

Programme Specification

Master of Business Administration (Flexible Executive)

For students entering in September 2020

PPTZHB MBA7DM

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

Awarding Institution	Henley Business School, University of Reading
Teaching Institution	Henley Business School, University of Reading
Length of Programme	30 months
Accreditation	AACSB, AMBA, EQUIS
Programme Start Dates	Multiple throughout the academic year

Programme information and content

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

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

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

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

Critical thinking: both innovative and critical thinking are required for effective management and leadership

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

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

Module information

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

Compulsory Modules:

Module	Name	Credits	Level
MNM1LPD1	Leadership and Personal Development	10	7
MNM1MPS	Managing Processes and Systems	15	7
MNM1FR	Managing Financial Resources	20	7
MNM1MP	Managing People	15	7
MNM2STR	Strategy	15	7
MNM2IB	International Business	15	7
MNM2STM	Strategic Marketing	15	7
MNM2PD2	Personal Development	0	7
MNM2RR	Reputation and Responsibility	15	7
	Research Skills	0	7
MNM3EA	Elective	10	7
MNM3LC	Leadership & Change	10	7
MNM3RS	Research Skills	0	7
MNM3MRC	Management Research Challenge (MRC) MRC Choice A: Dissertation OR MRC Choice B: Integrated Business Project OR MRC Choice C: Capstone Project	40	7
OR MNM3MRCSA*		60*	
MNM3PD3	Personal Development	0	7

Compulsory text:

There are ten core modules and one elective module.

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

PATHWAYS:

***Pathway option: Enhanced research component** is where the MRC module is delivered as a 60 credit instead of 40 credit module. This Pathway option is designed to provide the students with an extended research component of the programme related to their final assignment, the MRC. The additional credits would be allocated to provision of additional support in the Research Skills part

of the module in stage 3 as well as additional support in developing the research proposal for the MRC module. This option is available only where the programme is offered as a 200 credit MBA.

Pathway option: Degree Apprenticeship Levy funded is where the student enrolled on the programme funded by their employer as part of the Degree Apprenticeship Levy initiative for Level 7. In addition to meeting the standard requirements of the Flexible EMBA the students on this Pathway option will be required to document their learning and development by assembling a portfolio of evidence, as specified by the apprenticeship standard. This pathway is available only where the degree apprenticeship levy requirements are fully met.

Part-time or flexible modular arrangements

The Henley Flexible Executive MBA is structured to allow students to continue working in full-time employment while studying and to apply their learning from the MBA programme to their own organisation throughout the Programme as well as to connect with current global business, organisational and leadership issues.

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

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

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

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

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

Additional costs of the programme

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

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

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

Students are expected to fund any travel costs to attend workshops.

Optional modules:

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

*This Choice is not available on the Degree Apprenticeship Levy funded pathway.

Placement opportunities

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

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

*This Choice is not available on the Degree Apprenticeship Levy funded pathway.

Teaching and learning delivery:

The Henley Flexible Executive MBA (Flexible EMBA) is completed in a 30 months teaching schedule and comprises of a combination of tutor lead workshops, facilitated virtual learning, and group-based and independent study. Optional International study visits enable students to engage with global and international managerial issues and stakeholders via programme activities undertaken overseas.

The Flexible EMBA is intended for experienced middle to senior managers who wish to have an intensive, challenging and developmental learning experience whilst remaining in their current employment.

- It is designed to help members develop their management knowledge and competencies. It enables them to improve their effectiveness and maximise their contribution to an organisation whilst also helping them to achieve their career potential.
- Members on the programme are encouraged to think strategically about business and management in a global context.
- This international programme is conducted together with our partner network around the world.
- This is a highly engaging programme, which combines personal learning and group work. It emphasises personal development but uses team-based peer learning and support. It is delivered in a format that is based around a learning journey for students which integrates aspects of leadership and personal development with management capabilities in addressing challenges across different aspects of the organisation.

The following learning methods are employed on the Programme:

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

- Self-study: directed and self-directed, online using web-based resources or with electronic or paper-based materials
- Research
- Collaborative learning
- Case studies
- Problem-based learning
- Work-based learning

Regular attendance at workshops and engagement with the facilitated virtual learning is expected since they are the backbone of the collaborative learning process whilst also providing a supportive atmosphere for the working manager. On-line learning resources extend the workshop interaction, providing resources that outline core theory and content or provide supplementary activities to embed learning. Text based resources will be interspersed with multi-media materials containing video and audio files that include tutor discussions of topics, lectures and case examples from industry and individual organisations. On-line resources will be made available at the start of a Stage. To get full value from face-to-face events, students are expected to familiarise themselves with the relevant study material before attending. In addition there will be further suggestions for directed and self-directed study after workshops.

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

Accreditation details

The Henley MBA is accredited by AACSB, AMBA and EQUIS

Assessment

The following options for assessment are used in the Henley Flexible Executive MBA:

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

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

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

Further information is contained in the individual module descriptions.

Progression

Part-time and modular progression requirements

Students must pass each module with a minimum mark of 50%. All modules are regarded as being of special significance. It is normally expected that all the modules in each stage are completed prior to entry to the next stage of the MBA. Requests for extensions of assessment deadlines will be based on provision of evidence in line with the University Engagement Policy (add link). A student may be withdrawn due to lack of engagement, which is at the discretion of the Programme Director.

Students who fail to achieve a 50% pass mark are permitted one re-sit/resubmission per module at an appropriate point in the programme schedule.

Re-sits or resubmissions will be capped at 50% at module level, including examinations. Programme Management will advise students when a re-sit and resubmission is required and policy regarding timing. The normal procedure on extenuating circumstances will apply to those seeking an extension for a re-sit and resubmission. If a student does not resubmit or re-sit within the specified time from the first assessment without an agreed extenuating circumstance a mark of zero will be awarded for that assessment.

Students who fail to achieve a 50% pass mark on a module that is assessed via multiple modes of assessment will be re-assessed by a single mode of assessment. In this case the re-sit mark will count as an overall module mark and will be capped at 50%.

Classification

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

Mark Interpretation

70 - 100% Distinction

60 - 69% Merit

50 - 59% Good standard (Pass)

Failing categories:

40 - 49% Work below threshold standard

0 - 39% Unsatisfactory Work

Further information on the classification conventions, including borderline criteria, is available at <http://www.reading.ac.uk/internal/exams/Policies/eva-class.aspx>

For a Master's Degree

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

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

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

To qualify for a Pass, students must gain an overall average of 50 or more over 180 credits (200 credits for the Pathway option) and a mark of 50 or more for the Management Research Challenge.

For Postgraduate Diploma:

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

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

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

For Postgraduate Certificate

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