

Study World Global College Malta

Type of Course	Award in Business Studies	
Mode of Delivery	Fully Face-to-Face	
Title of the Qualification / Award	Award in Business Studies	
Proposed MQF Level	MQF Level 6	
Hours of Total Learning	Total Contact Hours 160	
	Self-Study Hours 614	Assessment Hours 26
Total Learning Hours	800	
Total number of ECTS for Programme Completion	32 ECTS	
Attendance Method	Full-Time	
Program Duration	Full-Time: 12 weeks	

Target Audience	Ages 19-65+
Language/s of Instruction of Programmes	English
Target Group	Individuals who, having successfully completed the 'Award in Business Studies', wish to go forward and study for a MQF Level 7 qualification at Global College Malta, typically a Masters qualification.
Relationship to Occupation/s	<p>Global College Malta's MQF Level 6 'Award in Business Studies' provides students with an appropriate grounding in Business and Management to allow them to progress successfully onto one of the College's accredited Masters programmes. In addition, the College's 'Award in Business Studies' provides students with training in the study skills they will need to successfully complete a MQF Level 7 award and, as appropriate, relevant English language preparation.</p> <p>Successful completion of the College's 'Award in Business Studies' will guarantee progression onto one of the College's Masters programmes. In turn, successful completion of one of the College's Masters programmes of study will produce graduates who have the high level knowledge, competencies and skills to potentially succeed in a varied number of professions including, by means of example: Financial Adviser; Management Analyst; Investment Banker; Finance Manager; Marketing Manager; Information Technology Manager; Human Resources Manager; and Business Consultant.</p> <p>If, upon successful completion of the programme, a student chooses not to proceed to Masters level study then they will have acquired knowledge, skills and competencies to facilitate progression into managerial positions in a range of organisations where skills in marketing and communications, human resources management, business planning and monitoring, and business advisory functions may be required.</p>

Entry Requirements

Recognising and wishing to promote the benefits of lifelong learning, and in accordance with Maltese Government aspirations to develop the country's higher education offer, the College's entry criteria for its 'Award in Business Studies' offer a range of entry routes, so that each applicant's certificated academic qualifications, prior learning experience and experiential skills can be taken fully into account when determining whether an offer of a place to study can be made. Applicants are welcome from any academic discipline, as well as those in work and seeking continuing professional development.

Prior to entering the College's 'Award in Business Studies' applicants must be able to demonstrate the following:

- The normal minimum age for this Award is 21. The College will very exceptionally consider admitting students under 21 on a strictly case-by-case basis subject to very careful scrutiny;
- Have successfully completed an appropriate first qualification at MQF Level 6 or equivalent or be able to demonstrate work experience which, when subject to assessment through the College's RPEL procedures, is equivalent to a MQF Level 6 qualification; and,
- Have attained an English Language level of, or equivalent to, at least academic IELTS 4.5 or above.

Any applicants who do not meet stated entry criteria are approached and asked to convincingly demonstrate how they are qualified to undertake the 'Award in Business Studies'.

The College may undertake a video interview with the prospective student to better understand their English Language proficiency and, where appropriate, may also require a *Medium of Instruction* certificate from the student's previous educational institution. The English Language proficiency requirement may be waived if the student is a native speaker of English and they have completed their secondary education in a country where English is the official language or English was the language of instruction where they graduated.

The College considers a wide range of international qualifications other than Maltese qualifications. In doing so, the College is guided by the Malta Qualifications Recognition Information Centre (MQRIC) (<https://ncfhe.gov.mt/en/services/Pages/All%20Services/mqric.aspx>) in terms of the equivalence awarded to international qualifications.

All applications for the College's 'Award in Business Studies' are handled by the College Admissions Team. Where admission decisions cannot be made until a cohort of applications has been received, applicants receive a letter from the Admissions Team, explaining the process to them, indicating the likely period for decision making.

Admissions policy and decision-making in respect of individual applications is carefully and routinely overseen by the College's Academic Management Group so as to ensure consistency and equity of practice. Having regard to international practice, the College has recently reviewed and revised its policies and practices with respect to the recognition of prior learning (certificated, experiential, etc.) and these policies will apply, where relevant and appropriate, to prospective entrants to this 'Award in Business Studies'.

