

ALLIANCE MANCHESTER BUSINESS SCHOOL

**THE PROGRAMME SPECIFICATION FOR THE BSc IN MANAGEMENT AND BSc IN MANAGEMENT (SPECIALISM)**

**1. GENERAL INFORMATION**

<b>UCAS Code</b>	<b>Award</b>	<b>Programme Title</b>	<b>Duration</b>	<b>Mode of study</b>
N201	BSc (Hons)	BSc (Honours) in Management	3 Years	Full Time
	BSc (Hons)	BSc (Honours) in Management with Industrial / Professional Experience	4 Years	Full Time
	BSc (Ord)*	BSc (Ordinary) in Management	3 Years	Full Time
	Diploma**	Management	2 Years	Full Time
	Certificate***	Management	1 Year	Full Time

It is possible for students to specialise within the Management Programme. (See later in this document). BSc Management (specialism) students can choose a work placement related (or not) to their specialism. The area of the work placement does not affect eligibility for the specialism.

\* Students are not permitted to transfer to an Ordinary route throughout the course of their studies. If a student does not meet the requirements of an Honours degree, then it is the decision of the Finals Examination Board as to whether an Ordinary degree is awarded. See <https://www.ambs.ughandbook.manchester.ac.uk/assessment/exam-procedures/>

\*\* A Diploma of Higher Education will be awarded to a student who:

Successfully completes Year 2 but terminate their studies at this point; or

Has exhausted all the opportunities to retrieve failed assessment, subject to the accrual of the appropriate number of credits. See

<https://www.ambs.ughandbook.manchester.ac.uk/assessment/exam-procedures/>

\*\*\* A Certificate of Higher Education will be awarded to a student who:

Successfully completes Year 1 but terminate their studies at this point; or

Has exhausted all the opportunities to retrieve failed assessment, subject to the accrual of the appropriate number of credits. See

<https://www.ambs.ughandbook.manchester.ac.uk/assessment/exam-procedures/>

<b>School</b>	Alliance Manchester Business School
<b>Faculty</b>	Humanities
<b>Awarding Institution</b>	The University of Manchester

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<b>Programme Accreditation</b>	N/A (Individual course units may receive accreditation from relevant professional bodies)
<b>Relevant QAA benchmark(s)</b>	Business and Management

### 2. AIMS OF THE PROGRAMME

The programme aims to:

<b>01.</b>	enable students to acquire state of the art knowledge and understanding of the field of management <sup>^</sup>
<b>02.</b>	provide an educational experience which will facilitate and promote students' intellectual development and life-long learning skills
<b>03.</b>	promote critical awareness of the merits and complexities of management, and to inculcate an appreciation of the association between theory and practice
<b>04.</b>	appraise students of important new developments in the field of management
<b>05.</b>	enable students to develop appropriate practical and transferable skills
<b>06.</b>	provide a high quality management programme.
<b>07.</b>	provide the opportunity for students who wish to gain a year's placement in industry and to place this work in the context of a student's professional development ('with Industrial / Professional Experience' variant only)

<sup>^</sup> The term 'field' is used as a composite to signify a range of management-related subjects covering the breadth of research and teaching activities at Alliance Manchester Business School.

### 3. INTENDED LEARNING OUTCOMES OF THE PROGRAMME

<b>A. Knowledge &amp; Understanding</b>	
At the end of the Programme students should be able to:	
<b>A1.</b>	understand the 'core' disciplines of the field of management (e.g. accounting, economics, marketing, operations management)
<b>A2.</b>	understand subject specific theories, ideas, issues and practices relating to general management or chosen management specialism
<b>A3.</b>	understand management as a dynamic field, as located in a complex historical and social context
<b>A4.</b>	understand developments in business and management.

<b>B. Intellectual Skills</b>	
At the end of the Programme students should be able to:	

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<b>B1.</b>	apply higher-level cognitive skills, including analysis, synthesis and evaluation.
<b>B2.</b>	utilise both qualitative and quantitative problem-solving skills.
<b>B3.</b>	address arguments/ideas through multiple perspectives.
<b>B4.</b>	identify inter-relationships between the subject matter of management and integrate these as a coherent whole.

