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Programme Specification (PG)

Awarding body / institution:	Queen Mary University of London
Teaching institution:	Queen Mary University of London
Name of final award and title:	Management with Integrated Pre-Masters MSc
Name of interim award(s):	Graduate Diploma in Humanities and Social Sciences Graduate Certificate in Humanities and Social Sciences
Duration of study / period of registration:	2 calendar years (full-time)
Queen Mary programme code(s):	
QAA Benchmark Group:	N/A
FHEQ Level of Award:	Level 7
Programme accredited by:	
Date Programme Specification approved:	
Responsible School / Institute:	School of Business & Management

Schools / Institutes which will also be involved in teaching part of the programme:
School of the Arts

Collaborative institution(s) / organisation(s) involved in delivering the programme:
N/A

Programme outline

Management with Integrated Pre-Masters MSc is designed for non-business graduates who may not have any prior knowledge of business and delivers sophisticated marketing education for those who wish to significantly improve employability in middle and senior marketing positions. It equips students with the skills needed to become successful in the marketing sector. The programme combines the one-year MSc Management with a tailored preparation year to provide a smooth transition for international and EU students who do not currently meet the requirements for direct entry onto the one-year programme.

The first year prepares students for the challenge of addressing the theories, concepts, and practice of the second year MSc programme, and familiarises students with the requirements of UK higher education. In the second year, through a mix of lectures, seminars and guest lecturers, students will gain a real-world understanding of key marketing issues and the technical know-how to implement marketing strategies on an organisational and corporate level. You'll develop theoretical and practical skills and engage with current debates on marketing issues.

MSc Management with Integrated Pre-Masters is ideal if a student's prior education, and/or English language proficiency, does not enable them to apply for direct entry to the one-year MSc Management programme. The subject content and teaching methodology employed in Year 1 builds a skills set and provides a platform for successful participation in Year 2. Year 1

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provides students with a sound introduction to business studies as well as a second academic subject. In addition, it provides an intensive programme of academic English and an introduction to research methodology so that students are competent to understand and apply academic methods and conventions at PGT level in the UK.

Aims of the programme

The programme aims to:

- offer the opportunity to students who may not have any background or experience in business and management to gain subject-specific knowledge in areas such as markets, customers, finance, operations, communication, information technology and business policy and strategy;
- address the demand for a more generalist programme within the Masters portfolio within the school;
- deliver a range of modules which provide an understanding of the different areas in business and management;
- encourage a range of learning skills including independent learning;
- prepare students for employment through strengthening their skills.

What will you be expected to achieve?

Students who successfully complete the programme will be able to:

-- Systematically identify management as an area of theoretical and academic study as well as practice;
- Appreciate the theoretical underpinnings of management and recognise its multi-disciplinary nature;
- Critically use and appraise a variety of sources of information about business and management and its social context and make practical recommendations;
- Plan and conduct research through independent study in the relevant field using appropriate methods ;
- Demonstrate effective oral and written communication skills;
- gain personal skills for employability through the taught components.
- Acknowledge the social context of business practice.

Academic Content:	
A 1	For Pre-Masters (Year 1) studies:
A 2	To enable students to develop and demonstrate the academic English language and study skills required for entry to and potential success in a masters degree programme in Business & Management, Politics & International Relations, Comparative Literature, Film Studies or related subjects.
A 3	To enable students to demonstrate knowledge and understanding of the discipline-specific topics to progress to a taught Masters degree in the chosen area.
A 4	For MSc Management (Year 2) studies:
A 5	Evaluates the breadth and depth of the debates in the relevant field.
A 6	Critically use and appraise a variety of sources of information about organisations and management and make practical recommendations.
A 7	Systematically understand key aspects of management and use analytical tools to analyse and interpret management problems, challenges and risks in a changing context.
A 8	Develop a critical understanding of the risks, business environment which affects the processes, strategy, functioning and culture of an organisation.

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A 9	Independently plan and conduct research through independent study in the relevant field using appropriate methods.