<p style="text-align: center;">Overall Programme Description</p>	<p>The 'Award in Business Studies' is a stimulating and academically developmental preparatory course for students who wish to go on and succeed at postgraduate level through studying on one of the range of accredited Masters programmes offered at Global College Malta.</p> <p>The 'Award in Business Studies' is intended for students with a first degree or equivalent work experience who want subject-focused additional tuition ahead of studying a Masters at the College. Specifically designed to improve targeted academic knowledge, study skills and, as appropriate, English Language skills, the course will help students to succeed in their postgraduate studies and in their professional careers.</p> <p>The College's 'Award in Business Studies' helps facilitate a smooth transition to a Masters' degree at a leading Maltese higher education provider by:</p> <ul style="list-style-type: none"> • Developing a students' ability to critically analyse, question, and argue, both generally and within their individual discipline, as well as to carry out independent research; • Providing opportunities for practice in real academic tasks that students will typically undertake on the College's Masters' degree programmes; • Familiarising students with the College's (and the Maltese) higher education academic culture: its expectations and practices both generally and within their individual discipline; • Developing students' ability to reflect on their educational experiences so that they are better able to meet the challenges of postgraduate study at the College; • Enhancing their independent learning skills and learner autonomy in preparation for the demands of studying an academic discipline at MQF Level 7 at the College; and, • Improving a students' academic English Language skills in speaking, listening, reading and writing to the level required of Masters students in Malta.
<p style="text-align: center;">Programme Learning Outcomes</p>	<p>Having close regard to the level descriptors of Level 6 of the Malta Qualifications Framework, the overall educational aims of the 'Award in Business Studies' are as follows:</p> <ul style="list-style-type: none"> • To provide a programme of study that will enable students to fulfil their intellectual, professional and human potential through a transformative educational experience that combines academic study with immersive exposure to contemporary practice in business and management; • To begin to develop international professionals and leaders with the vision, knowledge, creativity, skills, ethics and entrepreneurial ability necessary to take an integrated, critically aware, dynamic and strategic view of organisations and to make a valuable contribution to both organisations and society;

<p>Programme Learning Outcomes</p>	<ul style="list-style-type: none"> • To further develop and enhance analytical abilities, using concepts derived from a wide range of academic disciplines, directed towards business problem solving and innovation in organisational contexts; • To instill a professional mindset characterised by a strong work ethic, desire to excel, creative thinking, social awareness and global outlook; and, • To begin to further develop business acumen, personal and professional skills, and autonomous learning ability to enhance students' employability on graduation and their life-long career prospects. <p>The individual programme modules provide more detailed learning objectives in respect of the specific module being studied and should be read in conjunction with the generic programme learning objectives provided above.</p>
<p>General Pedagogical methods used for this programme</p>	<p>Please see: https://gcmalta.com/</p> <p>The 'Award in Business Studies' uses a range of teaching methods to suit different learning styles. Typically, the programme of study is delivered through a combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers as appropriate, organisational visits and independent study.</p> <p>Delivery of the 'Award in Business Studies' has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent self-study in order to support their individual learning journeys.</p> <p>To assist with independent self-study and group work the College provides access to a large number of physical and electronic learning resources. The rich learning materials made available by the College may include lecture presentations and supporting learning notes, topic discussion chat opportunities, links to videos and web pages, and much more. The use of modern delivery tools has enabled highly effective and creative delivery and discussion opportunities, which learners welcome. The ability of the student learner to be able to access certain learning content at a time and in a location that suits them has proved to be a highly effective learning mechanism, enabling robust reflection and skills embedding in a social context that suits changing lifestyles. The modern learning techniques used by the College enables our student learners to develop a range of life skills alongside their academic business skills.</p>

