

Programme Specification

Master of Business Administration (Flexible Executive)

For students entering in September 2018

PPTZHB MBA7DM

This document sets out key information about your Programme and forms part of your Terms and Conditions with the University of Reading.

Awarding Institution	University of Reading
Teaching Institution	University of Reading
Length of Programme	Duration of programme- include duration for part time and flexible arrangements
Accreditation	Enter accreditation details
Programme Start Dates	September/January/April

Programme information and content

The Henley MBA programme aims to prepare programme members for senior leadership positions by:

1. Developing a strategic, holistic and integrated perspective of management, organisations and business context.
2. Developing knowledge and understanding of current and pervasive issues in business and management through access to thought leadership and leading edge practice.
3. Developing the knowledge, understanding and skills for management and leadership around three core themes:

Choices: that management and leadership is about making the right choices - both personal and organisational

Values: that character and integrity are as important as capability for managers and leaders

Critical thinking: that effective management and leadership require both innovative and critical thinking

4. Providing personal development opportunities to help programme members develop their management capabilities, their capacity for and commitment to continuous learning, and their capability to work in and to lead teams in different situations.

5. Integrating theory and practice through an approach to assessment that combines academic rigour with practitioner relevance through work-based assignments, examinations and a research-based management project.

Module information

The programme comprises of 180 credits, allocated across a range of compulsory and optional modules. Compulsory modules are listed.

Compulsory Modules:

Module	Name	Credits	Level
MNM1LPD1	Leadership and Personal Development	10	7
MNM1MPS	Managing Processes and Systems	15	7
MNM1FR	Managing Financial Resources	20	7
MNM1MP	Managing People	15	7
	Research Skills	0	7
MNM2STR	Strategy	15	7
MNM2IB	International Business	15	7
MNM2STM	Strategic Marketing	15	7
MNM2RR	Reputation and Responsibility	15	7
	Research Skills		
MNM3LC	Leadership & Change	10	7
MNM3RS	Research Skills	0	7
MNM3MRC	Management Research Challenge	40	7

Compulsory text:

There are nine core modules and one elective module.

The core module addresses the fundamental topics within the subject area.

PATHWAYS:

The programme can also be delivered as a Pathway option where the MRC module is delivered as a 60 credit instead of 40 credit module.

The Pathway option is designed to provide the programme members with an extended research component of the programme related to their final assignment, the MRC. The additional credits would be allocated to provision of additional support in the Research Skills part of the module in stage 3 as well as additional support in developing the research proposal for the MRC module. This option is available only where the programme is offered as a 200 credit MBA.

Part-time or flexible modular arrangements

The Henley Flexible Executive MBA is structured to allow participants to continue working in full-time employment while studying and to connect their learning to current global business and management issues.

Over three stages of roughly ten months each, there are opportunities to engage career stakeholders in managerial issues and in programme activities.

Members will develop their own areas of interest and expertise in the elective modules and the Management Research Challenge project and will focus on integrating their learning into their own personal development.

Programme members are enrolled within intakes and are expected to use a blend of individual, group and self-study methods online and face-to-face at workshops.

The Leadership & Personal Development workshop at the start of Stage 1 is compulsory. Each intake is built around a schedule of workshop dates, assignment due dates and examination dates.

Within overall registration there is flexibility to complete assignments and examinations at different rates.

Members experience a total of up to 24.5 days (27 days on the Pathway option) and this is enhanced by support and follow-up tuition from online, local and personal tutors. Additional support workshops may be made available during the study period.

Additional costs of the programme

There are no textbooks which you must buy and students are encouraged to discuss the purchase of textbooks or other resources with the module convenor before purchasing. Some books may be available second-hand, which will reduce costs.

A range of resources to support your curriculum, including textbooks, electronic resources and computer facilities, are available through the Central Library and the Business School Academic Resource Centre.

Printing and photocopying facilities are available on campus at a cost per A4 page of £0.05 (black and white) and £0.30 (colour). Essential costs in this area will be low as most coursework is submitted electronically. Costs are indicative and may vary according to optional modules chosen and are subject to inflation and other price fluctuations.

Students are expected to fund any travel costs to attend workshops

Optional modules:

The elective module has two options: Choice A provides an opportunity for programme members to select a topic from a pool of elective modules that will enable them to engage in deeper study of specific topics and contexts within the core subject area. Choice B offers an opportunity to go on an International Study Visit organised by Henley Business School or one of its International Network Partners.

The final assignment on the MBA, the Management Research Challenge (MRC) also has two options:

MRC choice A: Dissertation, an original piece of academic research in an area of business or management.

MRC choice B: Integrated Business Project, an independent piece of practice-based research in business or management most often undertaken within the programme member's own organisation.

Placement opportunities

This programme does not contain an option for an integral work placement but members are expected to be in relevant employment.

An International Study Visit is offered as an Elective Module at Part 3.

Teaching and learning delivery:

The Henley Flexible Executive MBA is an intensive and international MBA programme. - It is designed to help members develop their management knowledge and competencies. It enables them to improve their effectiveness and maximise their contribution to an organisation whilst also helping them to achieve their career potential. - Members on the programme are encouraged to think strategically about business and management in a global context.

This international programme is conducted together with our partner network around the world.

