

Programme Specification

Academic Year 2017-18 MSc Business and Heritage Management

Programme code: 6058

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided.

Awarding Institution	University of Southampton
Teaching Institution	University of Southampton
Accreditation details	
Final award	90ECTS (180 CATS) Master of Science
Name of award	Business and Heritage Management
Interim Exit awards	Postgraduate Certificate on completion of 30 ECTS (60 CATS) Postgraduate Diploma on completion of 60 ECTS (120 CATS)
FHEQ level of final award	7
UCAS code	N/A
QAA Subject Benchmark or other external reference	This programme has been designed to be in line with QAA Masters Degree characteristics: http://www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf
Programme Leads	Dr Fraser Sturt (Archaeology) & Dr Alistair Pike (Archaeology)
Date specification was written	04/06/2014
Date specification was last updated	June 2017

Programme Overview

Brief outline of the programme

The heritage industry is a major and growing contributor to the global economy, employing increased numbers of skilled heritage managers. This degree offers a tailor made curriculum to develop the knowledge base and skills required from both the disciplines of Business and Archaeology to allow effective management of the world's heritage. As a student on this programme you will be guided through modules to develop your understanding of the economic and legal principals within which heritage management operates across the globe, Museum displays, to site presentation and how heritage shapes national identities. This will be matched by education in theory and practice of assessing, preserving, presenting and mitigating the impact of development on our shared heritage. Your business skills will be developed in finance, marketing, project and risk management to provide a broad base suited to working in both the public (government) and private sectors. Graduates from this programme will be suited to work in a wide range of business and management roles in the heritage, tourism and construction sectors.

Special features of the programme

This programme includes field trips to sites and an interface with professionals working within the field of heritage management (e.g. from Historic England) to give you experience in the interpretation and presentation of cultural heritage and its utilization as an economic and cultural resource.

Learning and teaching

This programme makes use of the full range of teaching and learning methods; from didactic lectures to student led seminars and professional project work. Care has been taken to develop a syllabus that will speak to a variety of learning styles and account for the varied backgrounds that students on this programme may come from. We have explicitly sought to integrate traditional academic modes of delivery with those best suited to subjects dealing with professional practice. Thus we have included seminars and group work as well as field trips to relevant heritage sites as part of the programme in addition to traditional lectures. Finally, those enrolled on these modules will also gain experience of client/contractor interaction through practical sessions with professionals from the field.

Assessment

On this programme you will be assessed by a variety of means that suite the varied skills you will be learning and that are required to work within the heritage industry. These range from the preparation of professional reports, team and individual presentations and seminars (often to real clients/professionals) through to more traditional essays and examinations.

Educational Aims of the Programme

The aims of the programme are to:

- Provide you with a background in business finance, risk management and project management
- Provide you with skills in cultural heritage management in an international framework including environmental impact assessment (EIA) and the presentation of heritage.
- Prepare you for a variety of roles in business and heritage management, tourism and construction industries (both in public (government) and private sectors).

Programme Learning Outcomes

Knowledge and Understanding

Having successfully completed this programme you will be able to demonstrate knowledge and understanding of:

- modern theories of corporate finance and how firms and individual investors evaluate investment projects using certain rules regarding the time value of money. [A1]
- the theory behind business processes such as risk and project management. [A2]
- the practice behind business processes such as risk and project management. [A3]
- the management of cultural heritage within an international framework. [A4]
- the practice of mitigating impact on the cultural heritage within commercial development. [A5]
- the presentation of cultural heritage to global, national and local audiences and its role in forming identities. [A6]

Teaching and Learning Methods

A variety of teaching and learning methods are employed throughout the modules on this programme to cater for different learning styles.

- lectures will be used to deliver the theoretical aspects of business and project management as well as the formal aspects of heritage management
- Seminars will be used to explore specific national issues relevant to each student.
- Field trips will introduce you to a range of real world case studies and the professionals in the field
- Dissertation supervision will provide small group/individual tutorial contact

Assessment methods

The assessment methods have been chosen to be appropriate to the material covered. Specifically:

- essays and examinations are used to demonstrate the knowledge of theory, principles and case studies.
- reports are used to demonstrate the practical application of the theory and principal to professional standards
- presentations are used to develop knowledge of case studies and the oral skills required in the business world.

