



LEEDS  
BECKETT  
UNIVERSITY

# Course

# Specification

# MBA Graduate

# Master of

# Business

# Administration

Programme Code: MGRBA

Postgraduate Material Information  
IMPORTANT INFORMATION FOR PROSPECTIVE STUDENTS

Version date:

***Course Director or nominee must complete record of change and sign off confirmation at the end of this document***

**Postgraduate**  
**Material Course Information**  
**Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus COVID-19 and Associated Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21  
(Information Specific to Your Course is Provided in PART 2)**

**Introduction**

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) COVID-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

COVID-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of COVID-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

## **How we will communicate with you**

Applicants who have accepted an offer by email have been sent information on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course-specific information set out in this document and the above communications, the University's COVID-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The COVID-19 microsite is regularly reviewed and updated as the situation, advice and planning evolves and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

## **Key terms and conditions**

Further important information for applicants and students is available on our website: <https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the

student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

## **Start dates**

Our academic year will begin at the normal time. The length of the course is confirmed in the information about your course in Part 2 of this document below.

## **Location of delivery**

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary COVID-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning may be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'.

## **Course Fees**

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary, then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device, or purchase/lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested COVID-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the COVID-19 crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the COVID-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

## **Timetable Information**

This course will be scheduled using a teaching block delivery and will be specified in timetable information. The 2020/21 academic calendar and term dates are available on our website at: <https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

## **Policies, Standards and Regulations** ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))

COVID-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to COVID-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency COVID-19 pandemic

academic regulations to take account of the impact of COVID-19 general extenuating circumstances.

## **Placements and Other Off-Campus Learning Opportunities**

COVID-19 response measures are likely to impact on the arrangements for placements, field trips, volunteering and other off-campus activities. If available, these are likely to operate with appropriate social distancing arrangements. Employers may reduce the availability of placement or volunteering opportunities due to the impact of COVID-19 on their operations.

The availability or type of placements with employers, study abroad or volunteering opportunities, may be restricted. The University follows the UK Government's Foreign and Commonwealth travel advice and is also informed by any specific in-country international travel restrictions or requirements.

The University's current position is that we will not facilitate outward (from UK) international/overseas placements, study abroad or volunteering activity in 2020/21. This is to protect students and minimise the risk of you being stranded abroad in the event of a lockdown and the introduction of national/local travel restrictions. We will only consider international placements for students whose domicile address is in the country of their placement.

Inward Exchange study (from other EU countries to the UK under this scheme) will be supported where these align with the teaching blocks academic calendar delivery dates. There may be other national or international travel restrictions or quarantine measures or specific workplace COVID-19 measures that impact on these opportunities.

Should the COVID-19 response and alert level be amended, any activity may also be subject to COVID-19 employer, local or in-country requirements applicable at the time of the placement/activity. We will keep the position under review for teaching blocks 2 and 3 or semester 2, informed by Public Health England and the UK Government's Foreign and Commonwealth travel advice.

Students will have access to advice and support from the University careers and employability team during their studies via the online resources and support.

Further information on placements or other off-campus learning opportunities applicable to your course is provided below.

## **Professional Accreditation or Recognition Associated with the Course**

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB) if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

## **Teaching and Learning Activities**

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on COVID-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this could include a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2-metre social distancing measures for Teaching Block 1, so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to COVID-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of COVID-19 restrictions, we will continue to provide blended delivery for teaching block 1 in 2020/21. We will keep teaching blocks 2 and 3 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University website.

## Learning Support

### Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

### Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to COVID-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

## **Support from your School**

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course-related questions.

## **Student Advice and Support**

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

## **Range of Support Services Available**

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a COVID-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk) or telephone 0113 812 5831. Students who are classed as COVID-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing COVID-19 position, updated information will be provided on our University COVID-19 microsite.

## Part 2: Important Information Specific to MBA Graduate Master of Business Administration for 2020/21

<b>Award</b>	Master of Business Administration Graduate Master of Business Administration
<b>Contained Awards</b>	Post Graduate Diploma in Business Administration (Graduate)  Post Graduate Certificate in Business Administration (Graduate)
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification &amp; Credits</b>	Level 7 of the Framework for Higher Education Qualifications, with 180 credit points at Level 7 of the Higher Education Credit Framework for England

### Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 18 months (full time, online/campus based [includes MBA Work Placement; please note, availability of Work Placements will be dependent on how the Covid-19 situation progresses])  
Starts 21<sup>st</sup> September 2021 / ends March 2022
- 12 months (full time, online/campus based)  
Starts 21<sup>st</sup> September 2021 / ends September 2022

### Timetable Information

This course will be taught via teaching block delivery. Details of on-campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

## Placements and Other Off-Campus Learning Opportunities

<b>Summary</b>	This module encourages students to apply their learning acquired on the MBA course to an organisational issue over a 3 - 6 month placement. Students are encouraged to work independently (supported by a business mentor), and also manage an employee-manager relationship.
<b>Length</b>	3 – 6 Months
<b>Location</b>	None specified

### **Policies, Standards and Regulations** ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))

There are no additional or non-standard regulations which relate to your course.

