

Programme Specification: Post Graduate Taught

For students starting in Academic Year 2023/24

1. Course Summary

Names of programme and award title(s)	MSc Project Management
Award type	Taught Masters
Mode of study	Full-time Part-time
Framework of Higher Education Qualification (FHEQ) level of final award	Level 7
Normal length of the programme	1 year full-time or 2 years part-time
Maximum period of registration	The normal length as specified above plus 3 years
Location of study	Keele Campus
Accreditation (if applicable)	n/a
Regulator	Office for Students (OfS)
Tuition Fees	<p>UK students:</p> <p>Full-time fee for 2023/24 is £11,500</p> <p>Part-time fee for 2023/24 is £6,400 per year*</p> <p>International students:</p> <p>Full-time fee for 2023/24 is £19,900</p>

How this information might change: Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

* We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

2. Overview of the Programme

Planning is bringing the future into the present so that you can do something about it now. - Alan Lakein

With a growing demand for well qualified project managers in a wide variety of sectors and industries, the MSc in Project Management offers a great opportunity to all those who wish to gain the expertise to undertake complex projects in contemporary global workplaces.

The MSc in Project Management equips you with the knowledge, skills and techniques needed for a successful career in a variety of businesses and professions. This is achieved through a thorough grounding in current theories and concepts of project management which are integrated into relevant practical and employability skills.

The programme firmly acknowledges that project management is a unique blend of planning and analysis

The Association for Project Management describes project management as the application of processes, methods, skills, knowledge, and experience to achieve specific project objectives. It explains that project management differs from management in that it has a final deliverable and a finite timespan. Because of this a project professional needs a wide range of skills; often technical skills, and certainly people management skills and good business awareness, all of which form an integral part of the learning experience in the MSc in Project Management. With a truly international and inclusive focus the programme is structured in such a way to link theory and best practice in achieving successful project outcomes.

The programme covers core subjects such as: Project Management Methods and Tools, Leading Project Teams, Risk and Uncertainty in Managing Projects, Systems Thinking and Creativity, and a final project on research, placement or consultancy. The course also offers an opportunity to study optional modules from the Keele University postgraduate course portfolio.

The programme adopts the latest thinking in applied project management learning and teaching to include simulations, case studies, online instruction, laboratory-based sessions, the use of blended approaches (including reusable learning objects) as well as interactive lectures and tutorial-based content.

Keele Business School has determined six fundamental elements namely digital, sustainability, ethics, innovation, enterprise, and creativity and all of these have been embedded throughout the Programme, employing expertise from other Schools within the University as appropriate.

3. Aims of the programme

Students that successfully complete the MSc Project Management will be able to contribute to projects within a wide range of differing organisations across sectors.

The broad aims of the programme are to enable you to:

- Understand the wide range of knowledge, skills and terminology associated with the management of projects
- Appreciate the importance in integrating project, programme and portfolio management into the strategic dimension of organisations
- Recognise best practice is ensuring successful project completion, including from an international perspective and with an appreciation of good ethical, governance and environmental standards
- Apply risk management strategies and approaches to limit project failure
- Understand the nature of managing change in introducing projects into the organisation
- Apply leadership knowledge and skills in the management of projects and stakeholder

4. What you will learn

The intended learning outcomes of the programme (what students should know, understand and be able to do at the end of the programme), can be described under the following headings:

- Subject knowledge and understanding
- Subject Intellectual and subject skills
- Key or transferable skills (including employability skills)

Subject knowledge and understanding

Successful students will be able to:

- the key theories and concepts for the effective management of projects in contemporary organisations and across different contexts
- project management frameworks in relation to organisational culture, diversity, ethics, leadership, and teamwork
- different approaches, tools and techniques to the practice and analysis of project management
- the links between theory and practice to undertake work-based investigation and/or applied research

Subject Intellectual and subject skills

Successful students will be able to:

- collect, evaluate, and deploy appropriate methodologies to gather evidence to identify project management challenges and make recommendations
- think analytically and in an integrated manner in order to make sound and effective judgements on the

- strategic performance of organisations from a project management perspective
- gather, synthesise, and communicate complex information across individuals, systems, and teams
- demonstrate self-awareness and the ability to critically reflect on experience and current practices with a view to improve project management techniques
- demonstrate awareness of the ethical and cultural implications of teamwork and leadership on projects and respond to ethical issues as a socially responsible project management professional with an inclusive mindset
- improve own capacity to respond practically to project management problems
- define, design, undertake, analyse, and report on a work-based project/investigation within a professional setting to develop, or enhance understanding and practice in project management

