

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° AR3

TAUGHT PROGRAMMES OF STUDY

LEADING TO ACADEMIC AWARDS

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AR3.1 General Considerations

AR3.1.1 *Programme of Study*

- (a) A programme of study shall be defined as the complete scheme of study followed by a participant leading to a named award of the College, the University or other validating body.
- (b) A programme of study may be composed of any of the following:
 - (i) parts or stages;
 - (ii) modules;
 - (iii) workshops;
 - (iv) in-company learning and experience;
 - (v) placements;
 - (vi) projects;
 - (vii) supervised research resulting in a dissertation.

AR3.1.2 *Modes of Attendance and Study*

- (a) Provision may be made for a participant to follow a particular programme of study through one of the following modes of attendance:
 - (i) full-time;
 - (ii) modular;
 - (iii) distance learning;
 - (iv) in-company/workplace.
- (b) Where appropriate, provision may be made for a participant to complete a particular programme of study by a combination of modes of attendance.

AR3.1.3 *Duration*

The minimum and maximum duration of the period(s) of participation in a particular programme of study shall be specified in relation to the permitted mode(s) of attendance

AR3.1.4 *Title and Award*

- (a) Each programme of study shall have a clearly defined title.
- (b) Where a programme of study leads to an award, the name of that award and of the awarding body shall be specified.

AR3.1.5 *Documentation*

For each programme of study there shall be a definitive programme document in the form of a Scheme of Studies providing full information about the programme.

AR3.2 **Admission Policy**

AR3.2.1 *Eligibility*

All persons of the requisite academic standard shall be eligible for admission to any programme of study, or part thereof, whether or not it leads to an award of the College and no test or disability shall be imposed on the grounds of religious or political belief, sex or race (Charter Article 5).

AR3.2.2 *General Entry Requirements*

- (a) Unless otherwise provided for, each person admitted to any programme of study leading to an award shall be competent in the English language and may, at the discretion of the College be required to provide evidence of competency in such manner as may from time to time be prescribed by the Academic Board.
- (b) There shall be a reasonable expectation that any person admitted to a programme of study is able to fulfil the objectives of the programme and attain the standard stipulated at the end of the programme.
- (c) Each person admitted to any programme of study leading to, or contributing to, a named award shall satisfy the College's specific entry requirements for the award to which it leads or contributes.
- (d) A person not holding the normal entry qualifications stipulated for the particular award to which a given programme of study leads may nevertheless be admitted if his or her professional qualifications and/or working experience be judged to provide an adequate foundation of knowledge and skills for the programme concerned.

- (e) The final decision on the acceptability of any professional qualifications for entry to a programme of study, or on the acceptability of any individual applicant, shall rest with the Academic Board or authorised Statutory Body in the College.

AR3.2.3 *Referees*

An applicant may be required to give the name of a business referee able to comment on the applicant's ability in a working situation and of an academic referee able to vouch for the applicant's academic performance.

AR3.2.4 *Programme Entry Requirements*

Any specific entry requirements for a particular programme of study shall be stated in the Programme Specification for the programme.

AR3.2.5 *Distance Learning*

The procedures for application and admission to a programme of study delivered through distance learning may be modified, as necessary, to take account of the nature of communications and of the relationships with any particular Associate Organisation or Approved Centre.

AR3.3 **Entry Qualifications for Taught Programmes leading to specific Awards**

AR3.3.1 *Diploma Programmes*

- (a) Any person admitted to a programme of study leading to the award of a Diploma shall normally have at least three years' relevant work experience in management or administration and shall normally be at least twenty-seven years of age.
- (b) Subject to Regulation AR3.2.2 (d), any such person shall be assessed in respect of his or her prior experiential learning having regard to such other relevant qualifications as the authorised Statutory Body may determine.

