

**Durham Business School is accredited by the European Quality Improvement System (EQUIS) for a period of three years from 2010 and the Association to Advance Collegiate Schools of Business (AACSB) for a period of five years from 2009.**

**MASTER OF BUSINESS ADMINISTRATION (DISTANCE LEARNING) (N1D417)**  
**MASTER OF BUSINESS ADMINISTRATION (FINANCE) (DISTANCE LEARNING) (N1D617)**  
**POSTGRADUATE CERTIFICATE BUSINESS ADMINISTRATION (DISTANCE LEARNING) (N1D414)**  
*(For students entering before January 2010)*

1. Programme offered at: Durham
2. Mode of study: MBA and MBA (Finance) distance learning (24-60 months); Postgraduate Certificate Business Administration distance learning (6-24 months)
3. A total of 240 credits are required for the award of Master of Business Administration or Master of Business Administration (Finance).
4. Applicants should normally have a minimum of three years' relevant work experience. Applicants may also be asked to offer a satisfactory score in the Graduate Management Admission Test (GMAT). Applicants for the Master of Business Administration (Finance) will in addition be required to demonstrate an appropriate level of mathematical ability.
5. Applicants for a Postgraduate Certificate programme may not have a first degree, but must demonstrate considerable managerial experience. All applicants will be required to provide documentary support of their case to be allowed admission to the programme. Applicants may also be asked to offer a satisfactory score in the Graduate Management Admission Test (GMAT).
6. Candidates whose first language is not English will normally be required to possess recent English language test scores of 6.5 or above (written score of 6.0 or above) in IELTS, or 580 or above (TWE 5.0 or above) in TOEFL, or an equivalent qualification.
7. The MBA (Distance Learning), MBA (Finance) (Distance Learning) and Postgraduate Certificate Business Administration (Distance Learning) have been granted exemption from the University Regulations for Postgraduate Matriculation to allow students to apply for APL up to and including 1<sup>st</sup> February and 1<sup>st</sup> August to reflect the different enrolment deadlines operating on these programmes.
8. Programme of study:
  - a) For the award of MBA, candidates must study and be assessed in:
    - (i) Modules to the value of 150 credits from Section A
    - (ii) Modules to the value of 90 credits from Sections B or D
  - b) For the award of MBA (Finance), candidates must study and be assessed in:
    - (i) Modules to the value of 150 credits from Section A
    - (ii) Modules to the value of 15 credits from Section B
    - (iii) Modules to the value of 30 credits from Section C
    - (iv) Modules to the value of 45 credits from Section D
  - c) For the award of Postgraduate Certificate Business Administration, candidates must study and be assessed in modules to the value of 60 credits from those marked # below.

<b>Section A</b>		<b>Credit Value</b>
Managing People#	<a href="#">BUSI57415</a>	15
Managing Finance#	<a href="#">BUSI57015</a>	15
Managing in the Competitive Environment#	<a href="#">BUSI57215</a>	15
Managing Information#	<a href="#">BUSI49515</a>	15
Managing in the Global Environment#	<a href="#">BUSI57315</a>	15
Methods of Inquiry	<a href="#">BUSI50015</a>	15
Dissertation	<a href="#">BUSI56360</a>	60