<p>General Pedagogical methods used for this programme</p>	<p>In addition to utilising a rich and varied range of delivery techniques, assessment of the College's 'Award in Business Studies' is designed to be an integral part of the learning process for students in order to enhance and confirm their knowledge and practice. In addition to summative assessment, formative feedback is provided to students through a combination of tutor feedback, self-reflection and peer group feedback. Combined, formative and summative assessments provide a measure of the extent to which students have achieved the learning outcomes of the individual modules.</p> <p>The College's 'Award in Business Studies' utilises a variety of modern assessment techniques including coursework and examinations. Coursework is typically in the form of essays, reports or case studies, while group or individual presentations may be required to assess other competencies. Examinations typically take the form of written elements or multiple-choice questions and maybe unseen or part-seen, where assessment material is released in advance. The College seeks to offer flexibility in how assessments are undertaken and, where appropriate and pedagogically secure, the programme of study may utilise relevant online tools to deliver assessments. Details of the assessment procedures are given in the individual module specifications. All written assessments are submitted online via the internationally recognised plagiarism software, Turnitin.</p>
<p>General Assessment Methods</p>	<p>The College's 'Award in Business Studies' utilises a variety of assessments including coursework and examinations. Coursework is typically in the form of essays, reports or case studies, while group or individual presentations may be required to assess other competencies. Examinations typically take the form of written elements or multiple-choice questions and maybe unseen or part-seen, where assessment material is released in advance. The College seeks to offer flexibility in how assessments are undertaken and, where appropriate and pedagogically secure, the programme of study may utilise relevant online tools to deliver assessments.</p> <p>Details of the assessment procedures are given in the individual module descriptors.</p> <p>All assessments will be submitted via the internationally recognised plagiarism software, Turnitin.</p> <p>The College's Generic Marking Descriptors for its MQF Level 6 provision are attached to this Application. These descriptors form part of the College's <i>Quality Assurance Manual</i>.</p>

The Programme Structure					
Module/Unit Title	Compulsory or Elective	ECTS	MQF Level of each module	Mode of Teaching	Mode of Assessment
GCM-PM01 Principles of Management	Compulsory	8	6	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-PM02 Enterprise for Managers	Compulsory	8	6	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-PM03 Study Skills	Compulsory	8	6	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
GCM-PM04 English for Academic Purposes	Compulsory	8	6	An interactive mixture of lectures, workshops, case studies, individual and group work	A range of modern assessment methods appropriate to the subject material being taught including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations
Total ECTS Requesting Accreditation		32 MQF Level 6 ECTS			

Total ECTS for Programme Completion	32 MQF Level 6 ECTS
Exit Awards/Qualifications	<p>Upon successful completion of the course of study a successful student will be awarded:</p> <ul style="list-style-type: none"> ○ 'Award in Business Studies' (MQF Level 6, 32 ECTS) <p>In addition, each of the four 8 ECTS MQF Level 6 modules are available as free-standing Continuing and Professional Development modules. Successful completion of each one of the four modules allows the learner to be awarded a GCM Certificate of Successful Completion and 8 ECTS MQF Level 6 credits.</p> <p>The free-standing Continuing and Professional Development exit awards are as follows:</p> <ul style="list-style-type: none"> ○ Award in Principles of Management (Business and Management) (MQF Level 6, 8 ECTS) ○ Award in Enterprise for Managers (Business and Management) (MQF Level 6, 8 ECTS) ○ Award in Study Skills (Business and Management) (MQF Level 6, 8 ECTS) ○ Award in English for Academic Purposes (Business and Management) (MQF Level 6, 8 ECTS)
Structure of Programme	<p>The modules Principles of Management and Enterprise for Managers are run sequentially with the module Principles of Management being run in the first 6 week block of the programme and the module Enterprise for Managers being run in the second 6 week block of the programme. The modules on Study Skills and English for Academic Purposes are run over the course of the 12 week programme period, reflecting the underpinning nature of these modules.</p>

Title of the Module	GCM – PM01 Principles of Management
Module Description	<p>The Principles of Management module takes a holistic approach towards the importance, relevance and value of management for students who aim to move forward within managerial positions. The module is focused on management concepts, theories, frameworks and paradigms that enable managers to better understand and gain knowledge on how these could be applied in practice. The content of the module strikes a balance between management theories and management practice within the context of the age of information technology, changing internal and external environments and provides direction to student's on how to deal with pressing needs in future careers in managerial positions.</p> <p>The module features the fundamentals of management through the functions of planning, organising, controlling and leading. It highlights the strategic approach towards managerial decision-making and provides knowledge to students on how to approach problems, challenges and opportunities linked with human resources, motivation and teamwork. It features the key fundamentals on communication,</p>