AR3.3.2 *Programmes leading to Degrees of Master*

- (a) Any person admitted to a programme of study leading to the award of the Degree of Master of Business Administration (MBA) or of the Degree of Master of Science (MSc) or any other authorised Degree of Master shall satisfy the entry requirements of the College.
- (b) Subject to the provisions of Regulation AR3.2.2 (d) above, any such person shall normally be the holder of a Bachelor's Degree, or equivalent qualification, from a recognised university or other degree awarding institution and shall normally have a minimum of three years' relevant work experience in management or administration.

Any significant variations to the standard entry criteria shall be approved by the Academic Board.

AR3.3.3 *Exemptions*

- (a) The Academic Board or other authorised Statutory Body may specify any exemptions, and the criteria for such exemptions, which may be made in the requirements for the admission of a participant to a particular programme of study.
- (b) Any such exemptions may provide for a person being admitted as a participant at various stages during the programme of study.
- (c) Subject to the above provisions, the following exemptions shall normally be permitted:

- (i) *Transfer from another recognised University or degree-awarding body*

A person seeking entry to a programme of study by transferring from a recognised university or other degree-awarding institution, may be granted subject-for-subject exemptions, provided that satisfactory documentary evidence of attainment is submitted by the applicant.

- (ii) *Members of relevant Professional Bodies*

A member of a recognised relevant professional body may be granted exemption from participating in a specified element of a programme of study.

- (iii) *Other Qualifications*

The holder of such other qualifications as may be determined by the Academic Board or other authorised Statutory Body may be granted exemption from particular elements of a programme of study.

AR3.4 **Aims and Objectives of Programmes of Study**

AR3.4.1 *Aims*

- (a) Each programme of study shall meet the College's aims of contributing to management development and of helping individuals to contribute to corporate development, especially by:
 - (i) assisting participants to acquire specific capabilities;
 - (ii) assisting participants to gain an understanding of the context in which they work.
- (b) Each programme of study leading to an award, whether of the College or University, shall fulfil the following general aims:

- (i) the development of participants' intellectual powers;
- (ii) the growth of participants' knowledge, understanding and independent judgement;
- (iii) the development of participants' powers of analysis and synthesis, and their problem-solving and communication skills.

AR3.4.2 *Objectives*

- (a) The general objectives of each programme of study shall specify how the College's general aims will be achieved.
- (b) The specific objectives of each programme of study shall specify, *inter alia*:
 - (i) the management background and experience of the participants for which the programme of study is intended;
 - (ii) the roles and responsibilities for which participants will be equipped on successful completion of the programme of study;
 - (iii) the knowledge and skills to be acquired through participation in the programme of study.

AR3.5 **Syllabus, Curriculum, Structure and Progression**

AR3.5.1 *Syllabus and Curriculum*

- (a) The syllabus and curriculum of each programme of study shall be designed to fulfil the College's general aims and objectives and the programme's specific aims and objectives and to reflect the levels of prior academic attainment and professional experience of those for whom the programme is intended.
- (b) The syllabus and curriculum of each programme of study shall also be designed to ensure that the standard of any award or level of competence required by the College shall be attained by participants.

AR3.5.2 *Structure and Progression*

- (a) The structure of each programme of study shall, where applicable, provide for the progression of participants from the level of knowledge and skills expected on admission to the programme to the level of attainment required by the standard of the award to which it leads.
- (b) The progression requirements of a particular programme of study shall stipulate:

- (i) the attendance requirements;
- (ii) the progression route(s) through the programme;
- (iii) those elements of the programme which are compulsory, optional, elective or alternative;
- (iv) the formal arrangements for monitoring the progression of participants;
- (v) the provisions relating to progression for the re-assessment and re-examination of any participant(s) who fail in the initial assessment and/or examination of particular elements of the programme.

AR3.6 **Procedures and Guidelines**

AR3.6.1 *General Requirements*

- (a) The Academic Board or other authorised Statutory Body shall establish Procedures and Guidelines setting out the particular requirements for each programme of study.
- (b) Where a programme of study leads to an award of the University or other validating body, the Procedures and Guidelines shall also satisfy the requirements of the validating body concerned.