Key or transferable skills (including employability skills)

Successful students will be able to:

- Communicate effectively using appropriate verbal, visual, graphic, IT, and written means depending on the audience
- Demonstrate the ability to learn independently, using a range of information sources and approaches
- Manage time effectively and work to deadlines
- Use digital and electronic communication techniques, hardware, and software, including word-processing, spreadsheets, email, and internet
- Work in teams as both a leader and member of a team
- Employ scientific methods and analysis of evidence in the solution of problems
- Sort, manipulate, interpret and apply data
- Present data in a variety of ways

The programme is designed to support students to develop a unique combination of skills, related to citizenship and employability, that they can apply to their personal, professional, and societal lives beyond graduation. Students can find more information on the difference that we make to students and their communities through our educational practices here:

<https://www.keele.ac.uk/kiite/visionforeducation/difference/>

Keele Graduate attributes

Engagement with this programme will enable you to develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Our educational programme and learning environment is designed to help you to become a well-rounded graduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in after your studies are completed.

Further information about the Keele Graduate Attributes can be found here: <http://www.keele.ac.uk/journey/>

5. How is the programme taught?

The mode of study is either full-time or part-time. The same teaching strategy is employed for both modes. Acquisition of knowledge and understanding is through subject specialist and guest lectures, tutorials, individual consultation, guided reading and self-study, and through the dissertation/consultancy/placement or entrepreneurship pathway module. Engagement with real world business is embedded throughout the programme, including assessment. These principal learning and teaching methods are assisted by a variety of other learning activities, such as group and individual presentations, individual feedback on assignments, the use of case studies and summative and formative assessment.

In addition, all modules of the taught part of the course have formative in-class activities that are not assessed but aim to provide feedback to students about their learning to improve their achievement of intended learning outcomes. A combination of group feedback and individual feedback where appropriate is provided verbally in class. The following formative activities are incorporated into the MSc Project Management modules:

- Lectures and interactive lectures
- Tutorials and seminars focus on a range of formative activities, including class discussions, group activities, group or individual presentations, case studies, question and answer sessions to check understanding and to assist students when preparing for summative assessment.
- Assessment guidance sessions are also provided for students to discuss their coursework.
- Digital learning, using the University's virtual learning environment (KLE) and Microsoft Teams, is used to give students easy access to a wide-range of resources and research tools.

- Independent study hours based on directed reading from (e)text books, research papers, academic journals and business reports.
- Working in groups on assessments and other activities, in order to develop employability skills.

The programme offers you a choice between dissertation, consultancy, placement or entrepreneurship pathways. All of the pathways provide a different way to develop and employ Project Management knowledge and skills:

- The Research Dissertation pathway requires independent thought and action and encourages the integration of course material with areas of individual expertise and interest. The context, data, analysis and conclusions of the study are to be presented for assessment in a dissertation. Completion of the dissertation is supported by an academic supervisor.
- The Consultancy Project pathway aims to encourage and enable you to reflect on an applied research company project and to develop and apply your project management skills within organisations. You will work for 8-12 weeks on a consultancy project for an organisation chosen by Keele Business School. The consultancy period plus a consultancy report, presentation, reflective piece, and an organisation/company assessment will constitute the module's summative assessment.
- The Placement Project pathway requires you (it is your responsibility) with the support of the Faculty's Placement Manager, to find and secure the placement which can last between 8 weeks-12 months. The placement should be a paid work placement at a suitable level for Master's study. During your time on the placement, you will be required to complete an extended project on behalf of the organisation. The project report, presentation and a reflective piece and an organisation assessment will constitute the module's summative assessment.
- The Entrepreneurship Project pathway aims to allow you time and space to develop your own business idea. You will have access to facilities and expertise for a period of 8 weeks-12 months. During this time, you will be required to complete a portfolio of evidence, presentation to an external stakeholder of your project and a reflective piece which will constitute the module's summative assessment.