	<p>change management and leadership and highlights the importance of ethical behaviour and social responsibility in managerial decision-making.</p> <p>Finally, the module provides students with conceptual and theoretical backgrounds on the stakeholder theory, its history and implications on managerial decision-making; and the history of management, entrepreneurship and evidence-based management.</p> <p>The module is delivered at Level 6 in the Malta Qualifications Framework. Accordingly, the content of this module is specialised and reflects current knowledge in the discipline. Students will be expected to demonstrate critical awareness of knowledge, competency and skills issues relating to the module content, equivalent to MQF Level 6 expectations.</p>
<p>Learning Outcomes</p>	<p>Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:</p>
	<p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • Be able to understand how management and supervision are key functions of management; • Be able to understand how motivational techniques can influence organizational culture and management; • Be able to understand the effects of unpredictable change in organisations and how team work can be used for creative effect in such situations; and, • Be able to develop performance management systems with accompanying measurement control systems.
	<p>Knowledge – at the end of the module/unit the learner will have been exposed to the following:</p>
	<p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • Have the knowledge to comprehend the key elements of human resources management and how organisational cultures can influence business organisations; • Have the knowledge of relevant models of management and how such management frameworks might be applied in practice; • Be knowledgeable of the influence and power that a manager can hold; • Know how to distinguish between management and leadership; • Demonstrate knowledge of the concepts and principles of organizational planning, leadership and management control processes; and, • Understand how to identify and use data to formulate basic budgets.
	<p>Skills – at the end of the module/unit the learner will have acquired the following skills:</p>

Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:

Applying knowledge and understanding

- Be able to use human resources theories and concepts of organisational cultures to help positively influence business organisations;
- Be able to apply models of management practice;
- Be able to apply factual and theoretical knowledge within the management function in decision making and managing change and innovation;
- Be able to undertake organizational planning, management and leadership; and,
- Have the ability to identify and use data to formulate basic budgets.

Judgment Skills and Critical Abilities

- Be able to apply a comprehensive range of cognitive and practical skills to develop creative solutions to management problems including the performance of people, cultural diversity at the workplace, finance and budget control, communication problems and managing change in a digital and information technology environment.

Module-Specific Communication Skills

The learner will be able to:

- Be able to Convey structure and coherent ideas to peers and supervisors on how to improve motivation at the workplace and how objectives of a strategy might be achieved;
- Be able to communicate information using both quantitative and qualitative methods on departmental budgets, change management programmes, quality management, performance management and managing strategies; and,
- Be able to communicate the results of the management studies and work accurately and reliably using a range of different management theories, models and frameworks.

Module-Specific Learner Skills

The learner will be able to:

- Be able to identify and articulate their own learning needs within the defined management and leadership competencies specifically how to lead individuals and teams; how to motivate people and how to improve the performance of people at the workplace;
- Be able to undertake guided further learning in the areas of managing organisational culture and diversity at the workplace, managing a company strategy and how to manage change and innovation; and,

	<ul style="list-style-type: none"> Be able to learn through personal reflection and reconstruction both in formal and non-formal settings specifically being able to judge own understanding and seek learning from others in the area of organisation, planning, controlling and leading people. 	
	<p>Module-Specific Digital Skills and Competences The learner will be able to:</p> <ul style="list-style-type: none"> Be able to demonstrate fluency in inputting information digitally using Excel or Word or Power-Point Presentation or Google Sheets with a high level of accuracy; Be able to research and analyse journal articles and other academic sources on-line through data basis; Be able to navigate through the internet to identify, download and store articles on management principles, organisational culture, cultural diversity, quality management, e-Business and information systems, managing change and innovation and concepts of strategy; Be able to use digital devices to move, store and manage information on management principles through mobile-phone applications, laptop or PC and use Cloud-Systems to store and manage academic work, articles on management; Be able to use Microsoft Excel and SPSS as a statistical tool that enable the students to process, analyse and interpret data for managerial decision making. For example, SPSS will be used by the lecturer and interpreted by the students through graphs and charts. The example could be linked with a climate survey on employees' motivation at the workplace carried out amongst a sample of 200 employees. Students will learn how to make interpretations of graphs and charts generated through SPSS software and gain knowledge how this will inform a manager in taking decisions to improve motivation at the workplace. 	
Hours of Total Learning for this Module	Total Contact Hours 40	
	Self-Study Hours 154	Assessment Hours 6
Total Learning Hours of this Module	200 Hours	
Mode of Delivery	Fully Face-to-Face Learning	