<b>Section B</b>		
	Corporate Finance	<a href="#">BUSI59715</a> 15
<b>Section C</b>		
	Financial Planning and Control	<a href="#">BUSI41515</a> 15
	Financial Risk Management	<a href="#">BUSI41415</a> 15
<b>Section D</b>		
	Business Ethics	<a href="#">BUSI57515</a> 15
	Business Transformation through Information Systems	<a href="#">BUSI41V15</a> 15
	Decision Analysis for Management Judgement	<a href="#">BUSI41215</a> 15
	E-Commerce	<a href="#">BUSI57115</a> 15
	Entrepreneurship	<a href="#">BUSI5A115</a> 15
	Issues in Public Management	<a href="#">BUSI57715</a> 15
	Management of Change	<a href="#">BUSI41015</a> 15
	Managerial Psychology	<a href="#">BUSI50815</a> 15
	Managing Marketing Communications	<a href="#">BUSI58415</a> 15
	Managing Social Marketing Campaigns	<a href="#">BUSI46G15</a> 15
	Project Management	<a href="#">BUSI50915</a> 15
	Quantitative Marketing Research	<a href="#">BUSI40915</a> 15
	Small Business Management	<a href="#">BUSI59515</a> 15
	Strategic Marketing	<a href="#">BUSI5A515</a> 15
	Strategic Supply Chain Management	<a href="#">BUSI5A415</a> 15
EITHER	Crisis Management (Blended Learning)	<a href="#">BUSI44115</a> 15
OR	Crisis Management (Block Taught)	<a href="#">BUSI43I15</a> 15
EITHER	Delivering Service Excellence (Blended Learning)	<a href="#">BUSI42W15</a> 15
OR	Delivering Service Excellence (Block Taught)	<a href="#">BUSI43J15</a> 15
EITHER	Effective Sales Force Leadership (Blended Learning)	<a href="#">BUSI42X15</a> 15
OR	Effective Sales Force Leadership (Block Taught)	<a href="#">BUSI43L15</a> 15
EITHER	Global Retailing (Blended Learning)	<a href="#">BUSI42Y15</a> 15
OR	Global Retailing (Block Taught)	<a href="#">BUSI44K15</a> 15
EITHER	Globalising Strategic Management (Blended Learning)	<a href="#">BUSI42Z15</a> 15
OR	Globalising Strategic Management (Block Taught)	<a href="#">BUSI43M15</a> 15
EITHER	International Tourism (Blended Learning)	<a href="#">BUSI43H15</a> 15
OR	International Tourism (Block Taught)	<a href="#">BUSI43N15</a> 15
EITHER	Scenario Thinking (Blended Learning)	<a href="#">BUSI46N15</a> 15
OR	Scenario Thinking (Block Taught)	<a href="#">BUSI46O15</a> 15
EITHER	Social Entrepreneurship (Blended Learning)	<a href="#">BUSI44J15</a> 15
OR	Social Entrepreneurship (Block Taught)	<a href="#">BUSI43O15</a> 15

Note: Distance Learning candidates starting the programme before December 2008 may, if they are unable to offer a suitable project for a dissertation, be permitted to submit a Business Report ([BUSI56345](#)) on an approved subject together with additional modules to the value of 30 credits from those listed in Sections B and D. Such candidates shall not be required to take the Methods of Inquiry module.

9. Modes of assessment will include written examinations and course work.
10. In the regulations that follow the term 'MBA programmes' refers to both the Master of Business Administration and the Master of Business Administration (Finance).
11. Candidates must attempt the Methods of Inquiry module before enrolling for the dissertation, and must pass Methods of Inquiry before being eligible for assessment in the dissertation.
12. For the distance learning programmes, progression will depend upon satisfactory performance in assessment of modules, as follows:
  - a) Within the time-limits set out in paragraph 1 above, the minimum rate of progress without requiring the formal approval of the Postgraduate Faculty Learning and Teaching Committee shall be: modules to a total of 45 credits attempted by the end of one full year of registration; modules to a total of 90 credits attempted by the end of two full years of registration; modules to a total of 135 credits attempted by the end of three full years of registration; modules to a total of 180 credits attempted by the end of four full years of registration; modules to a total of 240 credits attempted by the end of five full years of registration. Within these limits, a candidate may split or defer assessment, subject to approval by the Programme Director.
  - b) Approved candidates may initially register for a distance learning programme at any time in the year. Thereafter students will be required to register at the start of each academic year. Enrolment (the payment of fees and the undertaking to start study directed to an examination occasion) must be completed not less than six months before the relevant date of examination.
  - c) Candidates are required, as a condition of enrolment and maintaining registration with the University, to pay all tuition fees as may from time to time be approved.
  - d) Enrolment is by module, normally to a minimum value of 45 credits in any year (i.e. in two successive occasions of enrolment).
13. Candidates on distance learning programmes will normally be required, as part of the approved course, to attend residential seminars in Durham, or in other approved centres. Any exception shall require the prior approval of Postgraduate Faculty Learning and Teaching Committee.
14. Candidates will normally be permitted to undertake up to three modules via other modes of MBA delivery and be assessed in accordance with the assessment specified in the relevant module outline(s).
15. Unsuccessful candidates will be permitted to retake failed components of summative assessment on one occasion only. Candidates will not be permitted to retake any component of assessment for which a mark of 50% or above has been achieved at the first attempt. The maximum mark that can be awarded for the re-assessment of a module shall be 50%.
16. All module retakes shall normally take place at the next normal occasion except where specified below.
17. Candidates for MBA programmes who fail to satisfy the requirements for the award of MBA (i.e. who are awarded a fail in a module retake) will normally be permitted to complete assessment. Candidates who have achieved, or who go on to achieve, 180 credits at Masters level, including a Masters level pass in the Dissertation or Business Report, shall be awarded the degree of Master of Arts in Business Administration (N1KE07) as an exit qualification.
18. Candidates for MBA programmes who fail to satisfy the requirements for the award of MBA but who have achieved 120 credits, from the modules marked # in Section A together with any three of the modules listed in Sections B-D, shall be awarded the Postgraduate Diploma Business Administration as an exit qualification.
19. Candidates for MBA programmes who fail to satisfy the requirements for the award of MBA or Postgraduate Diploma but who have achieved 60 credits, from any four of the modules marked # in Section A, shall be awarded the Postgraduate Certificate Business Administration as an exit qualification.
20. With regard to assessment on the distance learning programmes:
  - a) Candidates must have completed and submitted all formative assignments required in the programme of study for a given module before completing summative assessment for that module.

