

Course Handbook

MASTER OF BUSINESS ADMINISTRATION (MBA)

For admission into academic year 2021/22



Postgraduate academic year 2022/23

Summer semester	Starts	Ends
Welcome week (enrolment/induction)	w/c 18 Feb 2022	
Teaching	01 Mar 2022	13 May 2022
Assessment	16 May 2022	30 May 2022
Marking period	30 May 2022	17 Jun 2022
Provision result	27 Jun 2022	01 Jul 2022
Reassessment (if any)	15 Aug 2022*	

Autumn semester	Starts	Ends
Welcome week (enrolment/induction)	w/c 22 Jul 2022	
Teaching	01 Aug 2022	14 Oct 2022
Assessment	17 Oct 2022	28 Oct 2022
Marking period	31 Oct 2022	19 Nov 2022
Provision result	29 Dec 2022	05 Jan 2022
Reassessment (if any)	15 Jan 2023*	

Spring semester	Starts	Ends
Welcome week (enrolment/induction)	w/c 17 Feb 2023	
Teaching	01 Mar 2023	19 May 2023
Assessment	22 May 2023	09 Jun 2023
Marking period	12 Jun 2023	30 Jun 2023
Provision result	01 Jul 2023	10 Jul 2023
Reassessment (if any)	15 Aug 2023*	

Using your handbook

*The date is subject to change.

2022/23 Academic term dates

In addition to these dates, you need to be aware of other important events and deadlines throughout the year; such as coursework submission dates, publication of the examination timetable, publication of results, mitigating circumstances deadlines, programme planning deadlines.

Your course handbook contains a wealth of information. Some of it will be of more relevance to you later in the course than at the start of your studies. It covers many of the questions you will have about your course and how to locate additional information or advice.

For more detailed information you will sometimes need to consult other sources, including:

- Student Service Center- for details of important regulations and procedures.
- Programme Manager- for academic information, timetable, and course structures.

The course specification (Section 7.1 of this handbook) defines the key features of your course, its aims, structure and learning outcomes, and identifies all the modules you must study for your award.

It is your responsibility to be fully aware of the regulations, which govern your studies as an undergraduate student of the University and Stanford Academy. We provide guidance on most aspects of the Academic Regulations via our website, including Student Handbook; if you are unsure please contact your Student Service.

When you join London Metropolitan University as a student you and the University form a formal relationship and you become a member of our academic community. You are London Met student and study the programme at Stanford Academy. The term and condition govern the relationship with London Metropolitan University and Stanford Academy. It is your responsibility to read and understand this important information. If there are aspects of the terms and conditions you do not understand please contact the Student Service or Programme Manager.

You should also note that, occasionally, the details in this Handbook, including the Course Specification, may subsequently be amended or revised in accordance with the policies and regulations.

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POSTGRADUATE ACADEMIC YEAR 2022 - 2023

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SECTION 1: WELCOME TO YOUR COURSE / KEY CONTACTS

1.1 Introduction to your Course

The MBA at London Metropolitan University is designed for candidates from diverse backgrounds with experience of working in a managing role and provides the opportunity to build on that experience, linking theory with practice and develop as thoughtful and influential managers and leaders. It gives people from diverse disciplines and backgrounds the opportunity to develop their potential as managers and leaders, to study postgraduate management collaboratively and to specialise in innovation and leadership management and development.

The programme is conducted at Stanford Academy, Singapore by a diverse team of staff on expertise, wider academic and professional community. The preparation of influential leaders and managers involves developing the self-awareness and the innovative capabilities necessary for creating successful and sustainable groups and organisations. The MBA provides students with the opportunity to study innovation management and collaboratively develop their own effectiveness as managers and leaders whilst following an MBA programme of study which includes the essential business functions of accounting and finance, leadership and strategic management, people management and marketing, and culminates in an individually designed business research project.

The MBA programme is underpinned by the understandings of responsible management, ethical and respectful behaviour and evidence-informed practice. Embedded within the programme are the principles of self and lifelong development, ethics, responsibility, inclusion, diversity and sustainability and the curriculum will be structured to involve the development of creativity, citizenship and awareness of service. This is an active response to the call for programmes to be adaptable and to prepare students for the future as flexible individuals, capable of coping with changing lives and employment opportunities.

The core of the MBA programme consists of a set of 4 integrated 20 credit modules which students will study in collaboration with MBA pathway students. This will enable students from diverse disciplines to gain knowledge and understanding of key business functions and to develop their potential as business and management practitioners. In addition to these four modules, students will study 2 additional 20 credit modules, (Innovation management and Developing effectiveness in management and leadership).

All students will also study a 20 credit module (Management Learning and Research) which is designed to familiarise them with business research methods and to prepare them to undertake the final part of the course, a Business Research Project.

Students' learning is initiated and directed through formal contact time with the teaching team in lectures and seminars. There is an emphasis on active learning, as the MBA students develop learning through group activities organised in class and outside formal teaching

time. As mature individuals developing a career path in management, they are expected to develop their competencies through required reading, writing, problem solving and other tasks outside of the class in order to prepare for face to face sessions, a 'flipped classroom' approach.

Students will develop their understanding and show their ability to apply knowledge and analyses to various business contexts through a range of opportunities, including the use of their own work experience, case studies, business scenarios, presentations and problem-based learning exercises. A positive, critical and responsible approach is encouraged throughout the course, enabling deep understanding and the adoption of creative and innovative responses, so reflecting the nature of the business and management environment.

The lectures and seminars which constitute the formal face-to-face elements of the course are essential activities that will support the development of knowledge and understanding. These sessions will provide students with tools of analysis, outline methods for evaluation and give clear guidance on how students may best extend and apply their learning independently. The face to face sessions are action oriented and student-centred to encourage 'deep' as opposed to 'surface' learning, and give students the opportunity to apply their understanding to various business scenarios, and to test out their ideas.

Module teaching on the MBA is structured to be developmental, so that students will first develop basic knowledge of a topic, and then apply this knowledge to a variety of problems and scenarios presented in seminars and outside formal classes. Embedded within the subject teaching will be opportunities for personal professional development appropriate to business and management practitioners, for example; to develop expertise in giving presentations.

It is expected that students will prepare in advance for both lectures and seminars using digital platforms where appropriate (a 'flipped classroom' model) either independently or as a group, in order that maximum active use may be made of face-to-face and peer-to-peer opportunities for learning. In addition, the reflective practitioner model will encourage students to maintain an active and reflective stance to their learning and how it connects to the world of work. The course makes use of the Open University Digital and Information Literacies Framework to encourage the development of digital literacy throughout the course.

The development of the personal awareness and practical skills associated with management and leadership will be encouraged in a supportive manner throughout the programme. Group work, presentations, writing for diverse audiences and undertaking research will all contribute to the students' practical skills. It is anticipated that personal awareness of areas for development will develop progressively through the course, and students will be strongly encouraged in a supportive manner to develop these areas.

All modules will include the use of the school's virtual learning environment (Canvas). Core materials, eg handbooks, presentations, reading materials etc will be made available on Canvas and the platform will also provide the vehicle for online collaboration and other blended learning activities.

Students will be encouraged to get to know the members of their cohort, and actively participate in events which contribute to the course and to student learning and development, but which lie outside formal contact hours.

1.2 Key Contacts

Phone	+65-6565 9786, +65-6560 5559
School's Website :	www.stanford.edu.sg
University's Website :	https://www.londonmet.ac.uk/
Email (for enquiry and feedback/ complaint):	info@stanford.edu.sg
	feedback@stanford.edu.sg
Committee for Private Education:	https://www.ssg-wsg.gov.sg/

Operating Hours

Monday – Thursday: 9:00 AM – 9:30 PM

Friday: 9:00 AM – 7:00 PM

Saturday, Sunday & Public Holidays: Closed

Management Team

1. Principal: Ms. Bernice Gao
Email: bernice@stanfort.edu.sg
2. Vice Principal: Ms. Mar Lar
Email: marlar@stanfort.edu.sg
3. Dean: Mr. Koh Kee Lee
Email: klkoh@stanfort.edu.sg
4. Programme Manager: Chaochen Wang
Email: chaochen@stanfort.edu.sg

Emergency Contacts in Singapore

- Emergency Ambulance & Fire: 995
- Non-Emergency Ambulance: 1777
- Police Emergency: 999
- Police Hotline: 1800 255 0000
- Dengue Hotline: 1800 933 6483
- Fire Hazard Reporting: 1800 280 0000
- SCDF General Enquiries: 1800 286 5555
- AVA Hotline: 1800 226 2250
- SP PowerGrid (to report a power failure): 1800 778 8888
- NEA Hotline: 1800 225 5632
- Floods or Drain Obstructions: 1800 284 6600
- Building & Construction Authority: 6325 7191 / 6325 7393
- HDB Essential Maintenance Service Unit (ESMU): 1800 275 5555 / 1800 325 8888 / 1800 354 3333
- Drugs & Poison (non-emergency): 6423 9119
- Weather: 6542 7788
- City Gas (for any issues regarding gas leakages, or disruptions): 1800 752 1800

Free Counselling Services in Singapore:

- SOS (Samaritans of Singapore) -1800 221 4444
- The Counselling Place -6887 3695
- CareCorner Singapore -1800 3535800
- Family Life Society -6488 0278
- ComCare Hotline -1800 2220000 (24 Hours daily service)

Section 7 sets down the key features of your course, including your Course Specification. Your Course Specification may have a work placement as a compulsory element or you may be able to choose it as an optional module. The placements aim to enhance your work based skills and to enable you to bring these reflections productively to bear on your studies.

SECTION 2: POSTGRADUATE DEGREE COURSES

Undertaking study at postgraduate level is likely to involve new and different methods of working compared to your previous experience. You will study more specialised subject matter at a more advanced level, relatively quickly and over a shorter period. You will be expected to pursue your studies with a greater degree of independence than at undergraduate level and to set your own learning objectives within the framework of the course.