Apart from these formal activities, you are also provided with regular opportunities to talk through particular areas of difficulty, and any individual learning needs you may have, with your module leaders on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

- Lectures, interactive lectures, and independent study allow students to gain a systematic understanding of project management.
- Tutorials and seminars provide opportunities for students to ask questions about, and suggest answers to problems in a responsible way, and to present their own ideas to members of staff and other students using an appropriate medium of communication.
- Tutorials and seminars encourage students to reflect on their own learning and take responsibility for its development by addressing areas of difficulty, perhaps by discussing them with their fellow students or by getting additional help from a member of staff.
- Undertaking a dissertation with the support of an experienced and active researcher allows students to formulate relevant research questions and devise a feasible and methodologically sound strategy for answering them.
- Undertaking a consultancy project allows students the opportunity to gain work experience and apply the skills developed during the taught modules in a real-life business setting.
- Participating in the work placement gives students the opportunity to gain extended work experience.
- The entrepreneurship project enables students to develop their own business idea with the intention of building their own business.

6. Teaching Staff

The programme is taught by highly qualified staff with specialist qualifications in Management, including Project Management and closely related areas. All current members of academic staff have doctorates (PhDs or equivalent) in Management or closely related areas and most hold (or are completing) qualifications in Teaching and Learning in Higher Education. Membership of the Advance Higher Education is encouraged in the School, and most members of staff are currently either Fellows or Senior Fellows, and one staff member is currently a Principal Fellow.

All KBS staff are active researchers and scholars whose work has been disseminated in various outlets. This research and scholarship inform the teaching that takes place in the School. This means that we are teaching cutting edge knowledge, with staff often actively researching or practising in that area. Additionally, some of our staff actively research teaching and learning within higher education, so how we teach is also at the forefront of higher education practice. More information about KBS Staff Members is available on the School website:

<https://www.keele.ac.uk/kbs/staff/>

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme

depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

7. What is the structure of the programme?

Keele University operates a module credit system, where each taught module on the MSc is worth 15 or 30 credits, which corresponds to 150/300 hours of study respectively, which is normally broken down into taught contact hours, assessment preparation, class preparation and independent study. The programme design presumes that students attend all assigned sessions, devote adequate time to assessment preparation and supplementary work and readings.

The programme has one entry point in September. The programme lasts between 12 and 24 months (full-time) or 24 and 36 months (part-time) dependent upon the route chosen. There are six taught modules (full-time: one 30 credit module and two 15 credit modules, one compulsory and one optional, in each semester; part-time: two 30 credit modules (one per semester) in year 1, and four 15 credit modules (two per semester) in year 2; and a 15 credits research methods module (second academic year for part-time) and one of the pathway modules, a research dissertation, or consultancy project, or placement project or entrepreneurship project (second academic year for part-time).

Structure (180 credits for the whole year):

- 60 credits semester 1 (1 x 30 credits compulsory module + 1 x 15 credit compulsory module + 1 x 15 credit optional module)
- 60 credits semester 2 (1 x 30 credits compulsory module + 1 x 15 credit compulsory module + 1 x 15 credit optional module)
- 15 credits semester 2/3 compulsory research methods module
- 45 credits semester 3 compulsory pathway module: dissertation or consultancy project or placement project or entrepreneurship project

Year	Compulsory	Optional		Electives	
		Min	Max	Min	Max
Level 7	105	75	75	0	0

Module Lists

Level 7

Compulsory modules	Module Code	Credits	Period
Project Management Methods and Tools	MAN-40289	30	Semester 1
Systems Thinking and Creativity	MAN-40295	15	Semester 1
Leading Projects and Teams	MAN-40291	30	Semester 2
Risk, Uncertainty and Managing Projects	MAN-40293	15	Semester 2
Research Methods	MAN-40192	15	Semester 2-3

Optional modules	Module Code	Credits	Period
International Operations and Supply	MAN-40110	15	Semester 1
International Business Context	MAN-40114	15	Semester 1
Entrepreneurship	MAN-40018	15	Semester 2
Contemporary Challenges in Global Business	MAN-40118	15	Semester 2
Consultancy Project	MAN-40198	45	Semester 3
Placement Project	MAN-40200	45	Semester 3
Entrepreneurship Project	MAN-40202	45	Semester 3
Dissertation - Management	MAN-40204	45	Semester 3

Level 7 Module Rules

Students must take one of the pathway modules: dissertation, consultancy project, placement project or entrepreneurship project.

