MSc Strategic Business Management
MSc Corporate Financial Management
MSc Human Resource Management and Leadership
MSc International Marketing
MSc Global Accounting
All associated Diplomas and Certificates

Face-to-Face and Online Programmes

September 2019-2020

Programme Demands Document
Introduction
This document is produced by University of Law and Partners for the information of prospective students. It explains the requirements of postgraduate courses for disabled applicants so that applicants can assess what adjustments they may require in order to undertake their course. Detailed questions about the extent of such adjustments for online students should be addressed to InterActive’s Student Support programme coordinator and those for GISMA students should be addressed to GISMA’s Student Support programme coordinator, who will liaise with the University’s Disability Support Service staff, as appropriate. This document may be made available to medical practitioners who may be asked to provide a professional judgement on the ability of an applicant to complete the course.

The information included is an indicative guide for 2019 intake only. Students who enrol on the course will be subject to the course regulations in effect at that time.

Details of the MScs, and associated Diplomas and Certificates, in Business, Marketing, Finance and HRM can be found on the University of Law, GISMA and InterActive’s websites.

Modes of Study
MScs, and associated Diplomas and Certificates, in Business, Marketing, Finance and HRM are courses with a focus on developing and deepening business knowledge, with a strong emphasis on employability skills.

The face-to-face MSc programmes are delivered both in London and in Berlin. Sessions are timetabled and take place face-to-face. Groups will normally consist of no more than 25 students. Students progress through modules in a predetermined order. The full programme normally takes 12 months but students have a total of five years to finish their programme of study if they need to take a break in their studies. Students who do not complete their studies in the set timeframe may be awarded an exit degree.

The online MSc programmes are delivered by the InterActive platform. Sessions are timetabled and take place online. Online groups will normally consist of no more than 40 students. Subject areas will be divided into units and students will progress through the units in a predetermined order. Students will only be able to access units when they complete the previous units of study. The full programme normally takes 12 months but students have a total of five years to finish their programme of study if they need to take a break in their studies. Students who do not complete their studies in the set timeframe may be awarded an exit degree.

The course is intensive and requires significant commitment – 36-40 hours per week. There is direct guided learning of between 6-10 hours per week which means that 30 hours must be devoted to independent study. Where undertaking study in Berlin the term is of a 9 week duration resulting in more hours allocated for direct guided learning each week, though no more than 12 hours.

Summary of Key Learning Outcomes
- A critical, analytical and highly integrated study of business and management, finance, human resource management and marketing within the dynamic and changing nature business and the consideration of the future of organisations within the global business environment, including the management of risk.
- Development of critical knowledge of social responsibility and the need for individuals and organizations to manage responsibly and behave ethically.
- Assess, plan, implement and evaluate personal and professional development by producing and maintaining a personal development plan, demonstrating a high level of self-reflection and self-management skills while demonstrating a continual appetite for development.
- Synthesize quantitative and digital skills to manipulate and evaluate a range of business data, effectively find and use sources of information and appropriate methodologies for dissertation research, project planning and evidence-based decision making.
Produce clear structured business communications in a variety of media.
Work effectively with people from a range of backgrounds and demonstrate an awareness and sensitivity to issues of diversity.

Preliminary Knowledge and Skills
Generic skills associated with the entry criteria for the MSc Business awards.

Where English is not the first language, students will need a sufficient command of English to follow the course to a successful conclusion. Students need an IELTS average score of 6.5 (with a minimum of 5.5 in each element) or above.

Disability Support Agreements
The University has a dedicated Disability Support Service to assist students in accessing the programme. To utilise the Disability Support Service medical evidence ideally should be provided prior to starting to ensure adjustment are put in place promptly. On receipt of the medical evidence the Disability Support Service will create an individual Disability Support Agreement detailing the course and exam adjustments. These are then communicated to tutors and assessments to implement the adjustments.

The University is able to provide diagnostic assessments with an Educational Psychologist for students suspecting a Specific Learning Difficulty (SpLD) for example: Dyslexia, Dyspraxia, ADHD, and Dyscalculia. The student will incur a small contribution fee of £75. Once completed the Disability Support Service can put in place a Disability Support Agreement detailing the relevant adjustments to the course and assessments.

We provide Skills4 study Campus access via our interactive learning environment, Elite, this service is available for all students. We are not, at this time, offering one-to-one SpLD specific tutoring. However Disabled Student Allowance funding should be sought if a Specialist Study Skills Tutor is required. The Disability Support Service can advise you in how to obtain DSA, we recommend you apply as soon as possible. If you are eligible you can apply for Disabled Student’s Allowance [https://www.gov.uk/disabled-students-allowances-dsas](https://www.gov.uk/disabled-students-allowances-dsas).

For more information please visit our the disability micro-site [http://www.law.ac.uk/disabilitysupport-service/](http://www.law.ac.uk/disabilitysupport-service/) or contact [disabilitysupportservice@law.ac.uk](mailto:disabilitysupportservice@law.ac.uk)

InterActive and GISMA work together with the University of Law to assist students in accessing the Disability Support Service. To utilise the service, medical evidence must be provided within the first week to ensure reasonable adjustments are put in place promptly. However, if you condition arises during the course please get in touch with your Student Support programme coordinator as soon as possible for advice. On receipt of medical evidence, the Disability Support Service will create an individual Disability Support Agreement detailing the course and exam adjustments. These are then communicated to tutors and the assessment team.

