Business management, HRM and Law
Part-time study brochure 2017-18
Here at the Business School, we have a varied and dynamic full-time student population studying a range of Honours and Master’s degrees. Alongside this we have a strong vibrant community of part-time students equally dedicated to improving themselves.

In a fast-paced and constantly evolving environment the need to update your skills, broaden your career options and gain a competitive edge in the job market has never been more important. Whether you’re at the early stages of your management career or professional development or aspire to be a senior manager, we have courses to meet your aspirations. We recognise that you probably have a busy career already and perhaps a family too, which means you need flexible learning options and courses that open up opportunities which will make a positive impact on your future.

Each year hundreds of students choose to study with us on business and law courses. You’ll receive excellent support from your Lecturers, many of whom have a professional background and bring a wealth of industry experience to the classroom. You’ll have access to the support and academic facilities at the University, including a well-stocked modern library and access to online learning resources when you need to work from home.

If you’ve never studied at university or you’ve been out of education for a while, you’ll be just like many of our other part-time students who quickly adjust and become inspired by their learning experiences and the people they meet on the course. If you’re not sure what the right course is for you, what levels of commitment you need to make or which methods are used, get in touch and we’ll be happy to have a chat without any pressure.

For further information on part-time study and forthcoming Part-time Study Evenings visit:

www.hud.ac.uk/uhbs/about/part-timestudy/

Or contact: hubs.enquiries@hud.ac.uk
Certificate in Management Studies (CMS)

Who’s it for?
This is a development programme for existing or aspiring managers in industry, business or public and voluntary sectors.

There are no formal academic entry requirements and experience of work in management roles is taken into account. We welcome applications if you are looking to develop your leadership and management career.

How long and when?
The course lasts one year from September to June with regular weekly classes on Mondays between 6.00-9.00pm plus three additional days each semester.

What will I learn?
The aim of the course is to help you acquire and develop the skills and knowledge you need to become a more effective manager. It’s a gateway to build on your career status and improve your management opportunities. It also provides you with the academic qualifications to support your on-the-ground-experience and enhance your professional profile.

The emphasis of the course is on the development of knowledge, competencies and skills, which will help to improve your management practice. We value your own individual experience and seek to create the conditions for you to apply what you learn to your immediate work environment and make a real impact.

In 2016 students on the CMS course were awarded ‘Outstanding Group of the Year 2016’ at the Kirklees Adult Learners’ Awards.

Any added extras?
You have the option to register with the Chartered Management Institute (CMI) to achieve an additional CMI qualification with no additional work. The Business School holds annual guest speakers and networking events with the CMI and other professional organisations which we encourage you to attend.

How much will it cost?
Course fees for 2017-18 are £1,985.

Where next?
The CMS is an ideal stepping stone to further achievements and would provide you with the academic entry qualifications for the Master of Business Administration (MBA) (see pages 6-7).

For full course details visit: www.hud.ac.uk/uhbs/courses/

“For me personally, undertaking the CMS was a massive achievement. The classes were inspiring and learning was made very enjoyable by the tutors. I made some great friends and support and encouragement was always available along the way.”

Paula was one of a cohort of CMS students who won the Kirklees Adult Learners Award in 2016. “The course was challenging in many ways from undertaking assignments and learning how to reference work, to learning with and from people who do not work within the HE sector.

“It was great to receive the Group Award at the Kirklees Adult Learners Awards Ceremony in 2016. I’m sure I can speak for my entire cohort in saying that undertaking the CMS has had a positive impact on all our lives.”

Paula Clover, Customer Services Manager, CMS graduate
Master of Business Administration (MBA)

Who’s it for?
The MBA is the most globally recognised management qualification and should enable you to develop your potential in your current role or displaying your ability to rise to more responsible, challenging and senior roles.

You will need a degree or other professional qualifications and at least 2 years relevant work or managerial experience.