Subject Specific Intellectual and Research Skills

Having successfully completed this programme you will be able to:

- assess risk to and suggest mitigation strategies in business and cultural heritage management [B1]
- define and manage projects alone and as part of a team [B2]
- undertake an Environmental Impact Assessment for cultural heritage [B3]
- present heritage in a culturally relevant fashion alone and as part of a team [B4]
- identify and engage with appropriate heritage practitioners, institutions and datasets [B5]

Teaching and Learning Methods

- lectures will be used to deliver the theoretical and practical aspects of risk assessment and project management
- seminars will be used to explore specific national issues relevant to each student and allow engagement with heritage practitioners.
- group work will develop project management and leadership skills
- field trips will introduce you to the presentation of cultural heritage in a variety of contexts
- dissertation supervision will provide guidance on appropriate datasets suitable for project work

Assessment methods

- essays and examinations are used to demonstrate knowledge of the specific approaches to risk assessment, mitigation, project management and cultural heritage presentation.
- reports are used to demonstrate the practical application of the theory and principal to professional standards
- Presentations are used to develop knowledge of case studies and the oral skills required in the business world.
- Team written reports will assess project management and teamwork skills.

Transferable and Generic Skills

Having successfully completed this programme you will be able to:

- evaluate evidence both on paper, online and in the field [C1]
- demonstrate an understanding of financial processes [C2]
- communicate effectively with clients from a variety of professions [C3]
- work effectively both alone and as part of a team to meet deadlines [C4]
- apply and develop key skills in critical thinking, reflection and verbal communication during the module, and subsequently through preparation of the written assignments, key skills in information handling, critical analysis and written communication [C5]
- research a given topic in depth and the present the results of that research to a nominated audience. [C6]

Teaching and Learning Methods

- lectures will be used to develop skills in critical thinking and information handling.
- seminars will be used to develop skills in critical thinking, verbal communication and critical analysis.

- group work will develop team and leadership skills
- field trips will teach the students to evaluate evidence in the field
- dissertations will develop effective written communication, individual research skills and project management.

Assessment methods

- Essays and examinations are used to demonstrate critical thinking, evaluation of evidence, information handling and written communication
- Reports are used to demonstrate critical thinking, evaluation of evidence, information handling, written communication and team skills
- Presentations are used to develop effective communication
- Dissertations are used to demonstrate individual research, time and project management skills

Programme Structure

Programme details

As demonstrated in mapping template in the appendix of this document, the key learning outcomes are covered by the core modules. Thus any student passing the taught component of the programme will graduate with the postgraduate diploma with a relevant set of skills and those progressing through the dissertation will add additional depth and research skills required for the MSc level qualification. 15 ECTS (30 CATS) of optional modules are permitted to allow students to pursue particular interests and shape their career development. The University provides accessible lecture theatres, seminar rooms and facilities. As such, the need for individual alterations to be made of disabled students would be minimal. All of the fieldtrip locations have wheelchair access and transport for wheelchairs can be provided.

This programme is designed to give students a grounding in business and heritage management. It is co-delivered by Archaeology and the Southampton Business School to ensure an appropriate breadth and depth of content, with sufficient overlap with existing programmes to ensure resilience. Aspects of business have been chosen to be of relevance to the heritage sector namely finance (MANG6028 - Corporate Finance); project management (MANG6310 - Project Management Processes), and risk management (MANG6182 - Principles of Risk Management). The archaeological focus is specifically on the legal and cultural frameworks of cultural heritage management (ARCH6120 - Maritime Museums and Heritage), the presentation of cultural resources (ARCH3017 - Presenting the Past) and the production of heritage related documentation (ARCH6128 - Cultural Heritage within Environmental Impact Assessment). The programme is aimed at students wishing to have careers in both the public and private heritage sectors, or as private consultants or specialists embedded in non-governmental organisations.

Availability of Modules

The information contained in programme specification is correct at the time it was published. Typically, around a quarter of optional modules do not run due to low interest or unanticipated changes in staff availability. If we do have insufficient numbers of students interested in an optional module, this may not be offered. If an optional module will not be run, we will advise you as soon as possible and help you choose an alternative module.