2.1 Key Features of Postgraduate Degree Courses

The Course Specification (see Section 7.1) details your course curriculum and structure and you should study this carefully. Many features are defined by the Postgraduate Regulatory Framework, part of the University's Academic Regulations. The following overview provides a summary of the most common features of postgraduate courses:

- Full-time students starting Masters programmes in the Autumn semester are taught over three semesters in a year, requiring approximately 40 hours of study per week. Part-time students undertake the equivalent overall workload over a longer period of study, between one- two years.
- The standard Masters award requires 180 credits at level M: normally 120 credits for the taught elements and 60 credits for the Dissertation or Project. Any variation to this will be detailed in the Course Specification.
- Most postgraduate modules are equivalent to 20 credits. Typically, a full-time student studies modules equivalent to 40-60 credits per semester (normally 2-3 modules).
- The taught elements of postgraduate courses are mainly compulsory “core” modules and normally include one concerned with research methodology and project development and practice, in preparation for the dissertation or project.
- All taught modules and the dissertation or project module are marked on a percentage scale, with a pass/fail threshold of 50%.
- Based on the final aggregate of average percentage results, Masters awards are graded as: Masters (50-59.99%), Masters with Merit (60–69.99%), or Masters with Distinction (70% plus)
- While most students will aim to achieve the full Masters qualification, all Masters courses offer the subsidiary awards of Postgraduate Certificate or Postgraduate Diploma (both available with Merit or with Distinction) for students unable to complete

their full programme of study. The full list of awards and their requirements is as follows:

Award	Credits at level M	Modules Required
Masters	180 credits (Level 7)	7 modules + dissertation (40 credits)
Postgraduate Diploma	120 credits (Level 7)	6 modules
Postgraduate Certificate	60 credits (Level 7)	3 modules

2.2 Dissertation or Project

You register for your Masters Dissertation or Project in the same way as for your other modules. Once you are registered for your dissertation/project, you are expected to submit it in the period for which you are registered. The School's standard assessment arrangements and mitigating circumstances procedures apply.

Formal requirements for your dissertation are set out in detail in the Dissertation/Project Module Booklet for your course. Please note that some postgraduate courses will require you to have passed research methods before you can begin your Dissertation/Project.

You should also consult the University's **Code of Good Research Practice** to see whether these guidelines raise any issues for your own research, and discuss them with your supervisor.

The deadline for submission will be announced for Spring, Summer and Autumn semester accordingly*. (***The deadline for submission is subject to change**).

Dissertations/Projects must be submitted via Canvas. Your supervisor will be able to confirm the correct mode of submission.

2.3 Module registration

Your Course Leader should provide information about the modules to you. You can check your module registration on your Evision.

SECTION 3: RESPONSIBILITY OF A STUDENT

3.1 Induction Programme Checklist

Following your Induction Programme and Course Introductory Meetings, you should check that you have received the following:

- a student contract confirming your course and modules
- an ID card (including library number and computer network username)*
- a course timetable
- the location of your Student Service Centre
- the location of your main Library and IT facilities
- the name of your Course Leader
- course handbook
- referencing handbook

If you miss your Induction Programme you still need to obtain all of the above items. Contact your designated Student Support to ensure that you know what to do and where to go. It is very important that you complete the enrolment process as this is what activates your status as a student and ensures, for example, that you appear on your module class lists. Please do take note that London Met will deliver your ID card to the School. The Student Support will inform you to collect the ID card once received from the University.

An orientation program is conducted for all international students and this includes;

- Academic Programme - Overview
- Assessment Structure
- Assessment Grading Criteria
- Curriculum Delivery methods
- Lesson Time and Venue
- School Attire
- Graduation Requirement
- Delay Exam / Re-Exam
- Attendance Requirement (ICA / Exam)
- Leave Process / STP-Exam Matters
- Supplementary Examination matters
- Medical Leave Policy
- Computer Usage policy
- Appeal Process
- Exam Result
- Award Certificate
- Student Pass cancelation and renewal matters
- Academic Code of conduct
- Progression Pathway
- Job Opportunities

3.2 Your first semester

Classes commence on **1 March 2022** and your timetable will list all the classes that you need to attend.

Your first semester usually involves mainly compulsory (core) modules covering essential subject contents and skills elements in your area of study. During this first semester you will meet with your Course Leader who will discuss your study programme.

3.3 Attendance Requirements

In order to succeed on your course you should attend all classes and attempt all assessments; indeed the School requires this of you. Whilst some absences may be unavoidable you should always let your Module Lecturer know in advance and you must to catch up on what you have missed.

- Students must attend all scheduled classes with the attendance taken.
- Students are not allowed to sign the attendance on behalf of their classmate(s).
- Students will be marked as absent if they do not have a medical Certificate (MC) or do not have the permission from the College to miss the lesson.
- Students are to ensure that they sign for their daily attendance during or after the class.
- Student is not allowed to request others to sign attendance on his or her behalf. Students are always expected to attend school unless excused by their parents or guardians.
- Students or parents are expected to contact the office if a Student has reason to be absent from school. Subject to Management approval.
- Students are not allowed to sign on the attendances without the consent or the presence of teachers in-charge/Management/discipline master. (Student could get warning letter or could face expulsion for repeated offense)
- Students must ensure that they sign on the correct column by their names indicated in the Attendance sheet, if not they will be counted as absent for that particular day.
- The minimum attendance requirement for international students is 90%. (set by ICA)
- The minimum attendance requirement for local students is 75%.
- International students will be expelled from school and will have their pass cancelled in case they do not meet the attendance requirement (90% a month) for 4 times in between total duration of study.
- Local student will be expelled from school if students' attendance is lower than 75% for 4 times in between total duration of study.
- A certificate of attendance or completion certificate cannot be issued to those who do not complete the minimum requirements of the attendance.

ICA Attendance reports requirement

The School is obliged to report to the Immigration and Checkpoints Authority (ICA) on any foreign student:

- For international students whose percentage of attendance in any month during his/her study period falls below 90% without valid reasons; (refer to the warning letter section for more details)
- Students are required to submit medical certificate within timeframe as the school will have to submit overall attendance report to ICA on 7th of every month.

Medical Certificates

When a student is absent from class due to medical reasons, he/she is required to submit the original copy the Medical Certificate within 3 days from their sick leave and complete the Leave Application form.

- Only medical certificates issued by registered clinic, polyclinics, or hospitals will be accepted.
- **Medical Certificate produced from (TCM) the Tradition Chinese Medicine will not be accepted.**

Overseas leave and sick leave application requirement

- Students applying for overseas leave are required to provide relevant documents, fill up the guarantee letter given by the school and submit it with acknowledgement to the Discipline Master, before buying air tickets. Leave application is subject to the Management approval.
- Students who are planning to go back to their home countries for medical treatment due to illness or for regular doctor visits are required to apply leave and obtain approval from school beforehand. Once returned to Singapore, they must immediately submit their home countries original medical certificate with English translation. **(Any foreign medical certificate without English translation will be rejected and students leave will be voided off and consider as absents) expulsion will be executed if needed).**
- Any students who extend their leave or fail to report to school in time after leave period is over, (Did not come back in time as per the leave date indicated in leave form) without any valid reason, will be dealt with by the school discipline department once they return to school.

Assessment requirement

- Student must achieve **75%** attendances rate for the whole module in order to be eligible for the assessment submission of the module.
- Student will be barred from assessment submissions if they do not achieve the attendances rate which is indicated by the school.

- If a student is barred, the module that he/she is barred from is considered as fail/un-attempted. (A resit fee of \$500/- SGD per assessment component will be chargeable to student)
- All overseas/local/urgent/home leave, MCs, will not be counted in attendance requirement for exam. Students need to be physically present in school for the exam attendances to be counted.
- Late joiners will be exempted from that current module if they joined after two weeks of the commencement date, but they will not be penalized for the assessments and resit fee will not be imposed on them.

3.4 Discipline Matters

Student discipline is an important part of providing the environment which is conducive to learning for all. Discipline policies set out a balanced approach recognizing student achievement and dealing with unacceptable behaviour. They are based on developing student responsibilities, encouraging respect and creating good conditions for effective teaching and learning. They also aim to be the foundation for a safe, happy and conducive place. Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They have a right to be treated fairly and with dignity.

Violation or breach of rules

- Students (International Students with STP) with a monthly attendance record below 90% attendance / Singaporean, PR or Non-STP international students below 75%
- Students who failed to inform and obtain approval from the School before going on home-leave.
- Student (STP/Non-STP) who takes home leaves for more than seven (7) consecutive school days without prior approval from the School.
- Students (STP/Non-STP) who absent for seven consecutive school days without official approval from the School.
- Students leave Singapore without prior approval from the School.
- Students attempt to perform forgery on Medical Leave Certificate for medical leave/sick leave.
- Students who are cheating in assessments.
- Students who commit offences against the law of Singapore governing bodies and bring the School into disrepute
- International students holding Student Pass seek employment in Singapore. (Student Pass holders who are caught working in Singapore will be reported to ICA and their Student Pass will be cancelled; Student's Pass holders are not allowed to be engaged in any form of employment, business, profession or occupation in Singapore whether paid or unpaid.)
- Students who persistently misbehave despite advice and warnings from School.
- Students who consistently not following the school rules on school attire (proper

uniform/ appropriate attire (no shorts and no slippers)/ No brightly dyed hair color / footwear/ no wearing of caps) and personal hygiene (clean shave) despite several advices and warnings from the School.

- Students who perform disruptive actions/ words against school teacher/ staff/ classmates.
- Students whom attempt scuffles within school compound.
- Underage students caught smoking within school compound.
- Students sign on official documents without the presence of teachers/staff.
- Students sign on behalf of classmates or instructed others to do likewise.