If you already have a Diploma in Management Studies (DMS) from Huddersfield you will be able to ‘top-up’ to a full MBA award.

How long and when?
The course will take 2 years part-time. Enrolment and induction takes place in September of your year of study.

You’ll have flexible study options* available including block study (4 day teaching ‘blocks’) or regular weekly classes on an afternoon and evening. *subject to demand.

What will I learn?
We provide a broad and comprehensive programme of study looking at the crucial areas of business that affect strategic performance across a variety of organisations and sectors. Key areas include finance, service operations and marketing, managing people and strategic thinking. We also focus upon your own development as a manager through reflective practice.

The dissertation is a self-initiated theoretical and investigative piece of research that offers you an opportunity to research a topic related to your subject of interest or industry/profession.

Any added extras?
The Business School is an official HE Partner of the Chartered Management Institute (CMI).

As an MBA student you will have the opportunity to register for a Diploma from the CMI. Upon graduation you also have the opportunity to apply for Chartered Manager status with the CMI.

How much will it cost?
Course fees for 2017-18 are:
Year 1 £4,300, Year 2 £4,300, Year 3 (Dissertation) £2,350, Total: £10,950
(Eligible for postgraduate tuition fee loans support – see page 17).

Where next?
You can continue your learning by progressing onto a part-time doctoral programme through our Doctor of Business Administration (DBA) course (see page 12).

For full course details visit:
www.hud.ac.uk/uhbs/courses/

“My five year plan involves graduating from the MBA, joining the senior management team within my organisation and progressing to a directorship. Huddersfield will facilitate the transition to director with the increased understanding of the management and business environment, allowing me to interact with boardroom discussion and understanding the language and terms used.

“The University has outstanding facilities, excellent learning resources and the Business School is passionate about the subjects and modules offered. The teaching methods on the MBA have been very discursive, the learning is self-driven and the teaching allows for open conversation and discussion which help add depth with the input of experience and knowledge from other students.”

Michael Yeadon, Service Manager
Human Resource Management/Development (PgDip HRM/HRD)

Who’s it for?
This is a course approved by the Chartered Institute of Personnel and Development (CIPD) and on successful completion, with the appropriate amount of experience, you can achieve Chartered Membership of the CIPD.

Entry requirements normally include a first degree or certificate in Personnel, HR or Training Practice and ideally in excess of 2 years relevant HR experience.

If you have a significant amount of HR experience but no formal qualifications your application may also be considered.

How long and when?
The course takes 2 years part-time. Enrolment and induction takes place in September of your year of study.

We have flexible study options available and we’ll discuss with you what kind of attendance might be suitable for you to fit around work and personal commitments.

What will I learn?
The course explores the latest issues in HR and is part of a journey of Continuous Professional Development (CPD) that will develop your professional practice and value to your employer.

Key areas of study include resourcing and talent management, skills for business leadership, managing and developing people and offers specialist options in employment relations, reward management, and the design, delivery and evaluation of learning events.

We focus on skills development and work-related projects. You will develop a deeper understanding of your own workplace using it as a case study, and we will help expand your practical and group working skills.

Any added extras?
Our links with the West Yorkshire CIPD branch offers additional networking, advice, mentoring and updates from the profession.

Our course tutors are all chartered members or fellows of the CIPD and have significant HR experience.

How much will it cost?
Course fees for 2017-18 are:
Year 1: £2,800, Year 2: £2,800,
Total: £5,600.

Where next?
Upon successful completion you could top-up to a full Master’s qualification through the one year HRM/HRD MA course at Huddersfield (see page 10).

For full course details visit: www.hud.ac.uk/uhbs/courses

“The course was directly responsible for my promotion having given me a platform and the confidence to get myself noticed. “Completing the Postgraduate Diploma in HRM turned out to be one of the best career decisions I have ever made. Unexpectedly it turned out to be so much more than a CIPD qualification. At the end of the course I had developed an ability to think far more strategically, be more positive in my outlook, a better team player and more adaptable to change. I now have a greater understanding and awareness of the ‘bigger picture’.”