Total Number of ECTS of this Module	8 MQF Level 6 ECTS
Method of Teaching	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent self-study in order to support their individual learning journeys.</p>
Method of Assessment	<ul style="list-style-type: none"> • Individual assignment (some 3000 words – 75% weighing) • In class assignment time constraint (some 1000 words – 25% weighing) <p>All assignments have to include theoretical and critical discussion and will be processed through Turnitin Software for Similarity. Students will be provided with knowledge and understanding of how Academic Integrity is applied by the College and how the Turnitin Similarity Report will be interpreted by module assessors. Additionally, all assignments will be required to be referenced with appropriate citations using the Harvard Referencing Style Guidelines. Both Academic Integrity and Referencing Style practice will be explained in a 2-hour session provided by the College to all students in the student induction phase prior to the commencement of the programme.</p> <p>Reassessment will take place in the same form as above or equivalent.</p>

Title of the Module	GCM – PM02 Enterprise for Managers
Module Description	<p>This module will provide students with knowledge and understanding relating to key business and management areas of leadership, innovation and entrepreneurship. It will enhance the knowledge, competence, skills and abilities of students in determining and understanding how a business can be established and how to monitor whether it is operating effectively and efficiently so as to provide sustainable profitability and long-term competitiveness.</p> <p>The module will explore how businesses can take strategic advantage from the opportunities that may rise from changing economic and market conditions and how businesses seek to manage new ventures in the short, medium and long-term.</p> <p>The module will equip students with knowledge on how to examine and resolve operational challenges and find solutions to issues faced by entrepreneurs in their quest for competitive advantage. Students will learn about strategic risk management and learn how such risks might be mitigated and/or eliminated.</p> <p>The module is delivered at Level 6 in the Malta Qualifications Framework. Accordingly, the content of this module is reflects current knowledge in the discipline. Students will be expected to demonstrate developed awareness of knowledge, competency and skills issues relating to the module content, equivalent to MQF Level 6 expectations.</p>
	<p>Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:</p> <p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • Have the competency to negotiate a loan or other form of funding for a proposed business start-up; • Have the ability to appraise a proposed business start-up to establish whether it is a sound business proposition; and, • Have the competency to be able to sell business products or services to discretionary purchasers. <p>Knowledge – at the end of the module/unit the learner will have been exposed to the following:</p>

Learning Outcomes	<p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • Have the knowledge to understand definitions and trends in relation to entrepreneurialism in business; • Have the knowledge to understand the concepts and practices associated with micro, small, medium and large business set-ups; • Have an understanding of the operations of Social Enterprise activities; • Have the knowledge to understand the concepts of entities and ownership; • Have an understanding of the key elements of effective forward business planning; • Have an understanding of the characteristics and behaviours of entrepreneurs; • Have an understanding of how to identify and locate customers; • Have an understanding of how to undertake basic costing and pricing of products and services; • Have an understanding of the concept of ‘creativity’ in a business environment; and, • Have an understanding of how businesses may operate in a virtual and online environment.
	<p>Skills – at the end of the module/unit the learner will have acquired the following skills:</p>
	<p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <p>Applying knowledge and understanding The learner will be able to:</p> <ul style="list-style-type: none"> • Effectively describe and debate whether there are shared characteristics amongst successful entrepreneurs; • Be able to effectively describe the contribution of small and growing businesses to different global based upon a critical reading of relevant academic and professional materials; • Be able to effectively discuss the extent to which specific skills and attitudes may characterise the successful development of a new business; and, • Be able to effectively describe the circumstances in which an entrepreneurial mind-set can be appropriate in some aspects of public service provision.

Judgment Skills and Critical Abilities

The learner will be able to:

- Be able to determine whether a business start-up proposition is a feasible proposal for sustainable viability and operational growth;
- Be able to distinguish between a lifestyle business preference and a scalable trading business; and,
- Be able to propose when a business should be wound up.

Module-Specific Communication Skills

The learner will be able to:

- Be able to present an appropriately researched and convincing business proposal to a potential funder in a short 'elevator pitch';
- Be able to create formal business presentations, with relevant data, evidence and analysis to support a proposed new business proposition; and,
- Be able to present and negotiate a persuasive case for an equity and profit-sharing scheme to be introduced in lieu of salary increases.

Module-Specific Learner Skills

The learner will be able to:

- Be able to evaluate their own capacity for self-employment and proprietorship; and,
- Be able to recognise the circumstances under which it may be appropriate to acquire further people with different skills into the growing business.