ICA Rules and regulations

- The students shall not be adopted by any Singapore Citizen or Permanent Resident in Singapore.
- The students shall not indulge in any activities that are inconsistent with the purpose for which the Student's Pass has been issued.
- Foreign students are not allowed to enroll in any other institution than the stipulated institution (Stanford Academy) on the Student's Pass;
- The students shall not be involved in any criminal offences in Singapore.
- The students shall not remain in Singapore after the expiry of the Student's Pass.

Student Pass requirements

They are as stated by the In-Principle Approval letter from the Immigration and Checkpoints Authority (ICA): Students are required to note the following conditions:

- He / She is only permitted to attend the course at the School as stated in this In-Principle Approval letter;
- He/ She shall attend the class regularly; and
- He/ She shall surrender the Student's Pass for cancellation within seven (7) days of the date of cessation or termination of studies.

Manners and code of conduct

The School aims to provide a safe and conducive environment for all our students and staff. We expect everyone to observe proper conduct and exercise certain duties and obligations within the premises. Students must always maintain the following conduct

- Students need to be well-groomed
- No brightly dyed hair colour
- Students always need to wear their uniform according to school's rule (if applicable)
- Students must be respectful to the teachers/staff/classmates
- No vulgar language/rudeness, defiance or violence towards teachers/staff/classmates is allowed in school.
- Students should not make boisterous behaviour/ Harassment/ intimidation/ discrimination that make other people disturb on and off the premises.

- Food and drinks are not allowed in the classroom.
- Students are not allowed to enter the staff counter/management/teachers room without permission.
- Smoking is always strictly prohibited in the premises.
- Gambling or playing card game is strictly prohibited. Any student caught gambling or playing cards would face disciplinary action. Repeat gambling offenders may eventually face expulsion from our School.
- No fighting or acts of disturbance.
- Listening to audio devices (e.g. MP3 player) or viewing video devices (e.g. multimedia player) is not allowed in class.
- Video taking during class lesson is not allowed in class.
- Downloading illegal software or visiting pornographic websites
- Do not forge medical certificates or other official documents.
- Do not forge signature on behalf of classmates or instruct others to do likewise.
- Do not cheat in any ways during Examination.
- The use of hand phones during lessons and assessments/tests is not allowed. All such equipment must be switched off.
- Illegal acts which violate Singapore law
- Any form of vandalism/theft will not be tolerated. Students found guilty of vandalism will be severely dealt with.
- Intentional damage to the School property; (drawing on tables/walls) (jumping on chairs)
- Always report any damage of School property to the nearest instructor, lecturer or staff.
- An act of vandalism is strictly prohibited, and the students must pay for any wilful damage to the School's equipment/properties and facilities.
- Weapon possession; sale, possession & distribution of any illegal substance, drugs, materials, theft or vandalism
- No littering, spitting or any form of vandalizing act is allowed in classrooms and public;
- No unauthorized removal of books from the library.
- No unauthorized removal of computer from the IT room.

Students must maintain good conduct at all times and be well-informed about the above mentions discipline regulations Any student found to be in violation of any rules, regulations or law of government bodies will be subjected to appropriate disciplinary action by the relevant authorities; in severe cases, a student may be expelled from the course of study or even deported back to their home country.

Some misconduct may result in immediate termination and possible prosecution. Student will be immediately expelled from the School.

Consultation for breaching rules

Any student found to be in violation of any rules, regulations or law of school will be subjected to appropriate disciplinary action by the school; in severe cases, a student may be arrange for a few session of Consultation session with our school Consoler if the discipline department suggest if needed.

Consulting is to create a soft-skill approach towards students to let them understand why he/she is being punished due to the action / words that they had done/said. This is to create a friendlier environment for the students while they are studying in SA.

- A report/record will be written by the discipline master before he/she conduct the consulting session with the students
- After each consulting session a consulting report will be filled-up accordingly for next consulting review purpose
- During the consulting period the students will be observed under the below few points. (behaviour/ manner/ conduct/ appearances)
- If the student still does not have any improvement after the consulting period, he/she will be dealt with according to the school rules if he/she repeats the offence again.

3.5 Verbal Warning & Warning Letters

Student will be issuing warning letters as per following ground.

- (i) **Verbal warning letter** is a letter which indicate a verbal warning given to those whose attendance are lesser than 90% (International students)/ 75% (Local students) for no valid reason for the first time.
- (ii) **The First warning letter** is a letter which is a written warning given to those whose attendance are lesser than 90% (International students)/ 75% (Local students) for no valid reason for the second time.
- (iii) **The Second warning letter** is a letter which is a written warning given to those whose attendance are lesser than 90% (International students)/ 75% (Local students) for no valid reason for the third time.
- (iv) **The Third warning letter** is a letter which is a written warning given to those whose attendance are lesser than 90% (International students)/ 75% (Local students) for no valid reason for the fourth time.
- (v) After issuing the 3rd written warning letter. An **expulsion letter** will be issued to the student on the same month.
- (vi) Student will be given **7 working days** to submit his/her appealing letter in which an appeal fee will be charge accordingly. (**subject to management approval**)
- (vii) If student's appeal is accepted, he/she will need to sign on a guarantee letter to ensure/promise that such action/behaviour will not occur again.

- (viii) If student's appeal is not successful, the College management will inform student the appeal result/outcome within time frame.

3.6 Expulsion of Students

- Student is subject to immediate expulsion for serious misconduct and/or any breach of the School's rules and regulations. The School reserves the rights to expel any student who has not made any payment OR exceed payment deadline more than 1 month stated in student contract. Student does not attend classes for more than seven (7) consecutive school days without any valid reason. Student receiving 3 written warning letters from school for violation of school rules. The expelled student must pay the outstanding course fees.
- Foreign students holding the Student Pass must observe the rules and regulations set by ICA. Any breach of the rules may result in the rejection of Student Pass Application or cancellation of Student Pass.

7 days consecutive absent

Student who fails to attend class for a continuous period of 7 days or more without a valid reason, he/she will be expelled from school.

3.7 Use of IT facilities

Access to the School's computer systems and network facilities requires students to accept certain responsibilities and obligations. Students must accept their responsibility to use the facilities only for appropriate authorized purposes. The School reserves the right to intercept and examine all network communications where this is necessary to ensure the effective running of systems, and to ensure compliance with these regulations.

Students are expected to comply with all legal obligations concerning copyrights and shall not install any software or data into the School's computers or copy any software or data from the School computers. Students caught infringing the Copyrights Act by the authorities will be personally liable. Student must save all their data into their own floppy disk/ thumb drive at the end of each lesson. The School will not be responsible for any data lost, and any data saved in the local hard disk drive will be at their own risk.

3.8 Your timetable

The class timing is from 9.00am to 6pm, Monday to Friday. Each module may have different class schedule. Please get the timetable from the Student Service Center before the

semester commences. For part-time students, your class time is either weekdays evening or weekends.

3.9 Your studies with London Met

As a postgraduate student, you will be seeking to develop your learning at a more advanced level and your course will provide many opportunities to acquire new knowledge and skills. To make the most of the opportunities available you need to organise and plan your learning to help you manage your time effectively

– see the guidance provided on the [Study Hub](#) collection of online guides on academic and study skills.

Assessment is an important feature of study at postgraduate level. Each Module Booklet sets out detailed assessment requirements and learning outcomes, providing a focus for your studies. There are various forms of assessment and modules often involve a combination of examination and coursework or presentation. It is important that you understand clearly the expectations and deadlines for each item of assessment.

You should be aware that **all** the various coursework assessments and examinations have to be completed for the achievement of your final award. In addition to attending the timetabled sessions, you will need to study in your own time. You should expect to spend 12-14 hours per week on each module, making a 40 hour per week commitment for a full-time student. Part-time students need to plan a similar time commitment for each module, but will generally be taking fewer modules at any one time.

Independent study is particularly important when planning work for your dissertation or project. This is a substantial piece of work, to be developed and completed over a relatively lengthy period, with much of the writing concentrated in the final stages. Working closely with your assigned supervisor, you will need to plan your work carefully, with initial discussion to define the topic, preparatory research and reading, planning the structure of the research and final report, writing and re-writing particular sections and drafts.

Please be respectful of the learning environment and remember to switch off your mobile phone **before** entering all classes and study areas.

In summary: plan your learning strategy; allocate enough time; attend all of your module lectures, tutorials and other sessions; start assignments well in advance; seek advice and help when you need it; use the learning resources offered; and, enjoy the learning experience!

3.10 Feedback on your assessments

Assessment feedback is a critical part of your learning experience and supports successful achievement on your course. Feedback can be:

- formative – it provides you with feedback on progress of your work. The work may or may not contribute to the overall module grade.
- summative – it provides comments in respect of your performance in relation to intended learning outcomes and requirements for a piece of assessment.

During your course you will probably receive feedback in a number of ways:

- in teaching sessions to the whole class or to you individually;
- orally or in writing; • written using a feedback sheet on your work;
- via Learning Management System (Canvas), the online space for modules – written and/or audio feedback;
- during the module as well as at the end.

You are entitled to receive feedback on all assessments, normally within 15 working days of submission. For assignments submitted during the module – especially where feedback can be delivered within timetabled class sessions - the module team will help you to understand how to improve future submissions. For end-of-module assignments feedback may be given on-line but you can request a meeting with your module tutors to help you understand why they have awarded the grades you received.

All arrangements for coursework and feedback return will normally be stated in *Module Booklets*. This should include:

- due dates for coursework submission;
- dates when coursework feedback will be distributed in class;
- dates when coursework feedback can be collected from the module lecturer;
- the format by which assessment feedback will be given;
- the process by which end-of-module coursework can be collected following the publication of the result concern.