Disciplinary Skills - able to:	
B 1	For Pre-Masters (Year 1) studies:
B 2	show the ability to analyse and comment on discipline-specific areas in an informed and coherent manner in both written work and seminar discussions to the level that will lead to potential success on a taught Masters degree in the chosen area.
B 3	read and think critically in order to question, to examine arguments/ideas, and to evaluate evidence and conclusions for their reliability and validity.
B 4	synthesize ideas and evidence, applying appropriate knowledge and skills flexibly, in order to produce innovative solutions in research with minimal guidance.
B 5	reflect on and evaluate their thinking and reading skills, using both feedback and self-assessment to raise their awareness of the learning process itself and the skills necessary for success in an academic environment.
B 6	For MSc Management (Year 2) studies:
B 7	Develop an understanding of the theories, analytical approaches, methodologies and practices that underpin management in a global context.
B 8	Develop comprehensive understanding of the multidisciplinary nature of management approaches to decision-making.
B 9	Demonstrate self-direction in planning and conducting research through independent study in the relevant field using appropriate methods.
B 10	Display originality in the application of knowledge and the use of analytical tools in proffering solutions to broad range of management problems.
B 11	Evaluates contemporary issues in business management/society.
B 12	Acknowledges the social context of business practice.

Attributes:	
C 1	For Pre-Masters (year 1) studies:
C 2	To write coherently in a variety of academic styles (eg argumentative, discursive, critical, persuasive) to the standards of Masters level writing.
C 3	To lead and be proactive in discussions, and work effectively in groups.
C 4	To actively engage with academic reading texts through discussion/debate with peers and teachers.
C 5	To study autonomously, using the full range of appropriate resources for their discipline available in the College and in the wider academic community.
C 6	To grasp the principles and practices of the field of study.
C 7	To produce analyses which are grounded in evidence.

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C 8	To use effective spoken and written English with confidence.
C 9	MSc Management (year 2) studies:
C 10	Acquire knowledge, values and skills that are relevant to both academic and non-academic contexts including effective communication, originality in thinking, time management and negotiation skills.
C 11	Acquire a global, environmental and culturally-sensitive approach to the field of business and management.
C 12	Demonstrate effective oral and written communication skills.
C 13	Expresses arguments coherently through writing

How will you learn?

For the 1st year Pre-Masters, teachers will use a range of teaching and learning techniques tailored to the learning outcomes of the different modules. These will include: lectures; student-led seminar discussions; teaching observation; peer / micro - teaching; student and teacher-led workshops; directed readings; practical tasks; materials development; library-based research and original research; presentations; group work; reflection through reflective learning logs, and knowledge transfer activities. Individual module outlines list further details of teaching and learning procedures.

For the 2nd year MSc programme, students will learn through lectures, seminars and workshops delivered by academic staff within SBM as well as by professionals with an expertise and experience in marketing and business. The lectures will enable students to interact with peers from other MSc programmes, while the seminars with smaller class sizes allow students to have more in-depth discussion and interaction with the academics delivering the programme. Through the QMPlus environment, which is a virtual learning environment and other learning initiatives, students will be offered both real-time delivery and teaching material which can be accessed online. Training sessions will be provided in the induction week for students to familiarise themselves with the virtual environment and to also access e-resources. The delivery and assessment modes will vary. These will include collaborative learning as well as a mix of assessment modes including coursework, presentations, independent research, group projects and examinations. All students will be assigned an academic advisor who will be able to advise on academic problems.

How will you be assessed?

For the 1st year Pre-Masters, teachers will use a range of assessment techniques to include: essays; formative assessment; reflective learning diaries; oral presentations; project work; and practical tasks such as materials development. Individual module proposal outlines list further details of assessment practices.

For the 2nd year MSc programme, the mode of assessment for the programme will differ across the modules but typically most modules will have two modes of assessment such as coursework and a final exam which the student will take at or before the end of each semester. Dissertation supervision/ Contemporary Live Management Project continues throughout semester three and students will continue to work on their dissertations/Contemporary Live Management Project in this semester.

All coursework will be assessed by a plagiarism-detection software, Turnitin. Students take examinations in May but coursework and other modes of assessment such as group projects are often set different deadlines. The instructions for the assessments are available to the students in the Module Outlines and through the virtual learning environment. The School has a plagiarism officer to advise and assist Module Organisers on plagiarism offence. Marking criteria for assessments are also provided by Module Organisers in the Module Outline.

How is the programme structured?
Please specify the structure of the programme diets for all variants of the programme (e.g. full-time, part-time - if applicable). The description should be sufficiently detailed to fully define the structure of the diet.

The MSc Management with Integrated Pre-Masters (September start) is a full time 2-year September start programme. Students may not study this programme on a part-time basis. Students cannot study more than one language.