Module-Specific Digital Skills and Competences

The learner will be able to:

- Be able to Input information digitally using Excel or Word or PowerPoint or Visio presentation in order to aid managers in their leadership and decision-making processes;
- Be able to understand how software such as SPSS can be used to interpret research on the way in which people in the workplace behave, think and react to different situations;
- Be able to use graphical presentations to communicate information;
- Be able to use appropriate project software to present Gantt Charts that aid managers in decision-making activities; and,
- Be able to navigate through the internet to identify, download and store articles on how business psychology can be appreciated and the reasons why psychological concepts are a critical element in managing people.

Hours of Total Learning for this Module	Total Contact Hours	40	
	Self-Study Hours	154	Assessment Hours
Total Learning Hours of this Module	200 Hours		
Mode of Delivery	Fully Face-to-Face Learning		
Total Number of ECTS of this Module	8 MQF Level 6 ECTS		
Teaching Method	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent self-study in order to support their individual learning journeys.</p>		
Assessment Method	<ul style="list-style-type: none"> • Individual assignment (3000 words – 75% weighing) • In class assignment time constraint (1000 words – 25% weighing) <p>All assignments have to include theoretical and critical discussion and will be processed through Turnitin Software for Similarity. Students will be provided with knowledge and understanding of how Academic Integrity is applied by the College and how the Turnitin Similarity Report will be interpreted by module assessors. Additionally, all assignments will be required to be referenced with appropriate citations using the Harvard Referencing Style Guidelines. Both Academic Integrity and Referencing Style practice will be explained in a 2-hour session provided by the College to all students in the student induction phase prior to the commencement of the programme.</p> <p>Reassessment will take place in the same form as above or equivalent.</p>		

Title of the Module	GCM-PM03 – Study Skills
Module Description	<p>This module on this programme is designed to support students in their journey towards being successful independent and lifelong learners. The module focuses on developing students’ critical thinking, research, analysis, evaluation and writing skills within the context of a programme of study and their personal, pedagogic progression. Students will engage in formative assessment of their skills during the module and develop and present information and academic arguments using a range of communication techniques and information technology formats.</p> <p>The module develops students’ understanding of the variety of resources available, how to find them, critically evaluate them and present referenced summaries of their content. Students develop their communication and academic writing skills and apply a variety of techniques for producing supported academic arguments. Students’ digital literacy and ability to handle, manipulate and present data will be developed and skills on how to present information through a range of written, oral and visual techniques will be discussed and practiced.</p> <p>The module is delivered at Level 6 in the Malta Qualifications Framework. Accordingly, the content of this module is specialised and reflects current knowledge in the discipline. Students will be expected to demonstrate critical awareness of knowledge, competency and skills issues relating to the module content, equivalent to MQF Level 6 expectations.</p>
Learning Outcomes	<p>Competences:</p> <p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • have an ability to produce clear and comprehensible written work which is well-organised, relevant and makes use of appropriate terminology and academic style; • be able to demonstrate good communication skills in written and/or oral form; • be able to interpret a range of information beyond mere description; • be able to make effective use of current information technology as required (by means of example, Word, Powerpoint, email and the internet); and, • be able to use a variety of resources for the purpose of independent study. <p>Knowledge:</p>
Knowledge and Understanding	

Applying Knowledge and Understanding

Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:

- know how to undertake effective academic reading, writing, listening and speaking in order to be able to deal effectively with the demands of a programme of higher education learning;
- know how to apply critical and analytical skills to all areas of study, as appropriate;
- Know how to listen effectively and to take good notes;
- Know how to exercise increased fluency, confidence and appropriateness in the use of the English language, with a particular emphasis on English for general and specific academic purposes;
- Know how to speak more confidently in public and lead seminars;
- Know how to comply with methods of assessment, deadlines, homework, seminars, workshops, and tutorials, as appropriate, and practise the key skills of time management and organisation;
- Know how to access support services for independent study; and,
- Know how to use the available literature without plagiarising.