SECTION 4: COMMUNICATION, INFORMATION AND ADVICE

4.1 Your University IT account

You use the same IT account to access all University IT systems and Library electronic resources. Your account name is printed at the top of your student ID card that you receive at enrolment and is 7 characters in length (e.g. ABC1234). Your password (which you would have already used during pre-registration) was initially set as your date of birth (DDMMYYYY) so, if you have not already done so, please do change it to something more secure at: <https://password.londonmet.ac.uk/>

4.2 Communication

We do our best to keep you informed of what you need to know at all times. We use the **Canvas** to provide much of the information you need so it is essential to familiarise yourself with the University website. Other than that, we will contact you via Canvas and personal email so it is **essential** that you check your email and Canvas on a regular basis.

4.3 Your contact details

In the event where any information is changed regarding the changes of the course timetable, examination registration date, the School ensures that the students are promptly notified through available practical modes (Canvas and Email) and sufficient time is given to students to prepare for these changes. The students need to notify the School without delay of any changes of address and telephone number.

4.4 Evision

Evision is the University's online facility that allows you to access your personal student record, and is where you print your coursework submission sheets and other forms that you may need. You also re-enrol via Evision and view information showing your attendance at classes. You can view your:

- personal and contact details (can be updated online)
- registered modules
- enrolment and progression
- module results (available from notified date of publication)
- details of final award

4.5 Canvas- online module resources

Canvas provides online support for your modules, enabling you to communicate with your tutor and other students. Course materials, information and assessments are available on Canvas. Canvas requires your user name and password. Please click [here](#) for login.

4.6 Service Assurance

We assure that our services and course delivery system is suitable, adequate and effective through continual improvement. We will conform to applicable statutory and regulatory requirements without exception. We will take immediate action to control any nonconformance that may arise during delivery of courses.

Key Performance Indicators as follow:

Effectiveness of training program	- 85%
Effectiveness of trainer	- 85%
Effectiveness of facilities	- 85%
Student support & services	- 85%
Student Retention Rate	- 90%

SA has more than **40 lecturers including Full-Time and Part-Time** who are well-qualified and experienced instructors/ lecturers and experienced in modern teaching methods and committed to success of the students. The school has registered all teachers with Committee for Private Education (CPE).

Teacher- student ratio can be checked under the respective course.

The management, administrative and customer service managers provide the students help in dealing with personal, administrative, or academic problems or with special issues. They assist International students with:

- Application and renewal of Student Pass
- Airport Pickup and Visa application (upon request)
- Assistance in arranging for accommodation in Singapore
- Free Pastoral Counselling
- Academic advising on their further education in Singapore or overseas
- Assistance to students
- Assistance in adapting to the new environment
- Advice on career opportunities
- Internship arrangements and preparations for interview (for courses with OJT)
- Advice on internal grievance procedures
- Arrangement for Medical check-up
- Assistance in the claim of Medical Insurance
- Helping to enrol into Government School or Polytechnics or Junior School
- Arrangement for Local sponsorship
- Orientation program
- Assist in Security Deposit
- Arrangement for local educational tours
- Arrangement for opening of bank account and banking services

Your Student Service Centre

The student service centre is the place to go for any query related to your studies or your time at the school. The student service centre is also the gateway to the wealth of other support services offered, such as Student Services (Student Money and Accommodation Advice, Counselling Service, Disabilities & Dyslexia Service), finance and learning support services. During your Induction Programme, you will be informed of the location of your student service centre.

4.7 Academic and Pastoral Counselling Program

The School provides comprehensive **pre-course and pastoral counselling** services for all students.

Course outline and module synopsis are clearly stated on the brochures of the respective course and students are provided with the course brochures upon enquiry of the course to enable them to make informed choices before application.

The School Course Consultant gives pre-course counselling services which includes:

- Individual assessment of the prospective student's needs and capabilities and providing tailored solutions to ensure effective learning experience;
- Providing marketing collaterals and schedules so that the student can make informed choices;
- Providing appropriate guidance and advice on the suitability of the courses available;
- Providing career guidance relating to the courses available;
- Academic care for weak students and providing extra English classes for students to improve their better academic results in the exams that they are sitting for

Course consultants and administrative staff of the respective department are provided with trainings to ensure that they provide the respective students with good guidance.

The School has engaged **2 part-time staff** with professional qualification as a Counsellor to provide adequate formal training to students. The Part-time Counsellors can give advice to students with stress and serious emotional concerns or problems ranging from academic difficulties to personal or social issues and with difficulties such as adjustment problem, relationship problems etc. The student can approach the Administrative Staff of the respective department for appointment with the Counsellors.

The Pastoral Counselling program of SA includes:

- Providing emotional support for students to help them cope with mental stress relating to a new environment or course demands;
- Implementing programs to create a culture and climate of care, trust and friendliness that encourage student attendance and involvement.

4.8 Academic Support and Academic Tutors

As part of our absolute commitment to student experience and achievement every student is allocated an academic tutor and/or academic mentor from the School. The academic tutors and mentors offer academic advice and academic support to students (i.e. personal development, progress, goal setting, academic writing). They work closely with course leaders within an integrated network of support services.

4.9 Learning Development Support

A range of learning development support is available to all students wishing to make the most of their time studying at University. This includes:

- advice from module lecturers;
- online tools, resources and advice for developing writing, presentation, critical analysis and other academic and study skills, available via the [Study Hub](#), a dedicated website for students

4.10 Course Leader

Course Leaders are the main contacts for personal academic advice, including programme planning and approval, and are also responsible for the day-to-day organisation of your course. They support systems for positive student engagement, achievement and progression and are also a source of valuable advice for other matters. They should be the first port of call if problems arise as they are able to:

- provide you with academic advice on all aspects of your studies and progress
- explain the implications of assessment results and associated feedback on your academic performance
- advise you on managing and planning your studies;
- refer you to Student Services for support regarding personal problems, housing, health and finance.

4.11 Module Leader

Module lecturers are members of academic staff who lead the modules contributing to your programme of study and are key to your learning experience. They should be your first port of call for academic advice on any topics you do not understand following a lecture or seminar. All Module Lecturers have “office hours” – these are set times during the week when they are available for consultation.

SECTION 5: Your Voice Counts

In order to better serve the community, the management and the team look for opportunities to improve the programs and service quality of SA. The School has put in place an open communication system to collect the feedback from the students. The management and the administrator of each course are always available to discuss issues relating to the inconveniences, the service and the course. The students can make their views known to the management. All the feedback from the students is taken as positive step towards improving the quality of the service and maintaining and enhancing the quality of course delivery. The School values the students' feedback and will make every effort to investigate their suggestions and complaints. Their input will be carefully considered, and changes will be implemented to enhance the school's service level to meet the customers' expectations.

Have your say

The School is committed to giving the students the opportunity to let the School know how things work and where they need improvement. The School runs a regular Student Evaluation which they are asked to complete; their responses inform future planning needs.

5.1.1 Resolution of Complaints

The School assures the quality customer service and the quality training. Any student who has grievance or complaint can lodge the matter to our administration office for proper attention. An immediate acknowledgement will be processed.

Students are advised to immediately contact the management and respective administrator who will listen, assist in making decisions, and help to facilitate a prudent and responsible course of action within 21 days. The management and administrative staff are available in such cases

SECTION 6: YOU'RE A-Z ESSENTIALS

6.1 Admin Staff – Student Service Staff

Student Service Staff is qualified to provide learning support and information skills training and ensure that, where possible, the appropriate information resources you need are available throughout your course.

Your dedicated staff can help you acquire valuable information literacy skills which will enable you to locate, retrieve, evaluate and use the most relevant resources for your research for specific assignments and projects.

6.2 Academic Misconduct

You are responsible for ensuring that all work submitted is your own, and that it is appropriately referenced. The University does not tolerate cheating of any kind and all students must respect all relevant academic conventions and practices, and must not give or receive unpermitted aid in relation to any assessed work. You are strongly advised to familiarise yourself with the General Student Regulations on Student Conduct, which list a range of categories of academic misconduct and associated penalties, covering instances of academic misconduct (plagiarism, collusion, exam cheating). From the outset of your studies you should receive information and guidance on referencing conventions and group work activities to ensure that you do not contravene the University's Regulations. If you are unsure about referencing, paraphrasing or group work activities (and what may constitute collusion in such activities), you should seek advice as soon as possible from the Module Leader.

Further information can be accessed [academic misconduct](#).

6.3 Academic Regulations

We provide guidance on most aspects of the [academic regulations](#) via [Student Zone](#). If you are unsure please contact your Student Service Staff or Module leader.

6.4 Academic Board Appeals

The deadline for submitting an appeal is **10 working days** from the date of publication of the results concerned or the notification of the termination of your student registration. Your completed form and supporting evidence must be submitted in person to the Student Service Counter by the specified deadline or by post or email to the Student Service Department, to arrive by the specified deadline. Appeals received after the deadline cannot normally be considered.

Prior to submitting an Appeal you should familiarise yourself with the [procedures for the](#)

[submission of appeals](#), Students should also familiarise themselves with the [General Student Regulations](#) on Complaints and Appeals.

Appeal for Expulsion

All applications for an appeal include documentation evidence to verify that the student has the valid reasons to apply for an appeal. If a student unable to provide the required documentation, then the request will not be accepted/ considered. The Academic Board will consider the appeal application case by case basis. The appeal result may fail due to lack of documents evidence or valid reasons. The school will notify the candidate/ appellant of the outcome in writing. Appeal charges are non-refundable.

6.5 Course Transfers

Terms and Condition for Course Transfer

A Student who has decided to transfer from the existing Course to another course within SA shall be deemed to have withdrawn from the current Course as otherwise agreed between SA and the student.