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Year 1 of the MSc Management with Integrated Pre-Masters is the level 6 Graduate Diploma in Humanities and Social Sciences. Students take the following 120 credits:

• IFP/IFJ 6000 ELSS, Semester 1 & 2 Core (30 credits)
• IFP/IFJ6011 Introduction to Research Methods for Humanities and Social Sciences Semester 1 Compulsory (15 credits)
• IFP/IFJ6012 Humanities and Social Sciences Independent Research Project Semester 2 Compulsory (15 credits)
• IFP/IFJ 6009 Introduction to Business and Management Semester 1 Core (15 credits)
• IFP/IFJ 6010 Contemporary Issues in Business and Management Semester 2 Core (15 credits)
• IFP/IFJ 6003 Film Studies: Introduction to Hollywood Cinema Semester 1 Option (15 credits)
• IFP/IFJ 6004 Film Studies: Alternatives to Classical Hollywood Semester 2 Option (15 credits)
• IFP/IFJ 6017 Introduction to Politics and International Relations 1: Ideas and Concepts Semester 1 Option (15 credits)
• IFP/IFJ 6018 Introduction to Politics and International Relations 2: Application and Analysis Semester 2 Option (15 credits)
• IFP4011 French Language and Culture 1 (a) Semester 1 Option (15 credits)
• LAN4012 French Language and Culture 1 (b) Semester 2 Option (15 credits)
• IFP4021 Spanish Language and Culture 1 (a) Semester 1 Option (15 credits)
• LAN4022 Spanish Language and Culture 1 (b) Semester 2 Option (15 credits)
• IFP4041 Japanese Language and Culture 1 (a) Semester 1 Option (15 credits)
• LAN4042 Japanese Language and Culture 1 (b) Semester 2 Option (15 credits)
• IFP4071 Italian Language and Culture 1 (a) Semester 1 Option (15 credits)
• LAN4072 Italian Language and Culture I (b) Semester 2 Option (15 credits)
• IFP4051 Arabic Language and Culture I (a) Semester 1 Option (15 credits)
• LAN4052 Arabic Language and Culture I (a) Semester 2 Option (15 credits)
• IFP4001 German Language and Culture I (a) Semester 1 Option (15 credits)
• LAN4002 German Language and Culture I (b) Semester 2 Option (15 credits)
• CON4061 Mandarin Chinese Language and Culture I (a) Semester 1 Option (15 credits)
• CON4062 Mandarin Chinese Language and Culture I (b) Semester 2 Option (15 credits)

Year 1 credits do not contribute to the final award. However students must satisfy the following progression hurdle in order to progress onto Year 2 of the programme.

Students who fail to qualify for progression to Year 2 of the programme, but who meet the requirements for the alternative exit qualification of either Graduate Diploma or Graduate Certificate in Humanities and Social Sciences, shall be awarded that qualification.

The final award of the Master of Science Management is based exclusively on the 180 credits of Year 2 of the programme.
It is the same structure as the standard MSc Management programme at SBM. Each module has an outline description highlighting the aims, expected learning outcomes, assessment methods, syllabus and reading and teaching materials. This information is available on-line on the Postgraduate web-pages of the respective Schools.

In Year 2, students typically have 3 contact hours per week in each module. Within these three hours, each module has its own pattern of lectures, seminars/classes and other activities. Lectures emphasise dissemination of information, explaining the key ideas and determining the sequence and pace of learning. Seminars/classes will contribute to a more active learning experience by facilitating student interaction through discussions, exercises, problem sets, case studies and presentations (as appropriate).

After meeting the progression requirement at the end of Year 1, students will join the MSc Management programme in Year 2.

he MSc Management programme is organised as a number of modules. The programme is made up of seven compulsory modules, one elective module and a core dissertation module or the alternative, the Contemporary Live Management Project. Four compulsory modules are taken in semester 1, and three compulsory modules and one elective in semester 2.
The compulsory modules provide the theoretical and methodological components of the programme while the elective module allow students to choose a module of own interest.
Each module is measured in credits and a number of learning hours attributed to it. For example, a 15-credit module involves around 150 hours of student learning time. Full-time students should commit to an average of at least 40 hours of study a week throughout the programme of study.
A module is only finalised once work is completed in all its elements of performance assessment (e.g., coursework, essays, project reports, and where required, written exams).

