide managers with up-to-date theories, techniques, tools and techniques across the range of management function
- critically analyse, interpret and evaluate the underlying theories and techniques of management in a range of disciplines and to successfully relate these to their organisation
- demonstrate personal development in the interpersonal and transferable skills required to manage relationships as a manager
- have developed a critical and balanced view as to the roles and responsibilities of general management within changing economic, social, legal, ethical and political contexts
- demonstrate the ability to conceptualise and formulate strategies for implementing appropriate solutions to complex management problems
- for Masters students - the Strategic Management develops skills and knowledge to evaluate complex scenarios that require analysis and critical long-term decision-taking
- for Masters students - will have produced a specialist project, requiring in-depth skills in data collection, research, critical analysis and evaluation, problem-solving and report-writing, utilising practical experience and academic underpinning, to produce a professional, original report.

Knowledge and understanding

By the end of the course students should:

- be familiar with up-to-date theories, techniques, tools, systems across the range of management function;

- be able to critically analyse, interpret and evaluate the underlying theories and techniques of management in a range of disciplines and to successfully relate these to their organisation;
- have developed a critical and balanced view as to the roles and responsibilities of general management within changing economic, social, legal, ethical and political contexts;
- have developed the appropriate knowledge central to general management at junior, middle and senior levels, to enable them to successfully compete; for public-sector and not-for-profit organisations to develop a commercial, professional focus;
- be able to demonstrate the ability to conceptualise and formulate strategies for implementing appropriate solutions to complex management problems.

Specific skills

By the end of the course students should:

- have developed the appropriate knowledge and analytical skills central to general management at the relevant level, which will enable them to successfully contribute to either public-sector, private sector or not-for-profit organisation;
- demonstrate personal development in the interpersonal and transferable skills required to manage relationships as a manager;
- for Masters students - via the Strategic Management: develop skills and knowledge to evaluate complex scenarios that require analysis and critical long-term decision-taking;
- for Masters students - via a specialist project: develop the in-depth skills requiring in data collection, research, critical analysis and evaluation, problem-solving and report-writing, utilising practical experience and academic underpinning, to produce a professional report.

Key transferable skills

During the course you will learn and develop many key skills essential for successful management. Some of these are listed below. Later in this document we will expand on these, showing how some of these skills are integrated into the course.

- solve complex problems in a systematic way, informed by range of relevant knowledge, tools and techniques;
- act autonomously in planning and implementing tasks in a professional setting, and in a timely manner;
- reflect on personal performance and planning for personal development;
- apply interpersonal, group-working, and leadership skills to enhance the performance of yourself and others;
- communicate effectively with others in both written and spoken media.

Learning, teaching and assessment methods

Learning

The modules are delivered through a combination of lectures, seminars, case study analysis, group work, discussion forums, video/audio conferencing; these will be synchronous and asynchronous. You will be encouraged to draw on your work experience where appropriate, your interaction with organisations and reflect upon this and evaluate alternate approaches. In some modules, where appropriate, use is made of computer models for simulation and presentations.

Teaching

The modules will be delivered to meet the required learning outcomes through a combination of lectures, seminars, group discussions and case study analysis. Each module description

outlines the approach in the module. Students will be actively encouraged to draw on their own work experience.

This will include the adoption of a blended learning approach with the use of a range of technologies/systems/platforms as appropriate. Utilising the functionality provided through Blackboard (to include discussion boards, blogs, wikis and conferencing and other Web 2.0/Social Media facilities). This approach will be drawing upon the work, findings, and recommendations of the University's Learning Futures: Transformational Learning Programme.

A weekend residential programme will be an integral part of the course and students will be required to attend unless there are special circumstances, which are agreed by the Course Leader to be mitigating. The aims and objectives of the residential will be to reinforce the concepts of team building, group awareness and interpersonal skills incorporated in the Managers and Organisations module. This activity is linked to an assessment. The Residential also enables the different cohorts of students to mix and experience a greater number of global perspectives and for the longer term build-up their network of international contacts.