<b>C. Transferable/Key Skills and Personal Qualities</b> At the end of the Programme students should be able to:	
<b>C1.</b>	articulate ideas and arguments with clarity, conciseness and rigour both orally and in writing
<b>C2.</b>	learn independently
<b>C3.</b>	manage time and prioritise workloads
<b>C4.</b>	use IT skills
<b>C5.</b>	operate effectively as a member of a group or team.

#### 4. THE STRUCTURE OF THE PROGRAMME

##### **BSc (HONOURS) IN MANAGEMENT/MANAGEMENT (SPECIALISM)**

**The Programme is studied over three years, full-time (and four years full time for those who choose to undertake the ‘with industrial / professional experience’ route). Students take course units worth a total of 360 credits over the three years whilst studying in Manchester, at 120 credits per year.**

##### **Year 1: 120 credits**

The first year is the foundation year in which you learn the basic disciplines and try out subjects so you can make up your mind for the second and final year. You also start your Personal and Career Development Plan (PCDP), designed to help you to assess your own skills, set goals for improvement, record your achievements and reflect on your experiences during your studies. In year 1, this forms part of your summative assessment for BMAN10780 Academic and Career Development. More information is provided about PCDPs via:

<https://www.ambs.ug handbook.manchester.ac.uk/programme/work-placements/personal-and-career-development-plan/>

All courses across the first year are compulsory. Students take a mix of ten and twenty credit compulsory course units across the year amounting to 120 credits.

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Course outlines for all of your first year course units are available via My Manchester at <https://my.manchester.ac.uk>

The full first year programme structure is available at:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/programme-information/programme-structures/>

### **Year 2: 120 credits**

Students on BSc Management choose course units amounting to 120 credits from the options listed on the programme structure. Availability of options changes from year to year and pre-requisites/co-requisites apply. Full details are available via My Manchester at <https://my.manchester.ac.uk>. Students on BSc Management (specialism) take 40 credits of core specialism units and 80 credits of options from those listed on the programme structure.

Details of the Specialisms and core units are available via:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/programme-information/programme-structures/>

You also continue with your Personal and Career Development Plan.

At the beginning of the second year you must indicate whether you are opting for the BSc in Management, the BSc in Management (Specialism) or, if you are eligible, the BSc Management (IPE –Industrial/Professional Experience) route. If, during the second year, you change to another Specialism, or revert to the BSc in Management from a Specialism, you will be permitted to do so provided that the course credits which you have taken and which you intend to take fulfill the requirements for your chosen route. It is your responsibility to ensure that your choice of course units conforms to the requirements of the Specialism you intend to register for. If you do not meet the requirements for a Specialism then you cannot graduate with a specialist degree. If you choose to transfer to the Management IPE route then you need to ensure you meet the requirements as set out here:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/work-placements/>

The details of the Specialisms are available via fact sheets here:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/programme-information/programme-structures/>

The full second year programme structure is available at:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/programme-information/programme-structures/>

### **Year 3: For With Industrial / Professional Experience Students only**

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**Students out on industrial / professional experience in their third year will complete a placement log book throughout the duration of their work experience and within this will be required to submit a mid-placement and end of year placement report.**

**The third year industrial / professional experience year will be graded pass/fail and is not included in the final degree classification weightings.**

### **Final year: 120 credits**

Students choose course units amounting to 120 credits from the options listed on the programme structure. Availability of options changes from year to year and pre-requisites/co-requisites apply. Full details are available via My Manchester at <https://my.manchester.ac.uk>

You also continue with your Personal Development Plan.

The details of the Specialisms are available via:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/programme-information/programme-structures/>

It is your responsibility to ensure that your choice of course unit options conforms to the requirements of the Specialism you intend to register for. If you do not meet the requirements for a Specialism then you cannot graduate with a specialist degree. If you opt for a Specialism and decide to do a dissertation, you must ensure that your dissertation subject is in the area of the Specialism. Please check with your dissertation supervisor and the Dissertation Course Co-ordinator to ensure that this is the case.

