

Programme Specification

1	Awarding body	University of London				
2	Teaching Institution	Birkbeck College				
3	Programme Title(s)	Postgraduate Certificate in Management (October Start)				
4	Programme Code(s)	TPCMNGMT				
5	UCAS code (if applicable)	N/A				
6	Home Department	Management				
7	Exit Award(s)					
8	Duration of Study (number of years)	1 year				
9	Mode of Study	FT		PT	X	DL
10	Level of Award (FHEQ)	Level: 7				

11	Other teaching depts or institution (or not applicable)	N/A				
12	Professional, Statutory Regulatory Body(PSRB) details (or not applicable) <i>(include URL to PSRB)</i>	N/A				
13	QAA Benchmark Group (or not applicable)	N/A				

14	Programme Rationale & Aims					
	This programme offers a general introduction to a range of key management issues and allows you to choose specialist modules from our wide range of offerings. This flexibility provides students with a thorough introduction to theoretical issues in management.					

15	Entry Criteria					
	<p>Normally at least a second-class honours degree in any subject area from a UK university or a non-UK equivalent; other qualifications will be considered.</p> <p>Non-native English speakers need to provide an IELTS certificate showing a minimum score of 6.5 (with a minimum of 6.0 in the sub-tests) as proof of English language ability. Please be aware that Birkbeck also accepts proof of having passed other English language tests.</p> <p>A professional or other qualification obtained by written examinations approved by the College.</p> <p>Relevant experience, supporting statements and references may be taken into consideration, especially in the case of non-standard applications.</p>					

16	Learning Outcomes					
	<p>Subject Specific:</p> <ul style="list-style-type: none"> • A critical understanding and awareness of the various dimensions of management, business, and organisation studies and related fields, such as economics as academic fields of study, including knowledge of the foundation literatures and understanding and awareness of current research trends. 					

	<ul style="list-style-type: none"> • The ability to appraise existing views and debates in the theory and practice of management, broadly defined, including the critical evaluation of the evidence. • The knowledge and understanding of business organisations, and other types of organisations such as public, not-for-profit or cooperatives, and of the environment in which they operate. • The development of competencies in the various processes of management: planning, organising, leading and controlling. • The appreciation of how managerial processes play important roles in the attainment of efficiency and effectiveness of organisations
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17	<p>Learning, teaching and assessment methods</p> <p>The principal methods of teaching and learning include:</p> <ul style="list-style-type: none"> • Lecturing • Directed reading • Class discussion of research articles • Small group and class discussion of case studies linking theory and practice • Student-led seminars and presentations • Supervised individual assignments • Supervised group exercises • Supervised independent research for dissertation <p>• Online learning through Moodle : Students have access to Moodle, our online learning resource where all information and materials relating to their programme of study and modules are available. Students will also have access to the Birkbeck Library and e-Library where they can obtain books and journal articles that are required for their studies. We offer a range of student support and study facilities.</p> <p>While lecturing is a major vehicle of knowledge transfer in the MSc programme in Management, most modules use a mix of other methods of learning and teaching with lectures, all of which are peer reviewed, e.g. group exercises, case studies linking theory and practice, and seminars involving group work and presentations. There are several modules in which lectures are combined with small group discussions in which even more interaction between students and between students and group leaders are possible, thus helping to harness appropriate social interactive behaviour and the ability to work in teams, while actively pursuing the advancement of knowledge. Active participation at lectures and individual assignments, including the supervised independent research for dissertation, provide other avenues for interactive learning.</p> <p>Individual assignment and the supervised independent research for the dissertation are designed to assess the ability of postgraduate students to take responsibility for their own learning and time management, to search for information, and to carry out work to set deadlines.</p> <p>Assessment methods:</p> <p>The learning outcomes determine the method of assessment for each module of the programme. The assessment of most modules that form the MSc Management programme is by a combination of coursework (of various forms) and an unseen formal, written examination at the end of the Autumn term or during the Summer term. In order to arrive at an overall mark for each module, the marks awarded for the coursework and examination are combined together in ratios that vary across modules, but in most cases a 25%:75% ratio applies in determining the respective weight of coursework and examination in the determination of the overall mark for each module.</p>
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Final Examinations provide a rigorous test of the core knowledge, understanding and analytical skills of students and encourage careful revision and the consolidation of core learning in general and specific subject areas.