Course Member Participation

In many modules, the tutor will ask for participation by course members in discussions of reading, of set topics or of issues, which arise during the session. Please be prepared to participate as it will help your own learning and it is an integral part of the design of many class sessions. Students will also be required to work in groups on activities this may be both assessed and non-assessed activities.

Independent Learning

Independent Study is an aspect of learning that encourages you to learn to work on your own, adopt enquiry-led approaches to learning, develop individual learning habits and become self-aware about your own learning capabilities so that you become lifelong learners. Each module leader will give guidance and support on this for the individual modules. This will include the recommendation out of how the 200 hours work expected for each module is distributed between contacts based activities, reading and preparation, preparing and completing assessments, which additional elements relevant to individual modules

Preparation for class sessions is important. If a tutor sets preparatory work for a session, it will be assumed that the work has been done. If preparatory work has not been done, the design of the session will be undermined and its benefit to you will be reduced.

Group Work:

Working as a team is a key management skill and there will be many opportunities to develop your skills in this. Indeed for some modules group-working is assessed as it one of the learning outcomes. There will be guidance and training given in group-work, during Induction and were relevant this will be supported by those modules adopting a group work approach. Group working assessment will clearly state the separation between the individual elements from the group element to ensure against the danger of plagiarism. The individual elements will also be the larger part of the mark distribution for the module as a whole.

Assessment

All modules except for Business Research Methods and the Project have two components to the assessment; this is either 2 assignments or an assignment and an examination. A range of assessment methods are utilised in the Programme, individual assignments predominate, some may be team based, and others involve presentations. The examinations are typically three hours in length, and are a mixture of open and closed examinations, some use pre-

seen Case Study materials. Further details can be found in the Course Handbook, Programme Assessment Matrix and Summary of Assessments.

Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Postgraduate students study 180 credits per year.

Credit Level 7				
Module Code	Module Title	Status	UK Credit	ECTS
7BUSS001W	Economics for Management	Core	20	10
7ACCN018W	Financial Analysis for Managers	Core	20	10
7HURM005W	Human Resource Management	Core	20	10
7BUSS010W	Managing Operations, Information & Knowledge	Core	20	10
7MARK012W	Marketing for Management	Core	20	10
7HURM009W	Managers & Organisations	Core	20	10
7BUSS016W	Strategic Management	Core	20	10
7BUSS003W	Business Research Methods	Core	20	10
7MNST001W	MAM Project	Core	20	10
Award of MA Management				
Module Code	Module Title	Status	UK Credit	ECTS
7BUSS001W	Economics for Management	Core	20	10
7ACCN018W	Financial Analysis for Managers	Core	20	10
7HURM005W	Human Resource Management	Core	20	10
7BUSS010W	Managing Operations, Information & Knowledge	Core	20	10
7MARK012W	Marketing for Management	Core	20	10
7HURM009W	Managers & Organisations	Core	20	10
Award of Postgraduate Diploma in Management				
Module Code	Module Title	Status	UK Credit	ECTS
7BUSS001W	Economics for Management	Core	20	10
7ACCN018W	Financial Analysis for Managers	Core	20	10
7HURM005W	Human Resource Management	Core	20	10
7BUSS010W	Managing Operations, Information & Knowledge	Core	20	10
7MARK012W	Marketing for Management	Core	20	10
7HURM009W	Managers & Organisations	Core	20	10
Award of Postgraduate Diploma in Management Advanced Standing [the 3 remaining modules not taken as part of the Certificate]				
Award of Postgraduate Certificate in Management [3 modules from the 6 according to start date]				
Module Code	Module Title	Status	UK Credit	ECTS
7BUSS016W	Strategic Management	Core	20	10
7BUSS003W	Business Research Methods	Core	20	10
7MNST001W	MAM Project	Core	20	10
MA in Management: Advanced Standing				

Course Delivery dates and Progression

Module Schedules Summary including Credit weightings

Full Time: September Intake - MA Management

September	September - December	January - August
Induction	<i>Semester 1 (80 credits)</i>	<i>Semester 2 (60 credits)</i>
	4 modules each worth 20 credits. [note: Managers & Organisations includes the Course residential weekend]	3 modules each worth 20 credits
	September – March (20 Credits)	
	Business Research Methods taught across both semesters	
	September – August (20 Credits)	
	MAM Project [In collaboration with a supervisor]	