- b) It is expected that candidates will be assessed at the first ordinary occasion following enrolment. Candidates will thus be automatically registered for assessment at the point of enrolment.
  - c) Candidates will be permitted one deferral opportunity per module without penalty. For modules involving examinations, deferral less than 6 weeks before the date of the examination, without justification acceptable to the Board of Examiners, shall result in a late deferral fee being charged.
  - d) Examinations shall be held in Durham and in such other centres as may be approved by the University, normally twice a year.
  - e) Where modules comprise more than one component of assessment, candidates must normally attempt all required components of assessment at one occasion (except in the case of resits). A candidate may defer submission of an assignment to the next occasion or split examinations between occasions provided notice to that effect is received, normally 6 weeks in the case of examinations, and/or 2 weeks in the case of assignments, and provided the permitted duration on the programme will not be exceeded.
  - f) The Board of Examiners *may* permit a candidate who has failed one taught module to register or to continue to be registered for assessment in subsequent module(s) of the programme. Candidates for MBA programmes will be required to be re-examined in a module(s), normally on the next ordinary occasion of the examination.
  - g) Candidates for MBA programmes who fail modules to the value of 45 or more credits must be re-examined in those modules, normally at the next occasion, before assessment in further modules is permissible. In such cases candidates already registered for assessment in other modules may defer assessment to the next ordinary occasion without penalty.
  - h) Postgraduate Certificate candidates who successfully complete the programme requirements at Masters level may choose *either* to be admitted to further study on an MBA programme *or* to be awarded the Postgraduate Certificate.
21. The minimum requirements for the award of the Master of Business Administration or Master of Business Administration (Finance) with Distinction shall be as follows:
- (a) the achievement of an average mark (overall), at the first attempt, of at least 65% in modules to the value of 240 credits and
  - (b) the achievement of marks of 70% or more in modules to the value of at least 120 credits, including the dissertation or business report.
22. All candidates for MBA programmes must submit a dissertation of not more than 15,000 words, including footnotes and endnotes, but excluding title page, contents page, acknowledgments, diagrams, tables, bibliography and appendices or, submit a business report of not more than 8,000 words and undertake additional optional modules to the value of 30 credits, by a specified date according to the candidate's rate of progress through the programme of study. In the case of candidates for the MBA (Finance) the dissertation must be on a finance-related topic.
23. The Master of Business Administration and the Master of Business Administration (Finance) are accredited by the Association of MBAs (AMBA) for a period of five years from 2008.