

Programme Specification

For students entering in September 2019

Master of Business Administration (Henley Full Time)

PFTZHIPOXXHM

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	Full time 12 months

Programme information and content

The Henley Full-Time MBA programme aims to **prepare students for leadership positions** by:

1. Developing a **strategic, holistic and integrated perspective** of business, organisations and management.
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:** management and leadership are about making the right choices - both personal and organisational
 - **Values:** character and integrity are as important as capability for managers and leaders
 - **Critical thinking:** both innovative and critical thinking are required for effective management and leadership
4. Providing **personal development opportunities** to help student develop their management capabilities, their capability to work in and to lead teams in different situations, and their capacity for and commitment to continuous learning
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 business project or dissertation.**

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
MWM021	Managing People	15	7
MWM002	Operations Management	15	7

MWM003	Financial Management	20	7
MWM004	Marketing Management	15	7
MWM005	Management in an International Context	15	7
MWM006	Strategy	15	7
MWM007	Leadership and Change Management	10	7
MWM008	Reputation and Responsibility	10	7
MWM010	Personal Development	-	7
MWM023	Research skills for managers	5	7

Compulsory text:

The core modules address the fundamental topics within the subject area. There is one compulsory international study visit embedded into the Reputation and Responsibility module in which students can engage with global and international managerial issues and stakeholders via programme activities undertaken overseas.

Part-time or flexible modular arrangements

Not applicable to this programme as it is a full-time study option (only).

Additional costs of the programme

Flights and any necessary visas for the international study visit are at an additional cost.

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.

Optional modules:

Students must choose optional modules to bring the total credit value to 180. The optional modules available can vary from year to year. Details of any additional costs associated with the optional modules, will be made available to you prior to the beginning of the programme. Entry to optional modules will be at the discretion of the University and subject to availability. Although the University tries to ensure you are able to take the optional

modules in which you have expressed interest this cannot be guaranteed if there is not a minimum of 8 students per module.

Placement opportunities

At the end of stage 3 students attend a week-long study visit to an overseas location, where Henley has a developed network and strong footprint. Students also have a choice between completing a dissertation or carrying out an applied business project. Students who opt for the project will work in conjunction with a company and will be required to take an additional elective in stage two.

Teaching and learning delivery:

This MBA programme has an approach to teaching and learning that is appropriate to a particular mode of study, whilst reflecting the distinctive emphasis of Henley.

Methods typically associated with learning transmission:

- Lectures and presentations: face to face or online with digital supporting materials
- Self-study: directed and self-directed, online using web-based resources or with electronic or paper-based materials

Methods associated with transactional or transformational approaches to learning:

- Research
- Collaborative learning
- Case studies
- Problem-based learning
- Study visit
- Placements and consultancy assignments
- Simulation

The intense, regular teaching programme is the backbone of the learning process for the Henley Full-time MBA. On-line learning resources extend the classroom 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. To get full value from face-to-face events, participants are expected to familiarise themselves with the relevant material before attending. In addition there will be further suggestions for directed and self-directed study after workshops.

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 380 hours. 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

AACSB, AMBA, EQUIS

Assessment

Teaching is organised in modules. The method of delivery varies among modules, especially in terms of the proportions of time allocated to lectures, group activities and assessment. All modules are assessed by coursework (that can take a variety of forms) and/or examinations.

The assessment of personal development will be formative in nature and is a required submission. Students will complete a personal development plan and will complete a review and reflection on their learning at the end of each Stage.

Progression

Students 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. Students who fail to achieve an overall 50% pass mark in a module are permitted one re-sit/resubmission per module at an appropriate point in the schedule. Re-sits or re-submissions will be capped at 50% at module level. If a student fails an assessment twice, this is deemed as a course failure.

To be eligible for the award of MBA students must:

- pass each module with a minimum mark of at least 50%
- pass all the required Personal Development plans

If a student fails to meet the criteria for the award of a Master's degree or is unable to complete the programme he or she is registered for, the student will be eligible for the award of one of the following as an exit qualification:

Postgraduate Certificate – this will be awarded to students who have previously registered for the Master's degree provided that the student has achieved a minimum of 60 credits at level 7.

Postgraduate Diploma – this will be awarded to students who have previously registered for the Master's degree provided that the student has achieved a minimum of 120 credits at level 7.

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 pass the MBA students must pass each module with a minimum mark of 50%.

To qualify for a **Distinction**, students must gain an overall average of 70% or more over 175 credits*.

To qualify for a **Merit**, students must gain an overall average of 60% or more over 175 credits*.

To qualify for a **Pass**, students must gain an overall average of 50% or more over 175 credits*.

* Where it has been agreed at validation that a programme includes a module assessable on a PASS/FAIL basis, the calculation shall exclude such modules and as such the Full-time MBA is calculated over 175 credits.

For PG Diploma

To pass the Postgraduate Diploma students must pass each module with credits totalling 120 credits with a minimum mark of 50%.

To qualify for a **Distinction**, students must gain an overall average of 70% or more over 120 credits.

To qualify for a **Merit**, students must gain an overall average of 60% or more over 120 credits.

To qualify for a **Pass**, students must gain an overall average of 50% or more over 120 credits.

For PG Certificate

To pass the **Postgraduate Certificate** students must pass each module with credits totalling 60 credits with a minimum mark of 50%.

To qualify for a Postgraduate Certificate, students must gain an overall average of 50% or more over 60 credits.