A student who wishes to transfer from one course to another within London Met must complete the Transfer Form, which is obtainable from the Administrative staff.

An **administrative fee (Local/ Non-STP student: \$50.00 and STP student: \$100.00)** (Subject to change) is payable per request for transfer.

Internal Processing of Course Transfer Request

The request will be considered by the management. The application will only be considered if the student meets all the pre-requisites of the new course. The decision of the University is final.

Approval for course transfer will be granted on a case-by-case basis subject to the student meeting the admissions requirements of the new course. Once the request for transfer is approved, the existing Student Contract shall be terminated, and the Fee Protection Insurance of the existing course will be terminated with the insurance provider.

For the international student, the School will have to submit a new application for a Student's Pass, on the understanding that the new application is subject to ICA approval.

If the student's application is approved by the management, he/she will be deemed to have withdrawn due to other reasons from the previous course. Balance of student's money can be transferred to new course.

For international students transferring to another course within SA, the Student's Pass application for the new course will be submitted to the Immigration and Checkpoints

Authority (ICA) for approval. A processing fee is payable to ICA for the transfer of Student's Pass to the new programme. The transfer will only take effect after ICA approves the transfer of the Student Pass. The School will not be held liable for the transfer.

Formalities for Transfer

Once the request for transfer is approved by ICA, new Student Contract is needed to be signed. Subject to SA's Refund Policy, any remaining fees from the existing course will be transferred to the new course and the student will have to top up the difference in fees (if any) and a new Fee Protection Scheme (FPS) will be purchased for the new course.

Timeframe for processing transfer request: within 7 working days

The School will acknowledge receipt of transfer application within 3 working days and notify student of the decision within 7 working days from the date of receipt of the signed and duly completed Course Transfer Form.

If you intend to change course you should seek advice from the student service centre. Do not stop attending your course until a transfer has been agreed and confirmed in writing to you.

6.6 Coursework Submission

When handing in coursework you must ensure that you have understood and followed all the instructions provided by the Module Lecturer. For each coursework assessment, the type of submission will be specified as either:

- a 'Hardcopy Submission' which you submit in person to your Module leader; **or**,
- an 'Online Submission' via Canvas

It is important that you retain your confirmation email or electronic receipt in case of any future queries. Students are advised to set up a coursework receipt folder in their email. It is also essential that you keep a copy of the coursework until the results are published on Evision.

6.7 Criminal Convictions

If you are a student with an unspent criminal conviction, or you are charged, convicted or cautioned for an offence during your studies, you must [notify the University](#). If you have a spent conviction or caution that is not eligible for filtering but are studying on a course which is exempt from the 1974 Rehabilitation of Offenders Act and/or requires a DBS (Disclosure and Barring Service) check you must also inform the University immediately.

If you are a student with an unspent criminal conviction relating to a relevant offence, or you are charged, convicted or cautioned for a relevant offence during your studies, you must notify the University. Relevant offences are offences involving any kind of violence (including threats); sexual offences; harassment or stalking; supply of controlled

substances; offences involving firearms, explosives, knives or other weapons, or arson; or terrorism offences.

If you are studying on a relevant course or undertaking regulated activity as part of your course, you must immediately notify your Course Leader if you

- have any unspent criminal convictions or any spent criminal convictions that are not eligible for filtering
- are charged, convicted or cautioned for any criminal offence; or
- are subject to a formal child protection investigation (or any member of your household is),
- are barred from working with children or vulnerable groups or in a regulated activity or are the subject of a referral to the DBS

Relevant courses include (but are not limited to) Dietetics, Counselling Psychology, Social Work, Initial Teacher Training (e.g. PGCE), Primary Education, Early Childhood Studies, Montessori Early Childhood Practice and Early Years Education. Regulated activity includes (but is not limited to) activities which involve working closely with children or people in vulnerable circumstances, such as caring for, training, supervising or being solely in charge of them.

Full details of the University's regulations regarding criminal convictions are available at www.londonmet.ac.uk/convictions

6.8 Criteria for Awards

The Postgraduate Awards Framework, the list of all of the University's postgraduate awards, can be found at the beginning of Section 4.1 of the [Academic Regulations](#). Section 4.2 of the Academic Regulations details the minimum criteria for each of postgraduate award.

6.9 Disabilities and Dyslexia

Our [Disabilities and Dyslexia Service \(DDS\)](#) can assist you if you have a disability, long-term medical or mental health condition or a Specific Learning Difficulty (e.g. dyslexia or dyspraxia). You will need to provide medical evidence of your condition, or a full post 16 diagnostic assessment for Specific Learning Difficulties (SpLDs). If you are eligible for support, our Advisers can help you obtain a range of adjustments depending on the level of need identified. Support can include:

- notes/hand-outs in advance
- permission to record lectures
- individual examination arrangements (e.g. extra time, use of a computer, sheltered accommodation, amanuensis), alternative assessment arrangements
- extended library loans
- accessibility related classroom adjustments
- screening for a Specific Learning Difficulties (dyslexia)
- Individual Needs Assessment Report, to identify any adjustments to support you in

your studies

- advice and guidance in applying for study-related funding e.g. the Disabled Students' Allowance(DSA)
- assistance with arranging specialist tutoring, mentoring, communication support

Please Note:

1. There are some aspects of course assessment that cannot be changed. These are known as 'competence standards'. A 'competence standard' is defined in the Equality Act 2010 as an academic, medical, or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability. These standards must be essential to the course and all students must be able to fulfil these criteria. Although in such situations it may not be possible to alter the format of the assessment, you may still be entitled to adjustments (e.g. extra time or an amanuensis). Competency standards are different to the fitness to practice standards that exist in certain professions, such as teaching, social work and medicine.

You are responsible for obtaining medical evidence of your disability/ long-term medical or mental health condition. Adjustments and extra support can be arranged only after a full diagnostic assessment and/or medical evidence is received. While the Service can provide screenings for a Specific Learning Difficulty, adjustments and extra support can be arranged only after a full diagnostic assessment is made. You may also be entitled to government allowances (e.g. DSA). You are strongly advised to contact the DDS for help with funding applications.

2. If you have a disability, long-term medical or mental health condition or a Specific Learning Difficulty, please contact DDS as soon as possible as we are not usually able to arrange adjustments to teaching and assessments at short notice. DDS require medical evidence of your condition/a full diagnostic assessment at least 4 weeks before the start of the relevant exam period. This is to ensure our Advisers have sufficient time to assess your requirements and communicate them to our Assessment and Conferment Office, who then implement any individual exam arrangements to which you are entitled.
3. It is your responsibility to update us if your condition changes. We need to know this in order to assess if there is any additional support you need – so please do stay in touch with us throughout your course.

6.10 Student Pass Renewal (international student only)

SA undertakes to use their best efforts to assist the Student if he/she requires a Student's Pass from the ICA. This includes, without limitation, providing the Student with advice on obtaining such pass, verifying the Student's enrolment and immigration status, and doing all such things as may be necessary to procure the Student's Pass on behalf of the Student.

The School does not guarantee the approval for the renewal of Student Pass application. Such applications are subject to approval by ICA. It is the student's responsibility to ensure that his/ her Student Pass is renewed in time. The School will not be held responsible if the Student Pass expires or is being rejected by ICA due to lateness in renewing. Not later than three weeks before the expiry of current Student Pass, students need to approach the administration staff to apply for renewal. Students are required to complete all necessary forms from the School and ICA and submit them to the administration staff. The School applies to ICA for submission of renewal of Student Pass.

N.B. The School will only process and submit application for renewal of Student Passes for students only if they meet the 90% attendance as required by ICA and are current in their payment of fees (if attendance is lower than 90%, management will consider on a case-by-case basis such as their performance, academic results and conduct etc.). When renewal is approved, the student is required to go through the formalities (i.e. the same as new Student Pass application after getting IPA status) and pay charges to ICA.

6.11 Student Pass not Transferable

The Student's Pass issued is not transferable and will expire upon the student ceasing to be a student of SA. The School is under an obligation to inform the ICA of the student's withdrawal from, or completion of his/her course of study at SA. The student needs to deliver the Student Pass to the School, within 7 days of the student ceasing to be a student of SA, for cancellation of the Student Pass.

6.12 Assessment Timetable

Assessment periods are detailed in the Undergraduate Academic Year found at the beginning of this Course Handbook. Respective module leader will inform the students on the assessment due dates during the lesson in Week 1.

6.13 Fitness to Study

The University recognises that medical, psychological, behavioural or emotional problems or a student's circumstances may affect a student's fitness to study and we are committed to maintaining and preserving the physical and psychological wellbeing of all students. Where concerns about a student's fitness to study have been raised, these will be dealt with, in a supportive and understanding manner, in accordance with the [fitness to study procedure](#).

6.14 Marking and grades

The University provides you with marks and grades for the work that you submit for assessment. The detailed requirements of assessment in each module are specified in Module Booklets, together with indicative assessment criteria associated with different

levels of performance and results. Each component of assessed work is assigned a percentage mark with a pass/fail threshold at 50%. At postgraduate level degrees are awarded according to the overall average mark obtained for all modules and the dissertation, with classification thresholds for each grade of award as follows:

- **70% and above Masters degree with Distinction**
- **60% - 69.99% Masters degree with Merit**
- **50% - 59.99% Masters degree**
- **0% - 49.99% Fail**

At the end of each semester, module results and awards are confirmed by Assessment Boards (Subject Standards Boards and Awards Boards). Assessment Boards uphold the academic standards of your course and ensure that each student is treated fairly and equally through the assessment process.

6.15 Mitigating Circumstances

The [mitigating circumstances](#) process is for students who have exceptional, unforeseen circumstances which prevent them from attending an examination or which prevented them submitting coursework. If you need to make a claim, independent supporting evidence is required and, if accepted, this will allow you an opportunity to redo the exam/resubmit the coursework without penalty i.e without capping of the mark. The deadline for the submission of claims is two weeks from the date of the assessment concerned (i.e. the examination date or submission deadline).