For more information, please contact your GISMA or InterActive’s Student Support programme coordinator via private messaging on the Canvas platform.

Pre-Course Demands
There is no pre-course study required.

The Learning Environment
The online programmes are delivered by InterActive’s Learning Management System: Canvas. This is the first point of call for academic information, such as details of assessments, lecture sequences and online copies of all study materials.
Courses are delivered using videos, case studies, discussion questions, reading materials, online testing, and tutor feedback. Students will receive their core textbooks in a digital format, and free of charge.

Courses are delivered in an interactive way; therefore, students are expected to participate fully in all modules and related activities and carry out independent learning and preparation as indicated.

Face to face teaching takes place over the course of 2 semesters per year. Each semester consists of 12 weeks. Students will take two-three modules at a time. Assessment takes place during teaching periods and at the end of each module.

Online teaching takes place over the course of six terms per year. Each term consists of 8 weeks. Students will take one module at a time. Assessment takes place during teaching periods and at the end of each module. Students should expect 7.5 hours of overall guided learning per week.

Students are expected to do a significant amount of independent study and work; approximately 30 hours per week. Independent study and work mainly consists of work related to the weekly tutorials. This includes reviewing videos, reading provided texts, answering discussion questions, participating in group work, writing papers, conducting online research and completing assessments.

Students have access to core text provided through Vitalsource. In addition students have access to the ULaw library. Face to face students have access to both the physical and online Library and online students have access to the online Library. Learning resources from the Chartered Management Institution are also available to students. This material can be accessed online. These resources provide a range of professional and business-based materials that represent the latest market trends, with sector-based articles and analytical reports. Students will also have the support of class tutors and Student Support personnel.

The programme involves a considerable amount of group work and group assessment. Assessment is mainly through coursework and a small proportion of open book examinations.

**Structure of each module**

Face to face modules are arranged into workshops. There is one workshop a week.

The online modules within each programme are arranged into units. 15-credit modules have 4 units and 30-credit modules have 8 units. Students will work through the units sequentially.

Each workshop and section of a unit is designed to build on the skills developed during the prior sections and units. Each workshop/unit will consist of an introduction followed by video clips, extended reading, discussion questions (sometimes required to be attempted in groups), tasks (e.g. portfolio) and content review. This order of activities can be found in most, if not all workshops/units.

**Attendance Requirements**

The MSc programmes are an important step in the development of our students’ future professional career and we regard participation as an important part of one’s professional development. It is our experience that there is a clear correlation between attendance and pass rates. We may be asked by a prospective employer to give details of a particular student’s punctuality, attendance and/or participation and progress.

**Summary of Assessment Demands**

Assessment of each module will take place within five weeks of the module end date. Assessments will be marked by 2 tutors and evaluated for plagiarism using Turnitin software.
The programme includes a variety of types of assessment throughout the course will involve you completing and/or participating in the following:

- Individual assignments
- Group work
- Discussion questions
- Portfolio assessments
- Case studies
- Exams
- Research
- Panel discussion
- Peer feedback
- Instant feedback tasks
- Vocal engagement

**Assessment Requirements**

Assessment is designed to meet the programme and module learning outcomes related to academic knowledge and skills development.

All assessment must be submitted according to the published deadline, work needs to be typed, and some modules may require students to submit portfolios and/or recorded/video information.

If appropriate medical evidence is accepted, we may be able to re-schedule assessments to avoid multiple exams and final assignments on any one day.

We do not normally provide additional time for coursework, as the time provided already incorporates considerable flexibility.

Subject to an individual student’s disability support agreement, one may be allowed extra time to submit written assignments.

The University of Law operate a fit to sit policy, which means that students who attend an assessment are deeming themselves to be fit to sit that assessment. It is therefore not possible to submit a concession application for impaired performance for an assessment that has been sat. For more details, please refer to the Student Handbook.

**Assessment Adjustments**

The Disability Support Service can offer a range of adjustments on a case by case basis. The Masters programmes and assessments have been designed to be inclusive for students and the following adjustments are not normally made but can be considered in exceptional, evidenced circumstances which is assessed via the Disability Advisory Group.

- Replacing examinations taken under supervised conditions with take-away assessments / courseworks;
- Shortening the overall length of examinations; and
- Splitting examinations into shorter units such that a different paper is taken from the rest of the cohort.

If you have any queries regarding support or adjustments whilst studying at the University of Law please contact the Disability Support Service on disabilitysupportservice@law.ac.uk or 01483216657

In addition, for InterActive students contact Elaine Garcia at Elaine.Garcia@interactivepro.org.uk for more information.
Time Limits
Irrespective of any special arrangements made, in order to successfully complete the Business Degree, all students are required under the regulations to pass all elements of the course within five years of commencing the course for the 12 months programme.

Student Engagement
We understand that the quality and standards of your course are very important to you, which is why InterActive and GISMA are committed to student engagement. Student Engagement is about students getting involved, sharing their views and helping to shape their educational experience. One way of getting involved is through the Student Council. Please refer to the relevant Student Handbook for more information.

Programme Committee
Students have the opportunity to attend a Programme Committee if they are selected by their peers as Student Representatives. The Programme Committee is comprised of Student Representatives and staff representatives including the Programme Leader. The purpose of these meetings is to give students an opportunity to raise areas of concern, to make comments on the course and on student support, and to make suggestions about any aspect of the course.

The minutes of the meetings are made available to all students and staff. The minutes include any action to be taken and who is responsible. The Programme Leader is responsible for ensuring matters are actioned.