Skills:

Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:

- present information/arguments in an appropriate format;
- organise information effectively;
- apply appropriate academic conventions and style;
- write with clarity and reasonable accuracy;
- select relevant information;
- avoid plagiarism;
- make useful contributions in seminars and tutorials;
- be able to give oral presentations;
- communicate with peers and tutors in an appropriate manner;
- analyse information both individually and as a group member;
- apply knowledge and skills to find solutions;
- evaluate solutions and draw conclusions;
- work as a member of a team by cooperating with others;
- share responsibilities and tasks; and,

	<ul style="list-style-type: none"> be able to meet deadlines. 		
	<p>Module-Specific Learner Skills</p> <ul style="list-style-type: none"> select relevant information from a range of textual formats (for example, quantitative, tabular and graphic data, reports, textbooks and articles) and reformulate it in written and spoken form; develop own arguments and integrate these appropriately with source material in written and spoken form; analyse, evaluate and interpret academic source materials; demonstrate enhanced academic and linguistic skills related to presentations, seminar discussion, workshops, reading, note-taking, research, essay writing and referencing, as appropriate to the MQF level of the programme; and, adopt an independent approach to studying. 		
	<p>Module-Specific Digital Skills and Competences</p> <ul style="list-style-type: none"> identify, test and make use of appropriate digital information sources; and, develop their skills in the identification, interpretation and use of digital techniques. 		
Hours of Total Learning for this Module	Total Contact Hours	40	
	Self-Study Hours	154	Assessment Hours
Total Learning Hours of this Module	200 Hours		
Mode of Delivery	Fully Face-to-Face Learning		
Total Number of ECTS of this Module	8 MQF Level 6 ECTS		
Method of Teaching	The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.		

	<p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake independent directed self-study in order to support their individual learning journeys.</p>
<p>Method of Assessment</p>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 6.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p> <p>Students following the module will normally have the following assessment regime:</p> <ul style="list-style-type: none"> - Written examination: this will typically account for some 50% of the final grade. - Oral presentation: this will typically account for some 50% of the final grade. <p>To successfully complete the module an overall pass mark of 40% must be achieved.</p> <p>Reassessment will take place in the same form as above or equivalent.</p>

Title of the Module	GCM-PM04 – English for Academic Purposes
Module Description	<p>This module is designed to help students develop competence in, and awareness of, academic English and employability skills in order to successfully start a postgraduate degree programme in Malta. It is designed for students starting the module with an existing knowledge of the English language level. This module is designed to provide students with extensive practice and development time.</p> <p>The module is delivered at Level 6 in the Malta Qualifications Framework. Accordingly, the content of this module is specialised and reflects current knowledge in the discipline. Students will be expected to demonstrate critical awareness of knowledge, competency and skills issues relating to the module content, equivalent to MQF Level 6 expectations.</p>
Learning Outcomes	Competences:
Autonomy and Responsibility	<p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • Be able to read academic texts in English for further study purposes including written work, seminar discussion and oral seminar presentation; • Be able to take notes from written and oral information; • Be able to integrate secondary sources into written work so that recognition and respect of source origins are demonstrated and plagiarism is avoided; and, • Be able to speak in English skills in social and academic spoken interactional contexts, such as seminar discussions, oral presentations, one-to-one tutorials, group work discussions, and informal conversations.
Knowledge and Understanding	<p>Knowledge:</p> <p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • know how to take part in the written and spoken study environment at a Maltese higher education institution at a postgraduate level; • know how to critically assess source materials; • understand the conventions required and constraints within written academic English; • be aware of the features of academic spoken discourse (by means of example, lectures, tutorial discussions, and seminar discussions);

Applying Knowledge and Understanding	<ul style="list-style-type: none"> • understand the structure and use of academic textbooks and reference materials; • know the importance of independence and self-awareness in terms of language and inter-cultural development; • know how to get the most from teamwork and how the skills involved are transferable into both study and work contexts.
	Skills:
	<p>Directly linked to the Maltese Qualification Framework Level 6 descriptors and required learning outcomes at MQF Level 6, at the end of the module the successful learner will have acquired the responsibility and autonomy equivalent to MQF level 6 to:</p> <ul style="list-style-type: none"> • understand spoken English in an academic and social-academic environment so that key information and supporting points are clear; • understand written English in academic material related to the particular subject discipline of the learner; • plan, draft and submit a variety of written assignments specific to Business and Management; • write English in an appropriate style subject to the academic or social purpose of the written text; • write English with accurate grammar and vocabulary so that intended messages are communicated clearly to the reader; • accurately use citation and referencing conventions in writing when referring to secondary reading sources; • plan, prepare and deliver oral presentations with appropriate structure, language signposting features and accurate and intelligible spoken English; and, • take part in spoken academic situations such as seminars, tutorials and group sessions.
	<p><i>Module-Specific Learner Skills</i></p> <ul style="list-style-type: none"> • demonstrate enhanced language skills, whether native or non-native speakers of English; • utilise a broader range of formal grammatical structures, organisational structures and academic vocabulary through focus on academic registers both at a macro and a micro level; • form, develop, support and conclude written and spoken argument in a logical way, and in a format which is appropriate to internationally recognised higher education academic conventions and culture; • select relevant information from a range of textual formats (for example, quantitative, tabular and graphic data, reports, textbooks and articles) and reformulate it in written and spoken form; • develop own arguments and integrate these appropriately with source material in written and spoken form;

