



MBA (Top Up)

Programme Handbook



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Welcome from the Provost

Hello, I am Professor Dilshad Sheikh, Provost at Arden University. With over 24 years teaching experience, I would like to welcome you to this exciting programme. I oversee a highly experienced management and teaching team with lots of vocational business experience. I am sure that they look forward to both teaching you on the course and to sharing their experiences from the business world. I wish you every success on the course and look forward to witnessing your progress and development as an Arden University student.

Welcome from the Head of the School of Management and Executive Education

I am Dr Hassaan Khan, the Head of the School of Management and Executive Education at Arden University. I studied Accounting and Finance at the University of Kent, followed by an MSc and PhD in Finance from Durham University.

Before joining Arden, I served as the Associate Dean at the Global Banking School, where I oversaw the Finance and Business Management degree courses. I was also the Director of Programmes at BPP University, responsible for managing degree programmes in Finance and Applied Management, as well as professional accountancy courses and degree apprenticeships. My previous roles include Director of the Centre for Financial Research at Anglia Ruskin University, Entrepreneur Scholar at Judge Business School, and Teaching Assistant at Durham University. I have considerable experience in knowledge transfer partnerships, most notably with Allia Limited, Cambridge, where I worked as a Social Investment expert in collaboration with the Icube Cambridge Business Incubator.

In addition to my role at Arden University, I continue to work as a Consultant Financial Economist at the Bank of England. I am also a Fellow of the Higher Education Academy and a member of various professional organisations, including the Fintech Professionals Association, the Royal Economic Society, ICAEW, the Chartered Management Institute, and the British Accounting and Finance Association.

Welcome from the Head of Department of MBA and Executive Education

Hello, I am Dr Syed Ali Tarek, Head of the Department. I am an Oxford graduate and over 16 years of experience in higher education. My academic achievements include degrees in Computer Engineering, Business Administration and Management, Teaching and Learning and finally, Educational Assessment. As a Senior Fellow of AdvanceHE, and a Fellow of RSA, RAS, IOEE, and SET, I am passionate about creating an inspiring and dynamic learning environment where you can thrive. I serve His Majesty's Government as a Member and Deputy Chair of the Quality and Standards Assessment Committee at the Office for Students, Department for Education. Also, I am an Advisory Committee Member at the Quality Assurance Agency for Higher Education.

Our dedicated teaching team, with deep industry knowledge and real-world insights, is here to guide and support you at every step. They are excited to share their expertise, challenge your perspectives, and help you unlock your full potential. I believe this programme will be a transformative experience, opening doors to new opportunities and lifelong learning. Embrace this journey with curiosity and determination. I wish you every success, and I look forward to celebrating your achievements as a student in our department.

Introduction to the MBA (Top Up) programme

Welcome to the MBA (Top Up) programme. This handbook provides you with information about the structure of your programme.

The MBA (Top Up) programme consists of a business transformation project. An outline of the content of the modules and the assessment methods used can be found in the Module Descriptor section of iLearn.

Programme Structure

Module Code	Module Name	Level	Core or Optional	Assessment
BUS7030	Transformation Capstone Project	7	Core	Project

- **BUS7030 Transformation Capstone Project (60 credits)**

Technological advancements offer vast opportunities for organisations to enhance performance while posing significant operational challenges. This module provides an opportunity to research a transformation initiative that a chosen organisation could leverage to improve its operations, focusing on ethical, strategic, technical and financial aspects. The module aims to equip you with practical skills in developing business transformation strategies and critically evaluating organisational changes. You will be tasked with producing a comprehensive transformation document that can be presented to senior management.

You will learn to:

- Research and identify relevant business transformation opportunities.
- Critically evaluate the organisational benefits and challenges of a transformation project.
- Design and implement transformation strategies within an organisational context.
- Assess the ethical, regulatory, and operational issues associated with business transformations.
- Present findings in a professionally and academically rigorous manner.

Pace of Study

- Student Loans Company Funded Students

If you have been granted a postgraduate loan from the Student Loans Company, you must progress at an appropriate pace to complete it within two years. Arden University is required to make annual reports to the Student Loans Company regarding your progress. If you fall behind, or if you decide you would prefer to study at a slower pace, you may transfer to the Flexible Distance Learning route (see below). However, if you transfer to the more flexible route, you will not be eligible for any continued loan payments from the Student Loans Company.

- Flexible Distance Learning Students

If you have chosen the flexible distance learning route and have not received a postgraduate loan from the Student Loans Company, you have the flexibility to plan your own pace of study. Postgraduate degrees usually take around two to three years to complete depending on how many modules you study each year. In order to achieve this, it is recommended that

you aim to complete at least 60 credits each year, equivalent to three 20-credit modules. You will have a maximum of five years to complete the programme (from the date you first started).