This is a highly engaging programme, which combines personal learning and group work. It emphasises personal development but uses team-based peer learning and support. It is delivered in a format that is based around a learning journey for participants which integrates aspects of leadership and personal development with management capabilities in addressing challenges across different aspects of the organisation.

The following learning methods are employed on the Programme:

Workshops involving interactive lectures and presentations: face to face or online with digital support materials

Self-study: directed and self-directed, online using web-based resources or with electronic or paper-based materials

Research

Collaborative learning

Case studies

Problem-based learning

Self-study is the primary form encountered on the Flexible Executive MBA programme. This typically represents at least 50% of the total study hours. On-line learning resources extend the workshop interaction, providing resources that outline core theory and content or provide supplementary activities to embed learning. Text based resources will be interspersed with multi-media materials containing video and audio files that include tutor discussions of topics, lectures and case examples from companies. On-line resources will be made available at the start of a Stage. To get full value from face-to-face events, members are expected to familiarise themselves with the relevant study material before attending. In addition there will be further suggestions for directed and self-directed study after workshops and in the tutor-monitored discussion forums.

Total study hours for your programme will be 1800 hours. The contact hours for your programme will depend upon your module combination; an average for a typical set of modules on this programme is 24 days. In addition to your scheduled contact hours, you will be expected to undertake guided independent study. Information about module contact hours and the amount of independent study which a student is normally expected to undertake for a module is indicated in the relevant module description.

Accreditation details

The Henley MBA is accredited by AACSB, AMBA and EQUIS

Assessment

Each module is assessed either through an individual or group assignment, or a written examination, or a combination of an examination and assignment. Modules may have multiple assessments made up of the above.

Assignments are typically based on member's own choice of organisation, predominantly the one for which they are working.

There is an examination at the end of Stage 1 for each of the 3 core modules.

There is also an assessed assignment for each of these modules. Modules in Stage 2 and Stage 3 are assessed through assignments only.

Personal Development is assessed through assignments which provide formative assessment and which is required for progression on the Programme.

At Stage 3, the Management Research Challenge gives programme members the option to choose either an Academic Dissertation or an Integrated Business Project. In both options there is a requirement that programme members develop a research proposal but there is no summative assessment of the proposal.

For the programme members enrolled on the 200 credit pathway MBA there is a mandatory requirement that a MRC proposal, developed as per the MRC assignment specifications, is submitted and approved.

Progression

Part-time and modular progression requirements

Programme members must pass each module with a minimum mark of 50%. All modules are regarded as being of special significance.

It is normally expected that all the modules in each stage are completed prior to entry to the next stage of the MBA.

Progression is managed by the Programme Area Manager and Administrators and by the encouragement of personal tutors and peer learning teams. All Personal Development assessment must be successfully completed in order to progress.

A programme member may be withdrawn due to lack of progression, which is at the discretion of the Programme Director. Programme members who fail to achieve a 50% pass mark are permitted one re-sit/resubmission per module which must be taken within 6 months. Requests for extensions will be based on provision of evidence for extenuating circumstances.

Re-sits or resubmissions will be capped at 50% at module level, including examinations.

The Examinations and Assessments Office will advise programme members when a re-sit and resubmission is required and policy regarding timing. The normal procedure on extenuating circumstances will apply to those seeking an extension for a re-sit and resubmission. If a programme member does not resubmit or re-sit within 6 months of the first assessment, without an agreed extenuating circumstance, a mark of zero will be awarded for that assessment. Programme members who fail to achieve a 50% pass mark on a module that is assessed via multiple modes of assessment will be re-assessed by a single mode of assessment. Where an examination forms part of the original assessment, the single mode of re-assessment shall be a re-sit of the exam. Where a presentation or group report forms part of the original assessment, the single mode of re-assessment shall be the individual written report. Programme members registered on the Postgraduate Diploma may not be registered on the MBA for Stage 3 until first completing the Postgraduate Diploma requirements in full.

Classification

The University's taught postgraduate marks classification is as follows:

Mark Interpretation

70 - 100% Distinction

60 - 69% Merit

50 - 59% Good standard (Pass)

Failing categories:

40 - 49% Work below threshold standard

0 - 39% Unsatisfactory Work

For Masters Degree

To attain the MBA programme members must gain a mark of at least 50% (or more) in each module.

To qualify for Distinction, programme members must gain an overall average of 70 or more over 180 credits (200 credits for the Pathway option) and a mark of 60 or more for the dissertation.

To qualify for Merit, programme members must gain an overall average of 60 or more over 180 credits (200 credits for the Pathway option) and a mark of 50 or more for the dissertation.

To qualify for Passed, programme members must gain an overall average of 50 or more over 180 credits (200 credits for the Pathway option) and a mark of 50 or more for the dissertation.

For Postgraduate Diploma:

To qualify for Distinction, programme members must gain an overall average of 70 or more over 120 credits.

To qualify for Merit, programme members must gain an overall average of 60 or more over 120 credits.

To qualify for Pass, programme members must gain an overall average of 50 or more over 120 credits.

For Postgraduate Certificate

To qualify for a Postgraduate Certificate, students must gain an overall average of 50 or more over 60 credits. Members may exit Stage 1 with a Post-graduate Certificate and Stage 2 with a Post-graduate Diploma.