	<ul style="list-style-type: none"> analyse, evaluate and interpret academic source materials; demonstrate enhanced academic and linguistic skills related to presentations, seminar discussion, workshops, reading, note-taking, research, essay writing and referencing, as appropriate to the MQF level of the Foundation programme; and, adopt an independent approach to studying. 	
	<p>Module-Specific Digital Skills and Competences</p> <ul style="list-style-type: none"> identify, test and make use of appropriate digital information sources; and, develop their skills in the identification, interpretation and use of digital techniques. 	
Hours of Total Learning for this Module	Total Contact Hours 40	
	Self-Study Hours 152	Assessment Hours 8
Total Learning Hours of this Module	200 Hours	
Mode of Delivery	Fully Face-to-Face Learning	
Total Number of ECTS of this Module	8.0 MQF Level 6 ECTS	
Method of Teaching	<p>The module will be delivered through a flexible combination of modern face-to-face lectures, webinars, seminars and discussion forums, tutorials, group work, case studies, guest speakers, organisational visits and independent study.</p> <p>Delivery of the module has close regard to the needs of learners. Accordingly, much of the learning is either delivered at times to suit those learners who may have day time employment or child care commitments or made available in a supported teaching format. At all times, the views and needs of students are taken into account. By means of example, theoretical concepts might typically be delivered to students in modern face-to-face lecture formats which may then be further developed through subsequent interactions based around small group seminars, group case study analysis and digital discussions. Modern face-to-face and interactive learning sessions encourage students to critically examine key elements of business and management. In addition to attendance at formal learning sessions, students are expected to undertake</p>	

	<p>independent directed self-study in order to support their individual learning journeys.</p> <p>The syllabus for this module will cover:</p> <ul style="list-style-type: none"> • how to develop grammar, vocabulary, pronunciation and style with regard to academic English; • how to use a range of reading strategies to understand challenging academic texts; • how to summarise, paraphrase and synthesise texts; • how to comprehend the structure and function of academic writing; • the variety of writing genre appropriate to the subject of Business and Management; • how to write English clearly and appropriately using an adequate range of sentence structures and vocabulary; • how to plan, write and review academic assignments; • how to use citation and referencing appropriately; • how to understand lectures as a teaching method; • how to take effective notes (in lectures and from written sources).; • how to summarise oral discussions and reading texts; • how to use and understand spoken English in academic and social contexts; • how to prepare and deliver oral presentations on academic topics; • how to participate successfully in seminars and discussions about academic topics; and, • how to complete a portfolio to demonstrate development of employability skills.
<p>Method of Assessment</p>	<p>A range of assessment methods appropriate to the subject material being taught will be used to assess the module including, by means of example, written examinations, assignments, individual and group project work, and assessed presentations. The assessment load will be equivalent to some 4,000 words at MQF Level 6.</p> <p>During the course of the module all students will be given at least one formative feedback or feedforward event. Feedback on formative assessed work will typically be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the module. Students will gain feedback on their understanding of any material given to them in the class. Students may, of course, also ask questions in lectures to help them to assess their knowledge. Feedback will comprise verbal feedback on students' questions/group discussion, overall feedback on various aspects of the module, and through written feedback on individual assignments.</p> <p>Written, summative feedback will be delivered through the coursework grades and the detailed comments provided by the marker(s). Summative marks will be returned on a published timetable, which will be made clear to students on the programme at the start of the academic year.</p> <p>Students following the module will normally have the following assessment regime:</p>

- Written examination: this will typically account for some 50% of the final grade.
- Oral presentation: this will typically account for some 50% of the final grade.

To successfully complete the module an overall pass mark of 40% must be achieved.

Reassessment will take place in the same form as above or equivalent.