Table 1

Full Time: January Intake - MA Management

January	January - June	September - January
Induction	<i>Semester 1 (80 credits)</i>	<i>Semester 2 (60 credits)</i>
	4 modules each worth 20 credits.	3 modules each worth 20 credits [note: Managers & Organisations includes the Course residential weekend]
	January - July (20 Credits)	
	Business Research Methods taught across both semesters	
	January - January (20 Credits)	
	MAM Project [In collaboration with a supervisor]	

Table 2

Part Time: September Intake - MA Management

Year 1

September	September - December	January - June	June - Oct
Induction	Semester 1 (40 credits)	Semester 2 (40 credits)	S3 (20 Credits)
	2 modules, each worth 20 credits	2 Modules, each worth 20 credits	Business Research Methods

Table 3a

Year 2

	September - December	January - June
	<i>Semester 1 (40 credits)</i>	<i>Semester 2 (20 credits)</i>
	2 modules, each worth 20 credits	1 Module, worth 20 credits
	September - August	
	MAM Project [In collaboration with a supervisor]	

Table 3b

Part Time: January Intake - MA Management

Year 1

January	January - June	June - Oct	September - January
Induction	Semester 2[1] (40 credits)	S3 (20 Credits) Summer School	Semester 1[2] (40 credits)
	2 modules, each worth 20 credits	Business Research Methods	2 Modules, each worth 20 credits [note: Managers & Organisations includes the Course residential weekend]

Table 4a

Year 2

	January - June	September - January
	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	1 Module, worth 20 credits
	January - January	
	MAM Project [In collaboration with a supervisor]	

Table 4b

Part Time: January Intake - Postgraduate Diploma

Year 1

January	January - June	September - January
Induction	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	2 modules, each worth 20 credits [note: Managers & Organisations includes the Course residential weekend]

Table 5a

Year 2

	January - June	
	Semester 3 (40 credits)	
	2 modules, each worth 20 credits	

Table 5b

Part Time: January Intake - Postgraduate Certificate

January	January - June	September - January
Induction	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	1 Module, worth 20 credits [note: Managers & Organisations includes the Course residential weekend]

Table 6

Part Time: September Intake - Postgraduate Diploma

Year 1

September	September - January -	January - June
Induction	Semester 1 (40 credits)	Semester 2 (20 credits)
	2 modules, each worth 20 credits	2 modules, each worth 20 credits [note: Managers & Organisations includes the Course residential weekend]

Table 7a

Year 2

	September - January	
	<i>Semester 3 (40 credits)</i>	
	<i>2 modules, each worth 20 credits</i>	

Table 7b

Part Time: September Intake - Postgraduate Certificate

September	September - January	June - September
Induction	<i>Semester 1 (40 credits)</i>	<i>Semester 2 (20 credits)</i>
	<i>2 modules, each worth 20 credits</i>	<i>1 Module, worth 20 credits</i> [note: Managers & Organisations includes the Course residential weekend]

Table 8

Part Time: September Intake - Postgraduate Diploma (Advanced Standing)

September	September - January -	January - June
	<i>Semester 1 (40 credits)</i>	<i>Semester 2 (20 credits)</i>
	<i>1 modules worth 20 credits</i>	<i>2 Modules, worth 20 credits</i>

Table 9

Part Time: September Intake – MA Advanced Standing

September	September - January	
Induction	<i>Semester 1 (20 credits)</i>	
	<i>Strategic Management</i>	
	September - March	
	<i>Semester 1/2 (20 credits)</i>	
	<i>Business Research Methods</i>	
	September - August	
	MAM Project [In collaboration with a supervisor]	

Table 10

Part Time: January Intake – MA Advanced Standing

January	January – June -	
Induction	<i>Semester 1 (20 credits)</i>	
	<i>Strategic Management</i>	
	January - June	
	<i>Semester 1/2 (20 credits)</i>	
	<i>Business Research Methods</i>	
	January - January	
	MAM Project [In collaboration with a supervisor]	

