



**PG Cert HE AML; PG Diploma HE AML; MA HE AML**

**Part-Time / Online Study from October 23  
(Programmes are only delivered online).**

## **Course Demands**

*September 2023*



MA Higher Education Administration, Management & Leadership  
Part time Online September

Attendance Mode	Number of Days of Attendance per week required for Engage (teaching) sessions
Full-time	X
<b>Part-time (day)</b>	<p>Our programmes involve a series of online, daytime 2-hour sessions for each module. These include interactive, student-centred workshops and later, supervision sessions in the final module of the MA.</p> <p>Sessions are recorded so that those participants unable to attend can view the recordings and complete the tasks using discussion boards provided. The larger amount of study time is via part time, individual study. All programmes are completed online and offer flexibility.</p>
Part-time (evening)	X
Part-time (weekend)	X

*Online Attendance*

Learning format	Hours Full Time (Indicative)	Hours Part
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- 7) Demonstrate an aptitude for reflection to refine own professional practice.
- 8) Critically self-reflect on the application of quality assurance and quality enhancement to systems and processes.

Relevant Subject Benchmark Statements and other reference points to inform programme outcomes:

The Frameworks for Higher Education Qualifications in the United Kingdom (FHEQ),

QAA benchmark statement for Master's degrees in business and management,

Association of University Administrators (AUA) Competencies Framework

Business Administrator Level 3 Apprenticeship <https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>

## **Learning Environment**

Our

The University operates a fit to sit policy, which means that students who attend an assessment are deeming themselves to be fit to sit that assessment. It is therefore not possible to submit a concession or mitigating circumstances application for impaired performance for an assessment that has been sat, unless there was a procedural defect in the conduct of the assessment.

### Assessment and learning adjustments

If you have any queries regarding support or adjustments whilst studying at the University of Law please contact the Disability and Inclusion Service on [disabilitysupportservice@law.ac.uk](mailto:disabilitysupportservice@law.ac.uk) or 01483 216657. The programme team will also try to accommodate needs of individual learners and will seek advice as needed from the Disability and Inclusion Service.

### Summary of Assessment Demands

The following tables indicate the duration, style and number of assessments.

PG Cert – Module 1 and Module 2 are core modules.

PG Diploma – Modules 3 and 4 are core modules.

Master – Module 5 is a core module.

	Module	Summative Assessment
Level 7	Module 1 – Higher Education in Context	<p>A two-part assessment:</p> <p>Part A – a written submission of 3,000 words (+/- 10%) that demonstrates systematic understanding of emerging issues in UK higher education (e.g. funding; key performance indicators; access to HE; graduate employability) [LO1]. Learners will also demonstrate critical awareness of the key regulatory bodies in UK higher education in UK, (e.g. QAA, Universities UK, UKRI, NARIC) [LO3]. Finally, learners will critically reflect on widening participation agendas/strategies within UK higher education [LO5].</p> <p><i>Learning outcomes: 1, 3, 5</i> <i>Weighting: 60%</i> <i>Pass mark 50%</i></p>

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A critical review of some key models of change management (LO3).

(LO1 and LO3 – 1,500 words)

A report on a proposed change implementation project within own professional context (LO5)  
(1,500 words)

*Learning outcomes: 1, 3, 5*

*Weighting: 60%*

*Pass mark 50%*

## **Part B**

	Module 5 – Change Project	A report on their change project, completed under supervision, with a minimum of 13,000 words plus or minus 10%.  <i>Learning outcomes: 1,2,3,4</i> <i>Weighting: 100%</i>
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### **Time limits for Completion**

Postgraduate Certificate – 3 years  
Postgraduate Diploma – 4 years  
MA – 5 years.