Part-time

Compulsory modules	Module Code	Credits	Period
Leading Project Teams	MAN-40291	30	Year 1 Semester 2
Project Management Methods and Tools	MAN-40289	30	Year 1 Semester 1
Risk, Uncertainty and Managing Projects	MAN-40293	15	Year 2 Semester 2
Systems Thinking and Creativity	MAN-40295	15	Year 2 Semester 1
Research Methods	MAN-40192	15	Year 2 Semester 2-3
Optional modules	Module Code	Credits	Period
International Operations and Supply	MAN-40110	15	Year 2 Semester 1
International Business Context	MAN-40114	15	Year 2 Semester 1
Entrepreneurship	MAN-40018	15	Year 2 Semester 2
Contemporary Challenges in Global Business	MAN-40118	15	Year 2 Semester 2
<i>Pathways - students must choose one of the following four pathways:</i>			
Dissertation	MAN-40204	45	Year 2 Semester 3
Consultancy Project	MAN-40198	45	Year 2 Semester 3
Placement Project	MAN-40200	45	Year 2 Semester 3
Entrepreneurship Project	MAN-40202	45	Year 2 Semester 3

Learning Outcomes

The table below sets out what students learn in the programme and the modules in which that learning takes

place. Details of how learning outcomes are assessed through these modules can be found in module specifications.

Level 7

Subject Knowledge and Understanding	
Learning Outcome	Module in which this is delivered
the key theories and concepts for the effective management of projects in contemporary organisations and across different contexts	Entrepreneurship Project - MAN-40202 Leading Projects and Teams - MAN-40291 Research Methods - MAN-40192 Systems Thinking and Creativity - MAN-40295 Dissertation - Management - MAN-40204 Placement Project - MAN-40200 Contemporary Challenges in Global Business - MAN-40118 Risk, Uncertainty and Managing Projects - MAN-40293 Project Management Methods and Tools - MAN-40289
project management frameworks in relation to organisational culture, diversity, ethics, leadership, and teamwork	Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Dissertation - Management - MAN-40204 Leading Projects and Teams - MAN-40291
different approaches, tools and techniques to the practice and analysis of project management	Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Dissertation - Management - MAN-40204 Research Methods - MAN-40192 Systems Thinking and Creativity - MAN-40295 Leading Projects and Teams - MAN-40291 Risk, Uncertainty and Managing Projects - MAN-40293 Project Management Methods and Tools - MAN-40289 Consultancy Project - MAN-40198
the links between theory and practice to undertake work-based investigation and/or applied research	Dissertation - Management - MAN-40204 Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200 Research Methods - MAN-40192 Consultancy Project - MAN-40198

Intellectual skills	
Learning Outcome	Module in which this is delivered
collect, evaluate, and deploy appropriate methodologies to gather evidence to identify project management challenges and make recommendations	Project Management Methods and Tools - MAN-40289 Dissertation - Management - MAN-40204 Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200 Consultancy Project - MAN-40198 Risk, Uncertainty and Managing Projects - MAN-40293
think analytically and in an integrated manner in order to make sound and effective judgements on the strategic performance of organisations from a project management perspective	Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200 Consultancy Project - MAN-40198 Systems Thinking and Creativity - MAN-40295 Leading Projects and Teams - MAN-40291 Risk, Uncertainty and Managing Projects - MAN-40293 Dissertation - Management - MAN-40204 Project Management Methods and Tools - MAN-40289
gather, synthesise, and communicate complex information across individuals, systems, and teams	Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Systems Thinking and Creativity - MAN-40295 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Dissertation - Management - MAN-40204
demonstrate self-awareness and the ability to critically reflect on experience and current practices with a view to improve project management techniques	Leading Projects and Teams - MAN-40291 Consultancy Project - MAN-40198 Dissertation - Management - MAN-40204 Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200
demonstrate awareness of the ethical and cultural implications of teamwork and leadership on projects and respond to ethical issues as a socially responsible project management professional with an inclusive mindset	Leading Projects and Teams - MAN-40291 Consultancy Project - MAN-40198 Dissertation - Management - MAN-40204 Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200
improve own capacity to respond practically to project management problems	Leading Projects and Teams - MAN-40291 Consultancy Project - MAN-40198 Dissertation - Management - MAN-40204 Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200
define, design, undertake, analyse, and report on a work-based project/investigation within a professional setting to develop, or enhance understanding and practice in project management	Consultancy Project - MAN-40198 Dissertation - Management - MAN-40204 Entrepreneurship Project - MAN-40202 Placement Project - MAN-40200