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Each module has an outline description highlighting the aims, expected learning outcomes, assessment methods, syllabus and reading and teaching materials. This information is available on-line on the Postgraduate web-pages of the respective Schools. Students typically have 3 contact hours per week in each module. Within these three hours, each module has its own pattern of lectures, seminars/classes and other activities. Lectures emphasise dissemination of information, explaining the key ideas and determining the sequence and pace of learning. Seminars/classes will contribute to a more active learning experience by facilitating student interaction through discussions, exercises, problem sets, case studies and presentations (as appropriate).

Academic Year of Study   FT - Year 1

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
English Language and Study Skills	IFP6000	30	6	Core	1	Semesters 1 & 2
Introduction to Research Methods for Humanities and Social Sciences	IFP6011	15	6	Compulsory	1	Semester 1
Humanities and Social Sciences Independent Research Project	IFP6012	15	6	Compulsory	1	Semester 2
Introduction to Business and Management	IFP6009	15	6	Core	1	Semester 1
Contemporary Issues in Business and Management	IFP6010	15	6	Core	1	Semester 2
Film Studies: Introduction to Hollywood Cinema	IFP6003	15	6	Elective	1	Semester 1
Film Studies: Alternatives to Classical Hollywood	IFP6004	15	6	Elective	1	Semester 2
International Politics 1: Ideas and Concepts	IFP6017	15	6	Elective	1	Semester 1
International Politics 2: Applications and Analysis	IFP6018	15	6	Elective	1	Semester 2
Description of Language	EAL6207	15	6	Elective	1	Semester 1
French Language & Culture I (a)	IFP4011	15	4	Elective	1	Semester 1
French Language & Culture I (b)	LAN4012	15	4	Elective	1	Semester 2
Spanish Language & Culture I (a)	IFP4021	15	4	Elective	1	Semester 1
Spanish Language & Culture I (b)	LAN4022	15	4	Elective	1	Semester 2

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Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Italian Language & Culture I (a)	IFP4071	15	4	Elective	1	Semester 1
Italian Language & Culture I (b)	LAN4072	15	4	Elective	1	Semester 2
Japanese Language & Culture I (a)	IFP4041	15	4	Elective	1	Semester 1
Japanese Language & Culture I (b)	LAN4042	15	4	Elective	1	Semester 2
Arabic Language & Culture I (a)	IFP4051	15	4	Elective	1	Semester 1
Arabic Language & Culture I (b)	LAN4052	15	4	Elective	1	Semester 2
German Language & Culture I (a)	IFP4001	15	4	Elective	1	Semester 1
German Language & Culture I (b)	LAN4002	15	4	Elective	1	Semester 2
Mandarin Chinese Language and Culture	CON4061	15	4	Elective	1	Semester 1
Mandarin Chinese Language and Culture	CON4062	15	4	Elective	1	Semester 2

Academic Year of Study   FT - Year 2

Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Contemporary Marketing Management	BUSM242	15	7	Compulsory	2	Semester 1
Organisational Behaviour	BUSM069	15	7	Compulsory	2	Semester 1
Risk and Crisis	BUSM119	15	7	Compulsory	2	Semester 1
Financial Analysis and Management Accounting	BUSM107	15	7	Compulsory	2	Semester 1
Entrepreneurship	BUSM134	15	7	Compulsory	2	Semester 2

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Module Title	Module Code	Credits	Level	Module Selection Status	Academic Year of Study	Semester
Strategic Management	BUSM086	15	7	Compulsory	2	Semester 2
Entrepreneurship Research Methods for Management	BUSM145	15	7	Compulsory	2	Semester 2
Skills and Methods for Contemporary Live Project	BUSM253	15	7	Compulsory	2	Semester 2
Corporate Social Responsibility and Business Ethics	BUSM175	15	7	Elective	2	Semester 2
Global Supply Chain Management	BUSM091	15	7	Elective	2	Semester 2
Dissertation for Management	BUSM100	60	7	Compulsory	2	Semesters 2 & 3
The Contemporary Live Management Project	BUSM250	60	7	Compulsory	2	Semester 3

What are the entry requirements?

A full first degree at the equivalent of at least a Pass in a UK undergraduate degree with at least a pass in all final year modules; OR a qualification in a relevant subject at the level of a UK HE Diploma (Level 5) with at least 55% overall or the overseas equivalent.

Evidence of English language proficiency:
IELTS overall 5.5, with a minimum of 5.5 in Writing, Reading, Speaking and Listening OR
IELTS overall 5.0, with a minimum of 5.0 in Writing, AND successfully complete the Foundations Pre-sessional English language programme

How will the quality of the programme be managed and enhanced? How do we listen to and act on your feedback?