The coursework aims at the development and assessment of students' critical understanding of academic knowledge and process-based research skills. All coursework assess the ability of students to take responsibility for their own learning and time management; to search for information; and to carry out work to set deadlines. They test a number of subject-specific, and other intellectual, practical and personal and social skills to include inter alia: the ability to locate, extract and analyse qualitative and quantitative data from different sources as a basis for decision making and justification of resource deployment; the ability to construct an argument in written English; to critically evaluate arguments and evidence; to critically appraise existing views and debates; and the ability to describe and justify international management and business decisions.

Apart from providing quantitative assessment, coursework provide opportunities for detailed qualitative feedback to students, thus enhancing the learning process on a regular basis throughout the programme. Coursework can take several forms:

- a) Written exercises and essays are used to assess the ability to work through quantitative and qualitative problems; construct an argument in written English; critically evaluate arguments and evidence; appraise existing views and debates; and assess the ability to describe and justify management and business decisions.
- b) Group Assignments are used to evaluate the ability to communicate appropriately with peers and supervisors (oral and written), foster co-operation, trust and loyalty; use computer technology for communication; and work in teams.

All assessed work is marked in accordance with the Common Awards Scheme. The criteria are linked explicitly to the learning outcomes, and distinguish clearly between the achievements required for each range of marks in the distinction, merit, pass and fail categories.

All assessed work comprising more than 30% of the overall module mark is double marked by two internal examiners and counterchecked by the external examiners who see a sample of all assessed work. The sample includes for each module the exam script(s), coursework(s) nearest of the mean of the marks in the distinction range, merit range, pass range and fail range.

The award for the MSc Management degree and intermediate awards are governed by the Common Awards Scheme.

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Programme Description

Students complete 4 modules (totalling 60 credits).

Students take 1 compulsory module and then choose 3 option modules from the range of option modules offered by the Department of Management (below are some examples).

Compulsory module

- Principles of Organization and Management

Option modules

- Accounting and Financial Management
- Corporate Governance
- Corporate Responsibility
- Business in the European Union
- Globalization: forces, players and management

	<ul style="list-style-type: none"> • <u>Human Resource Management Policy and Practice</u> • <u>Innovation: Management and Policy</u> • <u>Intellectual Capital and Competitiveness</u> • <u>Marketing Management</u> • <u>Perspectives on Organization</u> • <u>Strategic Management (Postgraduate)</u> • <u>The Business Environment: International and Comparative Perspectives</u>
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19	Programme Structure			
<i>Part Time programme</i>				
Year 1				
Level	Module Code	Module Title	Credits	Status
7	MOMN010H7	Principles of Organization and Management	15	Compulsory
<i>Optional Modules: For the final 3 x 15 CREDIT modules, students can choose any 15 CREDIT Post Graduate module from within the Department of Management.</i>				

20	Regulations			
	<ul style="list-style-type: none"> • Admissions This programme adheres to the College Admissions Policy: http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf • Credit Transfer Accredited Prior Learning will be considered in line with the College Policy on Accredited Prior Learning http://www.bbk.ac.uk/registry/policies/documents/accreditation-prior-learning.pdf • Programme Regulations This programme adheres to the College Common Awards Scheme http://www.bbk.ac.uk/registry/policies/regulations • Programme Specific Regulations (or not applicable) N/A 			

21	Student Attendance Framework – in brief			
	<p>The full version of the ‘Student Attendance Framework’ is available http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf .</p> <p>Principle Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded.</p> <p>Attendance expectation Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations.</p>			

	<p>E-Registers</p> <p>All Birkbeck students are issued with student cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students.</p>
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22	Student Support and Guidance
	All Birkbeck students have access to a range of student support services, details can be found on our website here: http://www.bbk.ac.uk/mybirkbeck/services/facilities

23	Methods of Enhancing Quality and Standards
	<p>The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner's reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input.</p> <p>For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality</p>

24	Programme Director	Dr Luca Andriani
25	Start Date (<i>term/year</i>)	Autumn 2014
26	Date approved by TQEC	Spring 2014
27	Date approved by Academic Board	Summer 2014
28	Date(s) updated/amended	January 2019