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
communicate effectively using appropriate verbal, visual, graphic, IT, and written means depending on the audience	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Systems Thinking and Creativity - MAN-40295 Dissertation - Management - MAN-40204 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Research Methods - MAN-40192
demonstrate the ability to learn independently, using a range of information sources and approaches	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Systems Thinking and Creativity - MAN-40295 Dissertation - Management - MAN-40204 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Research Methods - MAN-40192
manage time effectively and work to deadlines	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Systems Thinking and Creativity - MAN-40295 Dissertation - Management - MAN-40204 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Research Methods - MAN-40192
use digital and electronic communication techniques, hardware, and software, including word-processing, spreadsheets, email, and internet	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Systems Thinking and Creativity - MAN-40295 Dissertation - Management - MAN-40204 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Research Methods - MAN-40192
work in teams as both a leader and member of a team	Project Management Methods and Tools - MAN-40289 Systems Thinking and Creativity - MAN-40295 Leading Projects and Teams - MAN-40291 Risk, Uncertainty and Managing Projects - MAN-40293
employ scientific methods and analysis of evidence in the solution of problems	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Dissertation - Management - MAN-40204 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Consultancy Project - MAN-40198 Entrepreneurship Project
sort, manipulate, interpret and apply data	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Entrepreneurship Project - MAN-40202 Research Methods - MAN-40192 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Systems Thinking and Creativity - MAN-40295

Key or Transferable Skills (graduate attributes)	
Learning Outcome	Module in which this is delivered
present data in a variety of ways	Project Management Methods and Tools - MAN-40289 Risk, Uncertainty and Managing Projects - MAN-40293 Leading Projects and Teams - MAN-40291 Systems Thinking and Creativity - MAN-40295 Dissertation - Management - MAN-40204 Consultancy Project - MAN-40198 Placement Project - MAN-40200 Entrepreneurship Project - MAN-40202 Research Methods - MAN-40192

8. Final and intermediate awards

MSc Project Management	180 credits	You will require at least 150 credits at Level 7
Postgraduate Diploma in Project Management	120 credits	You will require at least 90 credits at Level 7
Postgraduate Certificate in Project Management	60 credits	You will require at least 40 credits at Level 7

9. How is the Programme Assessed?

The wide variety of assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used on your programme:

- **Executive reports / Essays**, including those based on case study material, test the quality and application of subject knowledge. In addition, they allow students to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using the Harvard system of referencing
- **Research reports** test a student's knowledge of different research methodologies and the limits and provisional nature of knowledge. They also enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy.
- **Oral presentations** assess a student's subject knowledge and understanding. They also test the ability to work effectively as members of a team, to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development.
- **Unseen examinations** in different formats test students' core and in-depth knowledge as well as their ability to apply that knowledge responsibly in understanding problems. Examinations may consist of essay, short answer and/or multiple-choice questions.
- **Dissertation** tests a student's ability to work independently, to formulate a research topic and questions, to develop an appropriate research methodology, and to demonstrate mastery of the topic through a critical engagement with the literature, the quality of its presentation and the ability to draw together all the strands of a particular argument into the approach to the solution to an academic question.
- **Consultancy project** - tests students' ability to work independently and with business clients on a project of benefit to the organisation. In doing so, the student will develop an appropriate research methodology and demonstrate mastery of the subject by applying to a business context. Through the final report and presentation, the student will demonstrate the ability to draw together all the strands of a particular argument into the approach to the solution to a business problem.
- **Work Placement report** - tests students' ability to work independently and with business clients on a project of benefit to the organisation. In doing so, the student will develop an appropriate research methodology and demonstrate mastery of the subject by applying to a business context. Through the final report and presentation, the student will demonstrate the ability to draw together all the strands of a particular argument into the approach to the solution to a business problem.
- **Entrepreneurship portfolio** - tests the students' ability to present evidence of entrepreneurial activity and rigorous engagement with the activity designed to support the development of their new business venture.

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes.

You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments within three working weeks of submission, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

10. Accreditation

This programme does not have accreditation from an external body.

11. University Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at:

<http://www.keele.ac.uk/student-agreement/>

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

12. What are the typical admission requirements for the Programme?

See the relevant course page on the website for the admission requirements relevant to this programme:

<https://www.keele.ac.uk/study/>

Recognition of Prior Learning (RPL) is considered on a case-by-case basis and those interested should contact the Programme Director. The University's guidelines on this can be found here:

<https://www.keele.ac.uk/qa/programmesandmodules/recognitionofpriorlearning/>

13. How are students supported on the programme?

Support for student learning on the Programme is provided in the following ways

Module leaders are responsible for providing support for learning on the modules and in the workshop groups for which they are responsible. They also give individual feedback on in-course assessments and more general feedback on examinations. Module leaders have set student consultation hours each week and students are encouraged to attend these hours to get specific help and support for their learning. Module leaders are available to see students at other times by appointment (usually via Teams).