The Student Voice Committee provides a formal means of communication and discussion between Schools and its students. The committee consists of student representatives from each year in the school/institute together with appropriate representation from staff within the school/institute. It is designed to respond to the needs of students, as well as act as a forum for discussing programme and module developments. Student Voice Committees meet regularly throughout the year.

Each school operates a Learning and Teaching Committee, or equivalent, which advises the School/Institute Director of Education on all matters relating to the delivery of taught programmes at school level including monitoring the application of relevant QMUL policies and reviewing all proposals for module and programme approval and amendment before submission to Taught Programmes Boards. Student views are incorporated in this committee's work in a number of ways, such as through student membership, or consideration of student surveys.

All schools operate a continuous programme review of their taught undergraduate and postgraduate provision. The process is normally organised at a School-level basis with the Head of School, or equivalent, responsible for the completion of the school's continuous programme reviews. Schools/institutes are required to produce a separate continuous programme review for undergraduate programmes and for postgraduate taught programmes using the relevant postgraduate continuous programme review pro-forma. Students' views are considered in this process through analysis of the PTES and module evaluations.

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What academic support is available?

For Year 1 of study:
Each student has a personal tutor, who is their main English language and study skills teacher. Individual tutorials are scheduled for 30 minutes fortnightly, but students can request to see their tutor additionally outside this schedule if required.
Students attend a compulsory one-week induction in Week 0 of Semester 1. During this, students are given help in enrolling and paying fees as well as attending sessions on programme details, academic options, health and safety and additional sessions offered by the Advice and Counselling Service.

For Year 2 of study:
In addition to the support for students provided by QMUL: Careers Service; Library Services, all MSc students are supported by their individual academic advisors.

The induction week prior to the start of Semester A provides introductory talks on all of the services and support mechanisms available within the School and College.

Programme-specific rules and facts

Students must enter the Pre-Masters (Year 1) of the programme in September.

Year 1 credits do not contribute to the final award, however students must satisfy the progression hurdle in order to progress onto Year 2 of the programme.

Students will have timetabled lectures and seminars and will have weekly office hour support.

Year 2:
he Contemporary Live Management Project is an alternative to the dissertation module. Students taking the Contemporary Live Management Project must take the compulsory Skills and Methods for sustainable management module. The Skills and Methods for sustainable management module is only available to students taking the Contemporary Live Management Project. The options are provided below:

Option 1
BUSM100 + BUSM145 have the option of two electives, one being the co-requisite module.

Option 2
BUSM250 + BUSM253 have the option of two electives.

How inclusive is the programme for all students, including those with disabilities?

QMUL has a central Disability and Dyslexia Service (DDS) that offers support for all students with disabilities, specific learning difficulties and mental health issues. DDS supports all Queen Mary students: full-time, part-time, undergraduate, postgraduate, UK and international at all campuses and all sites.

Students can access advice, guidance and support in the following areas:
• Find out if they have a specific learning difficulty like dyslexia
• Apply for funding through the Disabled Students' Allowance (DSA)
• Arrange DDS assessments of need
• Obtain special arrangements in examinations
• Access loaned equipment (e.g. digital recorders)
• Gain access to specialist one-to-one "study skills" tuition
• Ensure access to course materials in alternative formats (e.g. Braille)
• Provide educational support workers (e.g. note-takers, readers, library assistants)
• Support for students with mental health issues and conditions on the autistic spectrum.

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Links with employers, placement opportunities and transferable skills

Students on Year 1 are offered the opportunity to join a summer internship as provided by an external internship provider. During Year 1, they learn many of the skills, which will be transferable to the workplace.

Graduates from this programme will develop a range of cognitive and practical skills which will be applicable to different contexts beyond academia.

The programme will focus on effective knowledge management and the importance of the application of relevant information to different contexts and demands of management. Analysis and in-depth engagement with academic texts, reports and case studies will stress the need to extrapolate information and synthesise these using relevant methodologies.

The School works closely with the Careers Service to locate possible work placements/internships and to prepare students for the recruitment process (e.g., assistance in creating effective CVs to reach potential employers, interview skills).

A management workshop is organised at the beginning of the semester to develop critical thinking and problem-solving skills.

Programme Specification Approval

Person completing Programme Specification:	Nadia Zahoor/Jenny Murphy
Person responsible for management of programme:	Nadia Zhoor
Date Programme Specification produced / amended by School / Institute Education Committee:	
Date Programme Specification approved by Taught Programmes Board:	

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