Core modules		Credits
ARCH6120	Museums and Heritage Management	7.5 ECTS (15 CATS)
ARCH6128	Cultural Heritage within Environmental Impact Assessment	7.5 ECTS (15 CATS)
Compulsory modules		
ARCH6125	Dissertation (60 Crd. Pathway)	30 ECTS (60 CATS)
ARCH3017	Presenting the Past	7.5 ECTS (15 CATS)
MANG6028	Corporate Finance	7.5 ECTS (15 CATS)
MANG6182	Principles of Risk Management	7.5 ECTS (15 CATS)
MANG6310	Project Management Processes	7.5 ECTS (15 CATS)
Subject Specific Option modules		

ARCH6410	Maritime Connections of the Ancient Mediterranean	15 ECTS (30 CATS)
ARCH6106	Osteoarchaeology and Palaeopathology in Context	15 ECTS (30 CATS)
ARCH6110	Zooarchaeology	15 ECTS (30 CATS)
ARCH6112	Materials, Technology and Social Life	15 ECTS (30 CATS)
ARCH6115	Human Skeletal Studies	15 ECTS (30 CATS)
ARCH6119	Applied Maritime Archaeology	7.5 ECTS (15 CATS)
ARCH6121	Contexts for Human Origins Research	7.5 ECTS (15 CATS)
ARCH6126	Bioarchaeology of Human Remains	7.5 ECTS (15 CATS)
ARCH6127	Analysis of archaeological faunal remains	7.5 ECTS (15 CATS)
ARCH6128	Cultural Heritage within Environmental Impact Assessment	7.5 ECTS (15 CATS)
ARCH6411	The Analysis of Palaeolithic Stone Tool Assemblages	7.5 ECTS (15 CATS)
ARCH6412	Professional Practice	7.5 ECTS (15 CATS)
MANG6130	Strategic Management	3.75 ECTS (7.5 CATS)*
MANG6185	Marketing in the Digital Age	3.75 ECTS (7.5 CATS)*

*note the different credit weight of these modules

Additional costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme typically also have to pay for are included in Appendix 2.

Progression Requirements

The programme follows the University's regulations for ***Progression, Determination and Classification of Results: Standalone Masters Programmes*** as set out in the University calendar (<http://www.calendar.soton.ac.uk/sectionIV/progression-regs-standalonemasters.html>)

Intermediate exit points (where available)

You will be eligible for an interim exit award if you complete part of the programme but not all of it, as follows:

Qualification	Minimum overall credit in ECTS credits	Minimum ECTS credits required at level of award
Postgraduate Diploma	60	45
Postgraduate Certificate	30	20

Support for student learning

There are facilities and services to support your learning, some of which are accessible to students across the University and some of which will be geared more particularly to students in your particular Faculty or discipline area.

The University provides:

- library resources, including e-books, on-line journals and databases, which are comprehensive and up-to-date; together with assistance from Library staff to enable you to make the best use of these resources
- high speed access to online electronic learning resources on the Internet from dedicated PC Workstations onsite and from your own devices; laptops, smartphones and tablet PCs via the Eduroam wireless network. There is a wide range of application software available from the Student Public Workstations.
- computer accounts which will connect you to a number of learning technologies, for example, the Blackboard virtual learning environment (which facilitates online learning and access to specific learning resources)
- standard ICT tools such as Email, secure filestore and calendars.

- access to key information through the MySouthampton Student Mobile Portal which delivers timetables, Module information, Locations, Tutor details, Library account, bus timetables etc. while you are on the move.
- IT support through a comprehensive website, telephone and online ticketed support and a dedicated helpdesk in the Student Services Centre
- Enabling Services offering assessment and support (including specialist IT support) facilities if you have a disability, dyslexia, mental health issue or specific learning difficulties
- the Student Services Centre (SSC) to assist you with a range of general enquiries including financial matters, accommodation, exams, graduation, student visas, ID cards
- Career Destinations, advising on job search, applications, interviews, paid work, volunteering and internship opportunities and getting the most out of your extra-curricular activities alongside your degree programme when writing your CV
- a range of personal support services : mentoring, counselling, residence support service, chaplaincy, health service
- a Centre for Language Study, providing assistance in the development of English language and study skills for non-native speakers.