The Course Director assumes responsibility for monitoring overall student progress through the subject, undertaking progress reviews and providing a general point of contact for students in Project Management. The Course Director may be consulted on a wide range of issues and, among other things, commonly may be approached to provide a reference for job and other applications. The Course Director can act as a first point of contact for students on non-academic issues.

Every student is allocated an academic mentor, who is responsible for reviewing and advising on academic progress.

Students can access advice, guidance and one to one support from the Student Experience and Support team of the faculty that has a dedicated team member to every School.

Additional help for international students is also available from the Language Centre.

14. Learning Resources

Teaching on the MSc in Project Management is centred on the Smart Innovation Hub which is a new state-of-the-art home for Keele Business School. Consisting of lecture theatres, Think Lab, Business Lounge, Big-Data laboratory, Business Incubator, and Creative Playroom, the facility offers students opportunities to think, create and commercialise.

The learning resources available to students on the programme include:

- The extensive collection of business and management materials relevant to postgraduate study held in the University Library. Built up over an extensive period of delivering courses, these materials include books, journals and government publications. Much of this material is also accessible online to Keele students from anywhere in the world with a University username and password
- The Keele Learning Environment (KLE) which provides easy access to a wide range of learning resources including lecture notes, electronic materials available in a repository maintained by the University Library and other resources - video, audio and text-based - accessible from external providers via the internet. Microsoft Teams is also used as a method of communication. Reusable Learning Objects (annotated video

- recordings) are also included in the course which is delivered using best practice blended approaches.
- Following approval, the use of Simultrain cloud-based software allows students to undertake a live project experience condensed into one day. This is a particularly valuable learning experience allowing students to be exposed to leadership, decision making, risk assessment, resourcing issues and funding choices associated with the management of a project.

15. Other Learning Opportunities

The programme includes activities such as team-building exercises and consultancy exercises involving real-life business problems set by local companies. Students also have the opportunity to apply to engage in short paid innovation projects with local businesses, to attend workshops and lectures from prominent external speakers, to visit organisations and to engage in wider networking and collaboration events.

16. Additional Costs

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this programme.

17. Quality management and enhancement

The quality and standards of learning in this programme are subject to a continuous process of monitoring, review and enhancement.

- The School Education Committee is responsible for reviewing and monitoring quality management and enhancement procedures and activities across the School.
- Individual modules and the programme as a whole are reviewed and enhanced every year in the annual programme review which takes place at the end of the academic year.
- The programmes are run in accordance with the University's Quality Assurance procedures and are subject to periodic reviews under the Revalidation process.

Student evaluation of, and feedback on, the quality of learning on every module takes place every year using a variety of different methods:

- The results of student evaluations of all modules are reported to module leaders and reviewed by the Programme Committee as part of annual programme review.
- Findings related to the programme from the annual Postgraduate Taught Experience Survey (PTES), and from regular surveys of the student experience conducted by the University, are subjected to careful analysis and a planned response at programme and School level.
- Feedback received from representatives of students on the programme is considered and acted on at regular meetings of the Student Staff Voice Committee.

The University appoints senior members of academic staff from other universities to act as external examiners on all programmes. They are responsible for:

- Approving examination questions
- Confirming all marks which contribute to a student's degree
- Reviewing and giving advice on the structure and content of the programme and assessment procedures

Information about current external examiner(s) can be found here:

<http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/>

18. The principles of programme design

The programme described in this document has been drawn up with reference to, and in accordance with the guidance set out in, the following documents:

a. UK Quality Code for Higher Education, Quality Assurance Agency for Higher Education:

<http://www.qaa.ac.uk/quality-code>

b. QAA Subject Benchmark Statement: Business and Management (2019)

<https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-business-and-management.pdf>

c. Keele University Regulations and Guidance for Students and Staff: <http://www.keele.ac.uk/regulations>

Version History

This document

Date Approved: 28 September 2023

What's Changed

Module order corrected

Previous documents

Version No	Year	Owner	Date Approved	Summary of and rationale for changes
1.1	2023/24	GRIFF ROUND	22 May 2023	MAN-40291 moved to SEM2; MAN-40289 moved to SEM1
1	2023/24	GRIFF ROUND	17 April 2023	