## Key Contacts

<b>Your Course Director</b>	Garry Carr
<b>Your Academic Advisor(s)</b>	Garry Carr
<b>Your Course Administrator</b>	Debra Felix & Jane Larkin ( <a href="mailto:businessadminPG@leedsbeckett.ac.uk">businessadminPG@leedsbeckett.ac.uk</a> )

### **Professional Accreditation or Recognition Associated with the Course**

N/A

## Course Overview

### **Aims**

The MBA Graduate course is aimed at students with some experience in an organisation or business who wish to progress to junior management roles. This emphasis will allow the student cohort to be more vibrant in terms of the in-class discussions and also benefit their collegiality.

The course aims to equip students with taught knowledge from various subject standpoints to form a coherent view of the organisation and understand how joined up thinking will enable an organisation to reap higher benefits. This critical thinking, in addition to being able to act independently or working in a group, will enable students to perform well in their future careers.

The course tends to attract an international cohort with participation from India, Africa, the Middle East and Americas. This cross-cultural experience together with taught knowledge will have the following generic aims:

1. To provide knowledge of various businesses and how their interactions with other businesses and economies vary based on fluctuations in global economic and political landscapes.
2. To provide avenues to specialise in an area of business by using an option module and placement or project in that area.
3. To provide a framework for junior managers to plan for future careers based on skills gained prior to the course and on the course to aid placement.
4. To provide an opportunity to gain a three month placement in their area of choice to practice the knowledge and skills gained on the course and enhance their career prospects.
5. To facilitate development of personal and team working skills to aid leadership and entrepreneurial journey.

### Course Learning Outcomes

At the end of the PG Certificate level, students will be able to:

<b>1</b>	Critically evaluate and justify current information and create new connections between theory, method and strategies to be applied
<b>2</b>	Work collaboratively with individuals and groups in varied settings with awareness of process and outcomes in relation to a trainee manager

At the end of the PG Diploma level, students will have achieved all of the above plus be able to:

<b>3</b>	Apply skills, both theoretical and practical, to contemporary organisations and provide solutions to underperforming areas identified
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<b>4</b>	Develop skills for entrepreneurship by examining problems and issues critically, using theoretical perspectives of the cognate area
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At the end of the MBA course, students will have achieved all of the above plus:

<b>5</b>	Critically evaluate organisational performance through research and communicate improvements by working in teams with clients/management
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### Teaching and Learning Activities and Your Modules

During 2020/21 all essential delivery will take place online. Face-to-face sessions will provide consolidation opportunities.

Face-to-face on campus teaching will include 2.5-hour consolidation sessions 4 times per teaching block.

Consolidation opportunities will not include new learning but will affirm learning or may be extra-curricular. It will not be compulsory to attend, and we will aim to record these sessions so those that cannot come onto campus are not disadvantaged.

We will also be offering 'hands-on' practical and interactive experience using relevant software packages.

We are of course following all government guidelines as our students' health and safety is our first priority.

<b>Level 7</b>	
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>
MBA Consultancy Project	Y
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>
Becoming a Master Manager	Y
Marketing Dynamics	Y
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Operations and Logistics Management	Y
Strategic Management	Y

<b>Level 7</b>	
Corporate Finance	N
Management, People and Organisations	N
Business Process Operations Management	N
Social Media Marketing and Management	N
<b>Teaching Block 3</b>	<b>Core (Y/N)</b>
Financial Analysis	Y
Technology Entrepreneurship	Y

### Assessment Balance and Scheduled Learning and Teaching Activities

The assessment balance and overall workload associated with this course are calculated from core modules and a sample of option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Modules may have more than one component of assessment.

The course is assessed predominantly by coursework with some practical activities.

Overall Workload	Level 7
Teaching, Learning and Assessment	300 hours
Independent Study	1500 hours
Placement	0 hours / 338 with MBA Work Placement

## RECORD OF CHANGE

### Summary of Changes to Delivery, Structure and Assessment for Attention of UVP

All Leeds Business School teaching will be delivered predominantly online during 2020/21. A number of face-to-face sessions will be scheduled at City Campus during each teaching block, although this may be subject to change under government restrictions. Face-to-face sessions will provide consolidation opportunities for students' learning; however all essential content will be made available online for students who are unable to attend. This approach to teaching will only apply during 2020/21, and the School intends to return to standard delivery for 2021/22 onwards for those in part-time study (subject to social distancing requirements being eased).

The learning content students will receive will be as planned for the academic year 2020/21 before the COVID-19 outbreak, however some changes to assessment have been necessitated where it is not possible to undertake this remotely, as below.

COVID - H7 Marketing Dynamics: Assessment changed from 70% coursework / 30% practical to single 100% coursework component (report, 5,000 words).

COVID - H7 Strategic Management: Assessment changed from 70% written exam / 30% coursework to a single 100% coursework component (5,000 words).

COVID – H7 Financial Analysis: removal of presentation and peer observation element of the group work 40% assessment component. Overall assessment type remains the same.

COVID - H7 Strategic Brand Management (Option): Assessment changed from 30% presentation / 70% coursework (brand analysis assignment) to 100% coursework (brand audit report, 6,000 words).

COVID - H7 Corporate Finance (Option): Assessment changed from two components (70% closed-book exam / 30% case-based study) to one 100% piece of coursework (4,000 words)

Applicants will need to note that the Work Placement option may not be available if the current situation continues and the business economy has not stabilised.

**Course Director** Garry Carr (pp. Zoe McClelland)  
**(Name):**

11/08/20

**Approved by University Validation Panel on**

DD/MM/YYYY