Claims for mitigating circumstances must be submitted, together with the evidence, to the Student Service Center.

6.16 Mode of Study

Your mode of study is determined during your application. Full-time or part-time students will enroll the same modules. Part-time students may request to take 1 module per semester, subject to the Management approval. Full-time students will attend weekday's classes whilst part-time students will attend evening/ weekends classes.

6.17 Progression

At the end of each year the University considers the performance of each student and decides whether they have passed sufficient modules to be able to move to the next level of their course. Failure in modules, particularly failure due to non-submission of coursework or non-attendance at an exam, is likely to have serious consequences for progression through your course. In some cases, students who cannot progress will have the opportunity to repeat modules that they have failed. A student who has received failing marks in three modules (60 credits) shall be required to undertake a review of their academic performance with the course leader or nominee. On the basis of this review the student may be counselled/ required to leave the course and/or to seek readmission on a different course.

Any failure to progress is likely to delay your graduation and will lead to you incurring extra debt. For this reason, students who think they may be unable to attempt assessment should seek advice from Student Service Centre as soon as possible. Students may contact the management team at Section 1.2 for advice on possible implication for their student pass.

6.18 Publication of Results and Transcripts and Awards Certificates

Your marks will be formally confirmed at the end of the academic year, once they have been confirmed by the Subject Standard Board for your subject. Marks are published via [Evision](#).

An official transcript will be posted to Stanfort Academy on the completion of your course, together with your award certificate. There is no charge for either your end of course transcript or your original award certificate, but if your certificate is lost you will need to pay a fee for a replacement.

For reason of employment, or to provide proof of study at the University during your course, you may need a formal transcript. There is a fee for these transcripts, payable at the time of request. Requests should be made via the University's [Eshop](#), who aim to produce transcripts within 10 working days of request. You can also print a copy of your results from Evision and your Student Hub will stamp it to confirm it is valid.

6.19 Reassessment

If you fail or do not attempt a component of assessment you will be provided with one reassessment opportunity during the reassessment period, provided you have failed the module overall. If you pass after reassessment the component concerned will be capped at 40%.

6.20 Retaking a Module

If, after reassessment, you still have not passed a module, you may need to re-register and to take the whole module again. You are only permitted to re-register any module on one occasion and depend on the programme schedule. A fee is charged for re-registrations.

However, you should note that there are limits on the number of modules you can register to gain your degree. If you repeat too many modules it will affect your funding, your ability to continue on your course and, if you are an international student, your right to remain in the Singapore.

6.21 Course Deferment Policy (applicable only to local and non-STP students)

We understand that, unfortunately, some students encounter exceptional circumstances resulting in them needing to take a break from their studies or delay it for a certain period. The University has [procedures](#) in place to support students who need to take a break from their studies or, in exceptional cases, modify their current programme of studies. Deferment may arise due to factors such as the compassionate ground or for any other valid reason.

Please think carefully about whether taking a break from your studies is right for you and please do contact your Student Service Centre for help and guidance, as during an approved break you will not be eligible to sit examinations, submit coursework or undertake any other form of assessment.

Timeframe for processing for Deferment request: 7 working days. The decision of the management and the University are final.

The maximum break permitted is one year and the maximum period in which to qualify for an Honours degree (including any agreed breaks) is six years.

Terms and Conditions for Deferment

A student who wishes to defer his/her study to a later date/ intake must complete the Deferment Form and submit it to the management. The form is obtainable from the Administrative staff. The approval of the deferment request is subject to the availability of the next intake.

The following conditions apply to any request for deferment of course:

- The student must state his/ her reason for wishing to defer his/ her studies, as well as the period of deferment. All requests for deferment must be supported by official documentary evidence.
- A student is only allowed to defer once per course of study. The period of deferment cannot be subsequently extended. The period of deferral cannot exceed 12 months. If student deferment period exceeds the time limited, student will be deemed to have withdrawn from the course and would have to re-apply as a new applicant if s/he wishes to register on the course again.
- Student must contact the School to resume the course and failure to accept the course offered by the School will result in the automatic withdrawal from the course and only withdrawal policies applies.
- Any course fee that had been paid by the student will be retained by the School, towards the payment of course fees when the student re-joins the course. If the student does not re-join the course within the stipulated period for any reason, there will be no refund for any course fee paid. The student will be required to pay any difference in the School fees, if there is a revision in School fees during his period of deferment.
- When the student resumes his/ her course of study, he/ she may be required to purchase a new set of materials, if the course materials have changed.
- Student needs to pay new FPS fees as the old course FPS is terminated upon request of the deferment.
- The School does not guarantee that the same course will be available when the period of deferment is completed. In the event of the course being unavailable, the student may request a transfer to another course, subject to the approval of the management.

If there is no suitable course, the student will be considered to have withdrawn without cause from the course and be subject to the procedures resulting from a withdrawal without cause.

- For the request of deferment, an administrative charge applies. The approval for deferment is at the sole discretion of Stanford Academy.

INTERNATIONAL STUDENTS UNDER STUDENT PASS IS NOT ALLOWED FOR COURSE DEFERMENT.

6.22 Standard Student Contract

To comply with the requirements of the Committee of Private Education (CPE), all local & international students enrolling in private education institution (PEI) in Singapore are required to sign a Standard Student Contract (Version 3.1) which stipulates:

Section 1)	Course information & fees,
Section 2)	Refund Policy,
Section 3)	Additional Information,
Schedule A)	Course Details
Schedule B)	Course fees
Schedule C)	Miscellaneous fees
Schedule D)	Refund Table

The CPE requires all private schools and their students to sign a student contract for any course that is longer than one month. The student contract sets out the contractual commitments of both the student and the private school. Once signed, both parties will be contractually bound to the agreed terms and conditions stated in the document.

For example, if the refund policy in your student contract states that there will be no refund of course fees once the courses have started, you will not be entitled to any refund even if you have not attended any lessons.

The student contract also contains other key mutual obligations of the private school and the student on matters such as course details and payment terms. **It is hence critical that you read and understand the terms and conditions carefully before signing and committing yourself to the contract. Do not sign the student contract if you do not agree with the terms or if the terms are different from what the agent or the school has told you. Clarify with the school.**

Retain a copy of the signed student contract as well as all receipts issued by school as these may serve as documentary proof in the event of a dispute.

If necessary, you can request the school for clarification or the translation of contract in your native language (i.e. in Chinese or in India or in Myanmar or Vietnam). School will arrange staff to explain using your native language. Students can also view and access [Advisory](#)

Note at CPE website: [Skills Future SG](#). The school will also give an original copy of the contract to the student as it can be presented as a legal document in the event of disagreement.

The student's guardian will also sign the contract if the student is below the age of 18. The authorized signatory will sign the contract on behalf of the School.

6.23 Course withdrawal policy

Withdrawal means the student contract is terminated and the student is no longer a student of Stanford Academy (SA). The Course Withdrawal Policy covers a student's request for a course withdrawal from Stanford Academy, either with Withdrawal due to non-delivery of course or Withdrawal due to other reasons.

Terms and Conditions for Withdrawal

A Student who withdraws from SA to enroll with another Private Education Institution shall be deemed to have withdrawn from SA must do so by completing the Withdrawal Form, obtainable from the administrative staff.

Student's request for withdrawal will only be considered if:

- (i) a duly signed "Course withdrawal form" is submitted;
- (ii) student below the age of 18 must have the consent from their parent/guardian;

For instalment payment, in time of withdrawal, the student must settle unpaid instalment fees to SA. If student fails to terminate the Contract and/ or to give notice to withdraw from the course, the Contract will continue to be in force.

The Course withdrawal request is considered and approved by Management.

Timeframe for Processing Withdrawal

SA will take a maximum of 7 working days to affect the course withdrawal. Student will be informed of the outcome of his/ her request and received the cheque for fees refund (if applicable) within 7 working days.

International student's Withdrawal Case

Upon the receipt of the request, the School will

- Inform the Immigrations and Checkpoints Authority (ICA) for cancellation of Student Pass
- Cancel the existing student contract and Fee Protection Scheme
- In the case of withdrawal for transfer to another school, the School will declare a past attendance record for a student upon the receipt of the prompt from ICA.

Update of Student Status to FPS provider

The School takes immediate action to update FPS service provider **within 3 working days**.

6.24 Refund Policy

The School offers refunds to students, depending on whether they are determined to have withdrawn from the course due to non-delivery of course or due to other reasons. The School attempts to manage refunds for students under various conditions in a fair and acceptable manner. Applications for a refund must be made by completing a **Withdrawal/Refund Request Form (SAFRM STD019)**, which is available from the Administrative staff.

The withdrawal/refund form must be submitted and **signed by Parent or guardian if student is below 18 years old**. The student must fully explain the reason for the request and must be accompanied by **supporting documents (if applicable)**.

Stanford Academy has a transparent and fair refund policy for all course fees payment made.

The refund of course fees will be based on the refund policy below

Refund for Withdrawal Due to Non-Delivery of Course:

The Student shall be entitled to immediately withdraw from the Course in such circumstances. The PEI will notify the student **within three (3) working** days upon knowledge of any of the following:

- SA fails, for any reason, to commence the course on the course commencement date;
- SA terminates the course, for any reason, prior to the course commencement date;
- SA fails, for any reason, to complete the course by the course completion date;
- SA terminates the course, for any reason, prior to course completion date; or
- It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation within any stipulated timeline set by CPE
- The Student Pass application is rejected by Immigration and Checkpoints Authority (ICA).