Table 11

Course Delivery by Module and sequence

All 20 credits			
Code	Module	Abbreviation	No
7BUSS001W	Economics for Management	E4M	1
7ACCN018W	Financial Analysis for Managers	FA	2
7HURM005W	Human Resource Management	HRM	3
7BUSS010W	Managing Operations, Information & Knowledge	MOIK	4
7MARK012W	Marketing for Managers	M4M	5
7HURM009W	Managers & Organisations	M&O	6
7BUSS003W	Business Research Methods	RM	7
7BUSS016W	Strategic Management	SM	8
7MNST001W	Project Module	Proj	9

Table 12

Full Time Students

MA Timetable Sem 1 & Sem 2

September Intake:

Full Time					
<i>Sept</i> <i>Sem 1</i>	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge	3 - Human Resource Management	1 - Economics for Management	7 - Business Research Methods
<i>Jan</i> <i>Sem 2</i>	5 - Marketing for Managers	2 - Financial Analysis for Managers	8 - Strategic Management	9 - Project	

Table 13

January Intake

Full Time					
<i>Jan</i> <i>Sem 1</i>	5 - Marketing for Managers	2 - Financial Analysis for Managers	3 - Human Resource Management	1 - Economics for Management	7 - Business Research Methods
<i>Sep</i> <i>Sem 2</i>	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge	8 - Strategic Management	9 - MAM Project	

Table 14

Part Time Students

MA Timetable Year 1 (Semester 1 & 2) & Year 2 (Semester 3 & 4)

January Intake

Year 1	Jan S1	2 - Financial Analysis for Managers	4 - Managing Operations, Information
	June SS	7 - Business Research Methods	
	Sept S2	6 - Managers & Organisations	5 - Marketing for Managers & Knowledge
Year 2	Jan S3	3 - Human Resource Management	1 - Economics for Management
	Sept S4	8 - Strategic Management	9 - MAM Project

Table 15

September Intake

Year 1	Sept S1	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge
	June SS	7 - Business Research Methods	
	Jan S2	2 - Financial Analysis for Managers	5 - Marketing for Managers
Year 2	Sept S3	3 - Human Resource Management	Economics for Management
	Jan S4	8 - Strategic Management	9 - MAM Project

Table 16

Pg Diploma Timetable Year 1 (Semester 1 & 2) & Year 2 (Semester 3)

Jan Start Students

Year 1	Jan S1	2 - Financial Analysis for Managers	5 - Marketing for Managers
	Sept S2	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge
Year 2	Jan S3	3 - Human Resource Management	1 - Economics for Management

Table 16

Sept Start Students

Year 1	Sept S1	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge
Year 2	Jan S2	2 - Financial Analysis for Managers	5 - Marketing for Managers
	Sept S3	3 - Human Resource Management	1 - Economics for Management

Table 17

Pg Certificate Timetable Year 1 (Semester 1 & 2)

Jan Start Students

Year 1	Jan S1	2 - Financial Analysis for Managers	5 - Marketing for Managers
	Sept S2	6 - Managers & Organisations	

Table 18

Sept Start Students

Year 1	Sept S1	6 - Managers & Organisations	4 - Managing Operations, Information & Knowledge
	Jan S2		5 - Marketing for Managers

Table 19

PgDip Advanced Standing Timetable Year 1 (Semester 1 & 2)

Jan Start Students (Links to Table 19)

Year 1	Jan S1	2 - Financial Analysis for Managers	
	Sept S2	3 - Human Resource Management	1 - Economics for Management

Table 18

Sept Start Students (Links to Table 18)

Year 1	Sept S1		4 - Managing Operations, Information & Knowledge
	Jan S2	3 - Human Resource Management	1 - Economics for Management

Table 19

The programme is designed to provide the broad conceptual components and practical tools and skills necessary for effective management practice. The Masters programme integrates these tools and skills in the analysis and solution of 'whole business' problems through the study of Strategic Management and, through the opportunity to carry out research and examine a particular chosen specialism in depth, via an individual project.