Sarah Wood, Partner, Chadwick Lawrence
Who’s it for?
This course was developed for those who have completed the professional qualifications for Graduate or Chartered Membership of the Chartered Institute of Personnel and Development (CIPD), or have a Postgraduate Diploma in HR.

How long and when?
The course will take 1 year part-time. Enrolment and induction takes place in September and the course runs until July.

The taught part of the programme will be delivered in two blocks of two days plus an additional half day. Attendance for the dissertation consists of agreed meetings with your supervisor. This arrangement can be very flexible and is designed for people with busy careers.

What will I learn?
Throughout the course you will be taught using a mixture of lectures, case studies, videos, projects and student discussion.

In Semester One you take one module; Dissertation Planning. This module examines and analyses Human Resource Strategy from a number of perspectives: strategic management and the key HR issues facing organisations today. The module also provides support in completing the planning and research necessary for your dissertation.

Semester Two is devoted to the dissertation. You choose a topic appropriate to your pathway, research it and present tutor will be allocated to provide advice.

Any added extras?
Our links with the West Yorkshire CIPD branch offers additional networking, advice, mentoring and updates from the profession. This course is ideal for ongoing Continuous Professional Development (CPD) and gives you the opportunity to undertake research into an organisational HR problem.

How much will it cost?
Course fees for 2017-18 are: £2,878 (eligible for postgraduate tuition fee loans support – see page 17).

Where next?
This qualification will provide you with the knowledge necessary to be able to apply for more senior roles in meeting the challenges faced by HR in organisations.

For full course details visit: www.hud.ac.uk/courses/
Having had a successful senior management career in healthcare I am now looking to have more varied experience offering support and guidance to organisations in a variety of settings. The DBA has been instrumental in supporting me to make this fundamental life and work transition. The teaching is extremely interactive, seeking to promote dialogue between academic staff and course participants. This adds to the richness of learning, given students are mature and already well qualified academically as well as having significant business experience.

Huddersfield offers a DBA which encourages cross sector experience in a supported learning environment which takes account of not only the academic needs and requirements of the student but is also respectful of the pressures course participants experience in their senior management roles.

Steven Michael OBE
Taking on the part-time LLM course of study was a great challenge, but the desire to achieve my goal of gaining the qualification was extremely strong. It helps tremendously if your Company and boss are supportive and encouraging.

I am currently employed by Univar, as an Environmental, Health and Safety Manager with Key responsibilities to provide leadership and guidance in all SHE matters to ensure that the business operates within legislative requirements. The company and I believed that it would be beneficial for me to have specialist knowledge in different aspects of the law.

The LLM offered a course of study which I found academically challenging and rewarding, both personally and professionally. The lecturers in the Law School inspired me to achieve and made my time there so fulfilling and worthwhile; it was indeed a truly enjoyable experience.

Ewhe (Ian) Hasioszyn, Law LLM (graduate)
Facilities and resources

Campus facilities
The Business School is a modern and professional environment in which to learn and develop. Situated alongside the Huddersfield canal, the Business School is just a stone’s throw away from University facilities and the town centre. Being centrally located the University is easily accessible from the road and rail networks in Huddersfield and the region.

Along with modern teaching space, the Business School also contains the Street Café, a perfect area for socialising, networking or relaxing over a wide range of fresh food, drinks and free wi-fi.

Student Central is home to a number of food outlets, as well as space to relax with friends. There are advice desks offering information on everything from finance to careers, to part-time jobs or health and well-being. Here, you’ll also find sports and fitness facilities with a gym, courts and a regular programme of fitness classes.

Library services and online study support
You’ll have access to a wide range of study resources through the library and additional online study support resources. Our modern, professionally organised library provides a wide range of books, CDs, DVDs and additional online resources such as company reports, market research reports and academic and professional journal archives.