Notification and Arrangement

Stanford Academy shall, within three (3) working days notify the Student through phone call, email, in person or in writing of above circumstances, provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement. The student shall be entitled to immediately withdraw from the Course by giving written notice to Stanford Academy of his/her intention to do so if SA is in breach of any of its obligations under the above circumstances. The student is entitled to a refund of the **entire Course Fees and Additional Fees stated in the student contract** (eg. Fees Protection Scheme, Medical

Insurance, Course Material fee, School Uniform fee and International Student Support fee) already paid should the student decide to withdraw, **within seven (7) working days** upon receiving the notice to withdraw accompanied with the **completed and signed Withdrawal/ Refund Form** and **any necessary documentation**.

Application fee is **non-refundable** upon payment (special cases subject to approval from the Principal).

Refunds for Withdrawal Due to Other Reasons:

Refund request must be made and withdrawal form has to be **submitted and signed by Parent or guardian if student is below 18 years old**.

Where the Student withdraws from the Course for any reason other than the above causes, SA shall as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice), refund to the Student the following sums (less any applicable bank administrative charges paid).

% of (the amount of fees paid under Schedules B and C in the student contract)	If Student's written notice of withdrawal is received
50%	More than 21 days before the Course Commencement Date
20%	Before, but not more than 21 days before the Course Commencement Date
0%	After the Course Commencement Date

Amount of fees to be refunded:

Application fee is **non-refundable** upon payment (special cases subject to approval from the Principal).

The amount refunded is based on when the Student's written notice of withdrawal is received, as indicated above, less any 3rd party charges; Bank administrative fee are non-refundable as bank administrative fee is imposed by the bank.

Refund within Cooling-Off Period

Stanford Academy shall provide Students with a **cooling-off period of (7) working days** after Cooling-off period from the date of signing of the Student Contract which will allow for a **Full refund of fees stated in the student contract** that is already paid, should student decide to withdraw within this period. Student has a 7-days cooling-off period after signing

the Contract, during which they are entitled to receive the **full refund of the fees that is already paid.**

Refunds will be made to student **within 7 working days** upon receipt of the **signed withdrawal form** and complete submission of all required documents. Refund request must be made, and withdrawal form must be **submitted and signed by Parent or guardian if student is below 18 years old.**

The School has the right to delay a course if the conditions to commence the course are not met such as not meeting the minimum student number to commence the course. Such decision will be made known to student at least **1 week before the scheduled commencement date.**

Conditions for No Refund

There will be no refund of course fees and miscellaneous fees for students who have to terminate their studies due to disciplinary action being meted out for failing to abide by the regulations and guidelines of Stanford Academy and/ or Singapore Authorities.

The refund policies do not apply:

- when students are asked to leave the School because of disciplinary matters;
- when students violate the laws of Singapore;
- when student breaches the terms and conditions of Student Pass and so ICA cancel his/ her Student Pass;
- when student breaches the CPE Standard PEI-Student Contract;

Issuance of Cheque

Refund Cheque will be issued in the name of the student registered and Cheque **will not be issued to the third party** or deposited to the third party's bank account unless the student request by submitting the form which is duly completed. **(Form: SAFRM STD038 – Authorization Form for Refund of Course Fees). Approval is at the discretion of management.**

Section 7: The key features of your course

7.1 Course Specification

Section One: ABOUT THE COURSE			
1	Name of course and highest award	MBA	Masters of Business Administration
2a	Entry Year	2022-23	
2b	Level of highest award (according to FHEQ)	Level 7 (PG)	
3	Possible Interim Awards	Postgraduate Diploma	Business Administration
		Postgraduate Certificate	Business Administration
4	Awarding/validating institution	London Metropolitan University	
5	Teaching institution(s)	Stanfort Academy	
6	Total credit for course (for highest award)	180	
7	School responsible	Guildhall School of Business and Law	
8	Pattern of attendance, Mode of Study, and length of course	Autumn start	Full Time/ Part Time Length of course: 1-2 years
		Spring start	Full Time/ Part Time Length of course: 1-2 years
		Other	
9	<p>About the course and its strategy towards teaching and learning and towards blended learning/e-learning.</p> <p>The MBA forms part of an integrated, cross-university MBA programme which is designed to give students from diverse disciplines and backgrounds the opportunity to develop their potential as managers and leaders, to study postgraduate management collaboratively and to specialise in innovation and leadership management and development.</p> <p>The preparation of influential leaders and managers involves developing the self-awareness and the innovative capabilities necessary for creating successful and sustainable groups and organisations. The MBA provides students with the opportunity to study innovation management and collaboratively develop their own effectiveness as managers and leaders whilst following an MBA programme of study which includes the essential business functions of accounting and finance, leadership and strategic management, people management and marketing, and culminates in an individually designed business research project.</p> <p>The MBA programme is underpinned by the understandings of responsible management, ethical and respectful behaviour and evidence-informed practice. Embedded within the programme are the principles of self and lifelong development, ethics, responsibility, inclusion, diversity and sustainability and the curriculum will be structured to involve the development of creativity, citizenship and awareness of service. This is an active response to the call for programmes to be adaptable and to prepare students for the future as flexible individuals, capable of coping with changing lives and</p>		

employment opportunities.

All students will also study a 20 credit module (Management Learning and Research) which is designed to familiarise them with business research methods and to prepare them to undertake the final part of the course, a Business Research Project. Students will receive supervision from GSBL and will need to comply with the School's ethics procedures

In addition to the credit-bearing programme, there will also be an enrichment programme which will include breakfast meetings, an extended induction, workshops, visits, guest speakers and masterclasses. Students will also be encouraged to become involved in social activities and charity fundraising.

Students' learning is initiated and directed through formal contact time with the teaching team in lectures and seminars. There is an emphasis on active learning, as the MBA and MBA pathway students develop learning through group activities organised in class and outside formal teaching time. As mature individuals developing a career path in management, they are expected to develop their competencies through required reading, writing, problem solving and other tasks outside of the class in order to prepare for face to face sessions, a 'flipped classroom' approach.

Students will develop their understanding and show their ability to apply knowledge and analyses to various business contexts through a range of opportunities, including the use of their own work experience, case studies, business scenarios, presentations and problem-based learning exercises. A positive, critical and responsible approach is encouraged throughout the course, enabling deep understanding and the adoption of creative and innovative responses, so reflecting the nature of the business and management environment.

The lectures and seminars which constitute the formal face-to-face elements of the course are essential activities that will support the development of knowledge and understanding. These sessions will provide students with tools of analysis, outline methods for evaluation and give clear guidance on how students may best extend and apply their learning independently. The face to face sessions are action oriented and student-centred to encourage 'deep' as opposed to 'surface' learning, and give students the opportunity to apply their understanding to various business scenarios, and to test out their ideas.

Module teaching on the MBA is structured to be developmental, so that students will first develop basic knowledge of a topic, and then apply this knowledge to a variety of problems and scenarios presented in seminars and outside formal classes. Embedded within the subject teaching will be opportunities for personal professional development appropriate to business and management practitioners, for example; to develop expertise in giving presentations.

It is expected that students will prepare in advance for both lectures and seminars using digital platforms where appropriate (a 'flipped classroom' model) either independently or as a group, in order that maximum active use may be made of face-to-face and peer-to-peer opportunities for learning. In addition, the reflective practitioner model will

	<p>encourage students to maintain an active and reflective stance to their learning and how it connects to the world of work. The course makes use of the Open University Digital and Information Literacies Framework to encourage the development of digital literacy throughout the course</p> <p>The development of the personal awareness and practical skills associated with management and leadership will be encouraged in a supportive manner throughout the programme. Group work, presentations, writing for diverse audiences and undertaking research will all contribute to the students' practical skills. It is anticipated that personal awareness of areas for development will develop progressively through the course, and students will be strongly encouraged in a supportive manner to develop these areas.</p> <p>The Core materials, e.g. handbooks, presentations, reading materials etc will be made available on VLE and the platform will also provide the vehicle for online collaboration and other blended learning activities.</p> <p>Students will be encouraged to get to know the members of their cohort, and actively participate in events which contribute to the course and to student learning and development, but which lie outside formal contact hours. There will be an extended induction which will include the principles of individual and team learning and development, action planning and preparation for academic study at master's level. Additional events that will contribute to the course may include masterclasses, workshops, guest lectures, networking events, social occasions and visits. Students will be encouraged to take leadership roles in these events, so contributing to their own development.</p> <p>All students will have access to careers' advice, and will meet regularly with a personal academic tutor who will monitor and guide their progress.</p>
10	<p>Course aims.</p> <p>The MBA, aims to enable its graduates to:</p> <ol style="list-style-type: none"> 1. Develop awareness of the significance of responsible and ethical business management and leadership in contemporary society 2. Develop an understanding of key business functions of organisations and the external environment in which business operates; 3. Apply and evaluate forms of business analysis in a variety of contexts; 4. Identify and assess strategic challenges faced by modern organisations and articulate ways in which these challenges can be met; 5. Develop subject-specific knowledge and skills in management and leadership 6. Develop a range of cognitive and transferable professional, management and leadership skills, that emphasise social responsibility and which include intellectual, inter-personal, and applied decision-making skills; 7. Undertake personal, academic and professional development and develop the capacity for life-long learning and career-building 8. Demonstrate the ability to operate respectfully and successfully with individuals and groups from diverse backgrounds
11	Course learning outcomes

1. Knowledge and understanding

Upon successful completion of the MBA students will be able to:

- develop an understanding of key business functions of organisations and the external environment in which business operates
- articulate core business concepts, theories and models and use these tools to analyse business problems in a variety of contexts, demonstrating an awareness of ethical dimensions of business decision-making;
- identify and evaluate strategic choices facing business organisations and make ethically informed strategic decisions and plans for the implementation of change;
- demonstrate specialist knowledge and understanding in management and leadership

2. Cognitive/intellectual skills

By the end of the course the students are expected to develop higher order skills reflected in their ability to:

- Apply intellectual skills and critical reasoning with particular emphasis on the development of the higher order skills of analysis and evaluation of concepts and models relevant in business decision-making;
- Be able to relate theory to the student's own practice and work environment
- Undertake independent research and use acquired knowledge to analyse and evaluate specific issues and problems in business.
- Demonstrate self-awareness and self-development, general study skills, problem solving, working with others, communication, self-management, self-presentation and decision-making.