Transfer between Courses.

Firstly transfer can only be to a higher qualification, students cannot transfer to a lower award course. This is only possible through withdrawing from the higher course and requesting an intermediate award, with no further study allowed.

Transferring: The Process

- Discuss with the Course Leader/Deputy Course Leader
- Submit Transfer Form
- Complete all relevant modules (no incomplete modules are allowed)
- Have modules confirmed by relevant Exam Boards
- Transfer is confirmed and you will be informed.

Transfer from Postgraduate Certificate to Postgraduate Diploma

Students on completion of the Postgraduate Certificate can transfer to the Postgraduate Diploma (Advanced Standing), which requires the completion of three [3] further modules to achieve the Diploma.

Students enrolled on the Postgraduate Certificate on successful completion of their first semester of study can request to transfer directly onto the Postgraduate Diploma. Please note deadlines may apply, please refer to the School Registry Office.

Note: Whilst transfer from within the Postgraduate Certificate to the Postgraduate Diploma directly is possible for January intake, with students joining the 2nd Semester of the Diploma with the January intake. However, for September Postgraduate Certificate intake this will not be possible due to the dates of the Examination Boards and their progression to the Postgraduate Diploma will be via the Postgraduate Diploma in Management [Advanced Standing] which will commence the following September to the initial start of the Postgraduate Certificate.

Transfer to MA Management Advanced Standing

Students who already hold a Postgraduate Diploma in Management (or DMS), or the Diploma in Managing Health and Social Care from the University of Westminster will be able to gain the MA in Management through the MA Management (Advanced Standing).

Please note deadlines may apply, please refer to the WBS Registry Office.

You **can only transfer** if you have completed all modules to that date and they have been confirmed by the Progression and Award Board. You **cannot transfer** if you have any outstanding referrals, deferrals, or retakes. If you transfer directly having completed a Course **you do not** receive that award as you are seeking a higher-level award.

Professional Body Accreditation or other external references

The full MA in Management is recognised by the Chartered Management Institute (CMI) for entry at Member level.

Academic regulations

The current Handbook of Academic Regulations is available at westminster.ac.uk/academic-regulations

How will you be supported in your studies?

Course Management

Course Leader:

Keith Patrick, M108, e-mail K.Patrick01@westminster.ac.uk, Tel: 020 350 66589.

Deputy Course Leader:

Nuala OSullivan, C274, e-mail N.Osullivan@westminster.ac.uk, Tel: 020 350 66271.

The Course Leadership Team are responsible for the smooth running of the Programmes Courses and work with the Module Teams, Registry Staff and Management to ensure issues are dealt with promptly. They act as the first point of contact for all issues, whether academic or personal to ensure you maximise your potential whilst studying with us.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Faculty Registry Office. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students

Learning Support

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their Faculty. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student Affairs department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University.

How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel in 1973, as the MA Management Studies., the last University Panel for this Course was held in December 2016. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

¹ Students enrolled at Collaborative partners may have differing access due to licence agreements.

The course is also monitored each year by the Faculty to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. Each Faculty puts in to place an action plan. This may for example include making changes on the way the module is taught, assessed or even how the course is structured in order to improve the course, in such cases an approval process is in place.

A Course review takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with review panels to provide feedback on their experiences. Student feedback from previous years e.g. from Course Committees is also part of the evidence used to assess how the course has been running.

How do we act on student feedback?

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through Course Committees students have the opportunity to express their voice in the running of their course. Student representatives are elected to Committee to expressly represent the views of their peer. The University and the Students' Union work together to provide a full induction to the role of the student representatives.
- Each Faculty also has its own Faculty Student Forum with student representatives; this enables wider discussions across the Faculty. Student representatives are also represented on key Faculty and university committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- The University also has an annual Postgraduate Taught Experience Survey or PTES which helps us compare how we are doing with other institutions, to make changes that will improve what we do in future and to keep doing the things that you value.

Please note: This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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