The full final year programme structure is available at:

<https://www.ambs.ughandbook.manchester.ac.uk/programme/programme-information/programme-structures/>

The contact hours policy for full time Alliance MBS Manchester based programmes is available at:

<http://documents.manchester.ac.uk/display.aspx?DocID=52175>

### **5. CURRICULUM PROGRESSION: INTENDED LEARNING OUTCOMES FOR EACH YEAR**

Year	Intended learning outcomes
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<p><b>Year 1</b> <b>(Certificate of Higher Education)</b></p> <p><b>Students who successfully complete the first year of study but terminate their studies at this point will be awarded a Certificate of Higher Education</b></p>	<p>To enable students to develop a knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>▪ the 'core' disciplines of the field of management (e.g. accounting, economics, marketing, operations management).</li> </ul> <p>To enable students to develop a knowledge, understanding and use of:</p> <ul style="list-style-type: none"> <li>▪ basic IT skills</li> <li>▪ basic qualitative and quantitative problem-solving skills</li> <li>▪ basic qualitative and quantitative research skills within the context of management.</li> </ul> <p>To enable students to manage their resources and time, and to prioritise workloads.</p> <p>To enable students to learn effectively and independently.</p> <p>To enable students to begin to work effectively as a member of a team or group</p> <p>To enable students to demonstrate an understanding of career management planning skills.</p>
<p><b>Year 2</b> <b>(Diploma of Higher Education)</b></p> <p><b>Students who successfully complete the second year of study but terminate their studies at this point will be awarded a Diploma of Higher Education</b></p>	<p>To enable students to develop a knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>▪ subject specific theories, ideas, issues and practices relating to general management or to their chosen management specialism</li> <li>▪ management as a dynamic field, located in a complex historical and social context</li> <li>▪ current developments in business and management.</li> </ul> <p>To enable students to:</p> <ul style="list-style-type: none"> <li>▪ address arguments and ideas through multiple perspectives</li> <li>▪ operate effectively as a member of a team or group</li> </ul> <p>articulate ideas and arguments with clarity, conciseness and rigour both orally and in writing.</p>
<p><b>Industrial / Professional placement year</b></p>	<p>To make clear and concise written and oral communications, work effectively as a team, and demonstrate a professional and responsible approach to work roles in a commercial or industrial environment, with particular emphasis upon their own abilities and future developments.</p> <p>To manage time and work to deadlines</p> <p>To exercise initiative and self-reliance skills, and work independently.</p> <p>To use acquired knowledge/skills, powers of enquiry and logical thinking to solve problems.</p>

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<b>Final year</b>	See Programme Learning Outcomes
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- 6. STUDENT INDUCTION, SUPPORT AND DEVELOPMENT** (in order to deliver the year learning outcomes)

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### **Student Induction**

- Pre-induction information, arrival packs and a formal one-week welcome programme for first year students (note – ongoing induction is carried out via BMAN10780 Academic and Career Development throughout the whole of the first year). This includes a Programme Director and PS staff meeting, an Alliance Manchester Business School Introduction to Undergraduate Services event, Alliance MBS Student Fair, completion of Health & Safety Course, Alumni/Careers Panel discussion, administrative sessions, Introduction to Academic and Career Development lecture, Unismart lecture and an end of Welcome Week party. Student meetings with their Peer Mentors will also take place in the first few weeks of the semester.
- Induction and reintegration activities for returning second and final year students.
- Programme identity initiatives for all levels throughout each year.
- Supporting information on Alliance MBS online undergraduate handbook for all new and returning students and brochure student notebook for all new students.