3. Practical/transferable skills including employability

By the end of the course, students will have developed practical/transferable skills that will enhance their employability. They will be able to:

- Demonstrate strategies and methods which provide independent learning capabilities required for continuing professional development and lifelong learning, and which demonstrate initiative and personal responsibility;
- Work within time and other constrained environments, requiring the need to be selective and precise and to make informed decisions;
- Communicate effectively, engagingly and professionally orally and in writing using online, face to face and paper based media, in ways suitable for diverse contexts
- Work effectively in groups and demonstrate management and leadership, team-working, planning, communication, influencing and other "soft" skills.
- Show capabilities associated with innovation and creativity, respect for diversity, leading and managing change, responsibility and sustainability
- Develop digital skills in line with the Open University Digital and Information Literacies Framework (DILF)

<http://www.open.ac.uk/libraryservices/pages/dilframework>

4. Subject-Specific Practical Skills

By the end of the course, students will be able to:

	<ul style="list-style-type: none"> • Link theoretical, quantitative and qualitative knowledge and analytical skills to practice in business organisations; • Communicate complex ideas and analysis in business orally and in writing • Design, plan, organise and deliver an individual research report reflecting professional standards; • Interpret and present business information effectively in a variety of contexts. • Demonstrate subject-specific practical skills in leadership and management 		
12	<p>Describe the arrangements for promoting reflective learning/personal development planning (PDP) on this course</p> <p>At the beginning of the course all MBA and MBA pathway students will be involved in an extended induction programme which is designed to promote active learning and development from the outset. This will include the principles of individual and team learning and development, action planning and preparation for academic study at master's level.</p> <p>Reflective learning and personal development are developed through the core modules on the MBA, through the research modules and through making connections between core, specialist and research modules. This is one of the most important features of the course as it will involve students working independently and collaboratively with individuals from diverse backgrounds.</p> <p>The module Leadership and Strategic Management asks the students to create a Learning Journal which enables them to reflect on their learning and development throughout the module. A critical reflection of learning will form part of the assessment for the module. The module People and Organisations: Policies and Practices in Global Contexts asks the students to maintain a weekly blog to reflect upon developing understanding and personal awareness in relation to the management and leadership of people</p> <p>The two research-focused modules, Management Learning and Research and Business Research Project anticipate that students will reflect upon the learning undertaken in the remainder of the course in order to bring together the different strands, and identify an area for independent study. The research report will include a statement of personal learning achieved through undertaking the project</p> <p>Students following the MBA, will develop a personal and collaborative approach to development planning through the module Developing Effectiveness in Leadership and Management. This experiential and student-led module asks students to identify individual and group areas for development and to devise a project through which development may be promoted and reflected upon.</p>		
13	<table border="1"> <tr> <td data-bbox="228 1765 837 2031"> <p>Principal QAA Subject Benchmark Statement</p> </td> <td data-bbox="837 1765 1503 2031"> <p>This course complies with the QAA Characteristics Statement for Master's Degrees (2015) https://www.qaa.ac.uk/docs/qaa/quality-code/master's-degree-characteristics-statement.pdf?sfvrsn=6ca2f981_10 , and the QAA Subject Benchmark Statement for</p> </td> </tr> </table>	<p>Principal QAA Subject Benchmark Statement</p>	<p>This course complies with the QAA Characteristics Statement for Master's Degrees (2015) https://www.qaa.ac.uk/docs/qaa/quality-code/master's-degree-characteristics-statement.pdf?sfvrsn=6ca2f981_10 , and the QAA Subject Benchmark Statement for</p>
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		Master's Degrees in Business and Management https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-business-and-management-15.pdf?sfvrsn=1997f681_16
14	Other external reference points	SEEC level descriptors http://www.seec.org.uk/wp-content/uploads/2016/08/SEEC-descriptors-Dec10.pdf
15	Admissions requirements, to be demonstrated through certificated or experiential learning (up to 300 words)	
	<ul style="list-style-type: none"> • Applicants must be of age 20 and above and meet one of the following academic qualifications: <ol style="list-style-type: none"> 1. Bachelor Degree qualification in any subject discipline (or equivalent) AND Minimum 2 years working experience and/or Full-time internship in any related field. (students who do not meet the minimum working experience and/or Full-time internship will have to complete 6 months of project work and field work instead or 3 months) AND a detailed personal statement, including why you are applying and any relevant skills, experience or achievements that make you suitable for the course. 2. Post-Graduate Diploma in in any subject discipline. 3. Mature Candidates of minimum 30 years old with total 8 years of working experience including minimum 3 years of working experience in Managerial Level. • Applicants must meet one of the following English Language Requirements: <ol style="list-style-type: none"> 1. Possess a minimum C6 grade in English at GCE 'O' Level 2. IELTS score of 6.0 (with no element below 5.5) 3. Pearson Test of English Academic with a minimum score for each individual element of 51 and 56 overall 4. Completed Stanford Academy Certificate in English for Foreign Students (Advanced Level) 5. Cambridge Certification in Advanced English (CAE) with Grade C or above 6. Obtain at least 80% for Stanford Academy English Proficiency test 	
16	Career, employability and opportunities for continuing professional development. By the end of the course, students will have developed their self-awareness and practical/transferable skills that will enhance their employability. Engagement with the alumni network and events that enable them to meet with employers and business practitioners will support their ability to progress their careers.	

	<p>MBA graduates are able to work as an International Sales Manager, Regional Manager, Management Accountant, HR Manager, Marketing Manager, Business Development Manager, Client Services Director, Customer Service Officer, and Management position in every area in local and international.</p> <p>Students are required to do Business Research Project with maximum 6 months which include field works, industrial visits etc. to be able to apply real world knowledge to their Research Project.</p>
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Section Two: COURSE STRUCTURE AND ASSESSMENT

17	Course assessment strategy					
	<p>A range of assessment methods are used through the core modules and within the remainder of the course, reflecting the range of outcomes and diversity of learning approaches adopted by students. The assessment methods are designed to foster the development of the range of learning outcomes given in Section 11. It is anticipated that the assessment strategy will support the development of effective and responsible business practitioners</p> <p>Communicating information coherently and effectively in writing will be supported for example, through individual and collaborative report writing, blogging and writing essays. Communicating orally will be supported through assessments that involve presentations.</p> <p>Priority is given to methods of assessment consistent with giving timely feedback in order that the information can feedforward into the future. This may mean that feedback is given for example, on drafts, in seminar discussions, or on formative presentations. Feedback may be given in a variety of formats and involve individuals or groups. It is anticipated that students will act on feedback given both within and between modules in order to maximise possible achievement.</p>					
18	Course Structure Diagram					
	Level Seven (Delete as appropriate)					
	Semester	Module Code	Module Title	Status	Credits	Notes Eg. Detail pre-requisite; co-requisites; barred combinations; alternative cores.
	Autumn Period (15 weeks)	MN7183	Management Learning and Research	Core	20	
	Autumn Period (15 weeks)	AC7052	Accounting and Finance for Managers	Core	20	
	Autumn or Spring (15 weeks)	MN7185	Leadership and Strategic Management	Core	20	

weeks)						
Autumn or Spring (15 weeks)	MN7181	People and Organisations: principles and practices in global contexts	Core	20		
Spring Period (15 weeks)	MN7182	Marketing, Marketing Communications and Operations	Core	20		
Spring Period (15 weeks)	MN7184	Innovation management	Core	20		
Summer Period (15 weeks)	MN7186	Developing Effectiveness in Leadership and Management	Core	20		
Other (see notes field for details)	MN7P95	Business Research Project	Core	40		Spring or Summer Students will complete the Business Research Project over a 3-month period MN7183 Management Learning and Research

Mapping matrix of modules (at para 22) delivering the course learning outcomes (at para 11)

Insert table mapping modules (with code) against the course learning outcomes:

Module Code	LO 1	LO 2	LO 3	LO 4
MN7183	X	X	X	X
AC7052	X	X	X	X
MN7185	X	X	X	X
MN7181	X	X	X	X
MN7182	X	X	X	X
MN7184	X	X	X	X
MN7P95	X	X	X	X

19 Part Time Structure

Students will attend the modules when they run. Part-time students can complete over a 2 year period.

20 Which modules are required to be taken to gain specific awards?

The course conforms with the Regulations of the University Postgraduate Scheme and

	<p>there are no additional regulations</p> <p>All core modules and defined pathway modules shown in the table in section 22 must be taken to gain the award</p> <p>Postgraduate Certificate in Business Administration 2 core modules and 1 pathway (General MBA) specific module</p> <p>Postgraduate Diploma in Business Administration 4 core modules and 2 pathway (General MBA) specific modules</p>
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Section Three: COURSE SPECIFIC REGULATIONS	
21	<p>Courses shall conform to both framework and University Academic Regulations. Where a course in addition has course specific regulations which have been formally approved by the University, these should be included below.</p> <p>Sufficient work experience and the personal ambition to benefit from the course. It is expected that as a minimum, all applicants will have at least 2 years relevant work experience and/or Full-Time internship in any related field. Students who do not meet working experience will have to complete 6 months of project work and field work instead of 3 months. Mature Candidates of minimum 30 years old with total 8 years of working experience including minimum 3 years of working experience in Managerial Level.</p>