- **Full-Time Distance Learning Students**

If you are a full-time distance learning student, you will study at a prescribed pace to ensure that you complete it on time. You will study two modules per quarter and will be working on your dissertation at the same time, with the final quarter to complete the dissertation, allowing you to complete the whole degree in 12 months.

Arden University Assessment Regulations

Students will be assessed in accordance with the standard Arden University assessment regulations which can be found on the Arden University website <http://arden.ac.uk/>

Accreditation and PSRBs

PSRB: CMI

This course is accredited by the Chartered Management Institute (CMI). The Institute aims to boost career development across the management sector and connect you with like-minded professionals across diverse sectors.

As the CMI possesses a Royal Charter, they are the only organisation in the UK that can award Chartered Manager status to their members – the gold standard in management. They are also active in business policy making across the globe and ensure that their more than 140,000 members are represented in policy decision making.



As an Arden student, you'll have free CMI Membership throughout your studies, giving you access to a range of additional resources including a mentoring service and invitations to networking events both online and offline.

Upon completion of your course, you will be eligible to gain a CMI qualification, which is offered at 3 different levels: an Award, Certificate or a Diploma. The final award you receive upon completion of your degree will depend on your level and length of study, whether you entered your course with Recognition for Prior Learning (RPL) or if you accept any compensation on your modules.

PSRB: ILM

What is ILM?

ILM is the UK's leading provider of leadership, coaching and management qualifications and training. We've been part of City & Guilds since November 2001, providing qualifications for learners in the UK and internationally. ILM qualifications are delivered globally by: over 2,500 training providers. employers in-house. Every year ILM qualifies 70,000 leaders and managers, helping them develop the critical skills to succeed, and in doing so, make a real difference to the present and future of workplaces in the UK and globally.



What does the student need to do?

As an Arden student, you'll receive free membership to the ILM for a year after your graduation, giving you access to over a thousand comprehensive learning resources, including webinars, videos, leadership assessment tools, a dedicated e-learning tool, careers advice, and networking opportunities.

Providers of ILM leadership and management qualifications and their learners receive complimentary access to studying membership from The Institute of Leadership & Management. All ILM qualifications are awarded by The City and Guilds of London Institute which was founded in 1878 and is incorporated by Royal Charter. A printed certificate will be issued to each successful learner for units and the full qualification. E-Certificates are a complimentary service for all City & Guilds/ILM qualifications enabling students to view and download PDF versions of certificates. A digital credential is a visual representation of knowledge and skills, and is issued online for the full qualification only, making it easy for individuals to demonstrate their competencies to employers, clients, and peers. Each digital credential has a unique URL that can be shared electronically via social media, in an email signature, and on a CV.

Opportunities for Further Study

Executive MBA

Student Prizes

Standout Student Awards

Other awards based on student outcomes.

School Based Student Societies

Arden Future Business Leaders Forum
Arden Enterprise Incubator Champions

Programme Evaluation

End of Module Surveys

Student feedback is gathered during each module, and you will be asked to complete a survey on iLearn asking a number of questions to which you can give a score rating your satisfaction as well as free text boxes allowing you to expand on your answers or add further information. The results of these surveys are anonymised and are used by Programme Committees, the Student Experience Committee, and programme teams to identify areas for improvement.

Programme Committees

Programme Committees occur on a quarterly cycle and consider the data and feedback from staff, external examiners, and students. Action required for enhancement or to address any concerns will be added to an action plan which is reviewed and updated throughout the year.

Annual Monitoring

Annual monitoring takes place annually and examines the delivery of the programme over the preceding year. Annual monitoring looks at student outcomes, student feedback, and any relevant programme level data and informs improvements or changes to be made to the programme if necessary. The university's Quality and Standards Committee receives all the Annual Monitoring Reports and reviews them to generate an institutional level action plan to guide developments that cut across multiple programmes.

Periodic Review

Periodic review takes place on a five-year cycle following validation. The periodic review process involves a panel, which includes external members and student representation, which reviews all of the information about the programme from its validation or its previous periodic review. This data is reviewed to ensure that the programme is still valid and meeting expectations. This involves examining statistics at a module and programme level relating to student progression, pass rates, average grades, and degree classifications, as well as reviewing the curriculum for currency and suitability. The outcome of periodic review may be to keep the programme running in its current form, to make various modifications to specific modules, or to revalidate the programme in full.

External Examiners

External examiners are appointed to each module. They are subject experts from other universities who provide impartial and independent feedback on the quality and standards of our programmes in relation to national standards and frameworks. Part of their role is to review assessment briefs before they are released, to review a sample of assessments and the marks awarded and confirm if they are appropriate before the marks are confirmed.

Further Information

Student Handbook

You will have received your student handbook with your offer pack, it can also be found on iLearn on the A-Z.

Module Definition Forms

You can find the Module Definition Forms (MDFs) for the modules on your programme on iLearn.

Programme Specification

You can find the specification for your programme on the Arden University website, here: <https://arden.ac.uk/programme-specifications>