### **Student Support and Development**

- Comprehensive Online Undergraduate Handbook available at <https://www.ambs.uqhandbook.manchester.ac.uk/>
- Academic Advisor for first year students: All first year students are allocated an academic advisor who will remain their advisor (wherever possible) for the full duration of their studies and will support on their academic development. Regular contact between student and academic advisor is embedded within BMAN10780 Academic and Career Development course via alternate week seminars which will take place throughout the full academic year. It is expected that students and academic advisors will engage either face to face (via regular office hours), by telephone, email or through Blackboard in the weeks where no seminar is taking place.
- Academic Advisor for second and final year students: In building on the relationship developed between Academic Advisor and students in the first year seminar sessions, Management students will remain with their original Academic Advisor (wherever possible). Formally recorded sessions will take place throughout the academic year between Academic Advisor and student with a focus on academic guidance as required (registration for course units, plagiarism, essay writing, preparation for exams, time management etc), encouraging students to update their PCDP and further develop a CV, writing references on request, gauging feedback on the student experience and understanding where and when to refer students on to other sources of assistance.
- Dedicated Student Support and Guidance Team in Alliance MBS offering advice, guidance and support on any issues that affect a student's ability to study.
- Disability support: Details are provided via The University's Disability and Support Service (DASS) and /or the School's Disability Co-Ordinator as well as in the Online Undergraduate Handbook.
- Dedicated Programme Office and information, advice and guidance for all programmes.
- Student Representatives: serve on the Programme Committee, Undergraduate Committee and Student/Staff Liaison Committee, aiding in the decision-making processes which affect student experience. Student Representatives also attend a focus group in each semester to provide feedback on Alliance MBS Undergraduate processes. Further details are provided in the Online Undergraduate Handbook. The School also provides local-level training for Student Representatives. BSc Management Final Year student representatives will pilot a new feedback platform, 'Unitu' in the 2021-22 academic year with the aim to increase feedback and help close the feedback loop.
- Student Peer Mentor Scheme: Details are provided in the Online Undergraduate Handbook.



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- Personal Development Planning: Personal Career Development Plans (PCDPs) are aimed at helping students develop their awareness of generic transferable and subject-specific skills and are aimed at helping to improve independent learning and provide a record of academic learning and achievement. For all first year students, the PCDP will form part of the summative assessment on BMAN10780 Academic and Career Development and also includes an opportunity for all 1<sup>st</sup> year students to start to develop their CV. PCDPs for returning second and final year students will continue to be linked to academic advisor sessions throughout the programme of study. Students will meet with their academic advisor in a series of meetings, part of which will address the development of the PCDP and CV. Students can then arrange individual meetings with their academic advisor as necessary.

- Extensive library, computer and other learning resources, in particular My Learning Essentials which can be found here:

<https://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/>

- The first year course BMAN10780 Academic and Career Development is intended to support and develop students throughout their first year of study by incorporating study skills sessions, academic advisor contact and the opportunity for students to undertake an early piece of formative assessment which is marked by the academic advisor. Written feedback will be provided on this - piece of work, as will be the opportunity to discuss this further face to face with the academic advisor.

- IT Skills sessions offered at central IT Services. Details in the Online Undergraduate Handbook.

- Mathematics surgeries for first year students.

- Employability/Careers planning: The School ensures a range of opportunities for students to develop their employability and career planning skills both within and outside of the curriculum. Students on Management / Management (specialism) will have the opportunity to develop career management planning skills as part of their 1<sup>st</sup> year Academic and Career Development course unit. All undergraduate full course unit descriptions include an employability section which highlights to students the transferable/employability skills they develop as part of each specific course unit. The School also ensures that students have access to a variety of tailored events that enable them to further their career aspirations, including: alumni/networking sessions, employer drop in sessions, successful applications session, applying for and securing an internship session, postgraduate student options session. Alliance MBS also has many links with many employers and students are encouraged to attend talks and seminars provided by employers. For some, these will be included within the curriculum (i.e. guest lectures) and for others these will be organised by Alliance MBS affiliated societies or by the Careers Service/Alliance MBS. Students are also encouraged to attend the University Careers Service and any presentations which may be of particular interest to Management students.

- Opportunities for students to engage with activities in social justice, ethical leadership and community action through Stellify as well as actively engaging in volunteering initiatives.

### **INDUSTRIAL EXPERIENCE YEAR**

(Applies to students on the 'with Industrial/Professional Experience' variant of the programme).

The industrial experience year is supported by a network of pre-departure and reintegration meetings, completion of a placement log book and dedicated support via the International and Placement team.

## 7. PROGRESSION AND ASSESSMENT REGULATIONS

Details of progression rules are included in the Online Undergraduate Handbook <https://www.ambs.ughandbook.manchester.ac.uk/assessment/exam-procedures/>

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