At key times in the academic year the library is open 24-7 and our students also borrow laptops, reserve study rooms for group working and access computer software programs.

You also have access to an extensive online virtual learning portal called Unilearn. This links you with all the modules you’re studying as well as academic support materials, reading lists, electronic documents, social media tools and assignment submission tools to support your studies.

The university has undertaken a large investment in lecture capture technology. Across the university many lectures are recorded and made available for you to watch afterwards. These recordings can help you develop your lecture notes, return to lecture material that you initially found difficult and offer a key revision aid.

Tuition fee support and funding
There is some government tuition fee support (up to £10,000) for part-time courses if that course is a Full Master’s level course (see individual listings for eligibility). Further information can be found at this link: www.slc.co.uk/services/postgraduate-loan.aspx

Some of our students also choose to gain financial support through Professional and Career Development Loans. These are bank loans to pay for courses and training that help with your career or help get you into work.

You may be able to borrow between £300 and £10,000 usually offered at a reduced interest rate and the government pays interest while you’re studying. For further information visit www.gov.uk/career-development-loans/overview

You can usually pay your course fees in instalments (this may vary by course and year). For general advice on student finance please visit www.hud.ac.uk/undergraduate/fees-and-finance/

Making a business case with your employer
For courses not covered by tuition fee support, many of our students seek financial support or sponsorship from their employers, in recognition of the way in which part-time study can have immediate benefits in the workplace or be part of longer term career development. If you need help making a case for financial contribution from your employer, just contact us and we’ll help to prepare a case based upon the features of the study programme and how that can impact in your day-to-day role and have real benefit for your employer.

Fees can be paid in up to four instalments but the first payment will need to be made on your day of enrolment (or you could produce a letter of financial support from your employer, and we’ll follow up with your employer to make arrangements to pay the fees).
Frequently asked questions

Applications and enrolment
Application is via a simple online application form, which can be obtained by following the ‘Apply’ link of the course listing (visit www.hud.ac.uk/uhbs/courses for a list of courses). Once you’ve submitted your application form we’ll usually ask you in for a quick chat or give you a call if we need to clarify anything. Otherwise we’ll send you acknowledgement that we offer you a place on your chosen course. T o enrol you’ll need to attend an enrolment day at the University, in September of each year of study, with your offer letter and any required ID and financial arrangements.

Your University ID
Once you’ve enrolled on your course you’ll be issued an ID card with a unique student number. This number will form your University e-mail account login. The card gives you access to study resources at the University (such as the library) as well as support services offering student advice. It’s also needed to active our attendance monitoring system which you swipe in the classroom.

Learning resources
You’ll have full access to the University library which has a wealth of books, journals and online resources. You can also access an archive of journal articles and other academic resources from home through our ‘Portal Plus’ online resource. We also use an online system called ‘Unilearn’ through which you can access all the information you need about your course, including specific module information, links to resources including books and journals, and details about assignments and deadlines.

Social and sports resources
As a student at the University of Huddersfield you will have access to all the social facilities on campus (there are a number of cafes and restaurant areas) during their opening hours. We also have an excellent (and good value) gym, squash courts and weekly exercise classes which you can take advantage of (through membership or individual bookings).

Car parking
There is no dedicated space for students to park on campus, however after 5pm part-time students can generally get access to park on the University campus. This is not guaranteed and you should report to the University reception to see if parking is available. Always consider other options to be on the safe side.

Contact
If we’ve missed anything and you have any questions, feel free to contact us at: hubs.enquiries@hud.ac.uk

Part-time Study Evenings 2017

Join us to discuss your options on:
Wednesday 11 January 2017
Wednesday 19 July 2017
Wednesday 06 September 2017
5:00-7:00pm (drop-in)
University of Huddersfield Business School

Register at www.hud.ac.uk/uhbs/about/part-timestudy/
Contact us at
hubs.enquiries@hud.ac.uk