The Students' Union provides

- an academic student representation system, consisting of Course Representatives, Academic Presidents, Faculty Officers and the Vice-President Education; Students' Union provides training and support for all these representatives, whose roles are to represent students' views to the University.
- opportunities for extracurricular activities and volunteering
- an Advice Centre offering free and confidential advice including support if you need to make an academic appeal
- Support for student peer-to-peer groups, such as Nightline.

Associated with your programme you will be able to access:

- Relevant computer software and datasets
- Specialist archaeological laboratories and reference collections
- An academic advisor and dissertation supervisor (please see details in postgraduate handbook)

Methods for evaluating the quality of teaching and learning

You will have the opportunity to have your say on the quality of the programme in the following ways:

- Completing student evaluation questionnaires for each module of the programme
- Acting as a student representative on various committees, e.g. Staff: Student Liaison Committees, Faculty Programmes Committee OR providing comments to your student representative to feedback on your behalf.
- Serving as a student representative on Faculty Scrutiny Groups for programme validation
- Taking part in programme validation meetings by joining a panel of students to meet with the Faculty Scrutiny Group
- National Student Survey

The ways in which the quality of your programme is checked, both inside and outside the University, are:

- Regular module and programme reports which are monitored by the Faculty
- Programme validation, normally every five years.
- External examiners, who produce an annual report
- A national Research Assessment Exercise (our research activity contributes directly to the quality of your learning experience)
- Higher Education Review

Criteria for admission

University Commitment

University of Southampton
HUMS CQA 2017/18

The University will at all times seek to operate admissions regulations that are fair and are in accordance with the law of the United Kingdom, and the University's Charter, Statutes, Ordinances and Regulations.

This includes specific compliance with legislation relating to discrimination (e.g. Equality Act 2010) and the University's Equal Opportunities Policy Statement. This includes a commitment that the University will:

- actively assist groups that experience disadvantage in education and employment to benefit from belonging to the University
- actively seek to widen participation to enable students who do not traditionally participate in Higher Education to do so;
- ensure that admission procedures select students fairly and appropriately according to their academic ability and that the procedure is monitored and regularly reviewed.

Entry Requirements

A first or upper second class honours degree, or equivalent, in any subject that has included assessed written academic work from a UK university in an appropriate subject or equivalent overseas/professional qualification in an appropriate subject.

Mature applicants

Studying for a degree later in life can be extremely rewarding and mature students are often among our most successful.

If you are over 21 and feel you would benefit from degree-level studies, we can be more flexible about our entry requirements. For full-time courses, selectors will expect you to demonstrate your commitment by means of some recent serious study, for example, one or two A level passes, successful completion of an Open University foundation course or an appropriate Access course. Your application will be considered on individual merit and you may be asked to attend an interview.

More information on the entry requirements for MSc Business and Heritage Management can be found on the Archaeology webpage here:

http://www.southampton.ac.uk/humanities/postgraduate/taught_courses/taught_courses/archaeology/v404_msc_business_and_heritage_management.page

For further information, please contact our Admissions Team: pgafh@southampton.ac.uk

The University's Admission policy is available at

<http://www.southampton.ac.uk/studentadmin/admissions/admissionspolicies/policy/>

Recognition of Prior Learning (RPL)

The University has a [Recognition of Prior Learning Policy](#)

Students are accepted under the University's recognition of prior learning policy; however, each case will be reviewed on an individual basis.

English Language Proficiency

Overall	Reading	Writing	Speaking	Listening
6.5	6.5	6.5	6.0	6.0

Career Opportunities

Graduates from this programme will be suited to work in a wide range of business and management roles in the heritage, tourism and construction sectors. These will include government positions in heritage bodies, private consultancy and non-governmental organisations. The business skills you gain on this programme will also be useful for a wide range of non-heritage business roles.

External Examiners(s) for the programme

Name: Dr James Cole

Institution: University of Brighton

Name: Dr Michael Scott

Institution: London School of Economics

Students must not contact External Examiner(s) directly, and external examiners have been advised to refer any such communications back to the University. Students should raise any general queries about the assessment and examination process for the programme with their Programme Representative, for consideration through Staff: Student Liaison Committee in the first instance, and Student representatives on Staff: Student Liaison Committees will have the opportunity to consider external examiners' reports as part of the University's quality assurance process.

External examiners do not have a direct role in determining results for individual students, and students wishing to discuss their own performance in assessment should contact their personal tutor in the first instance.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information can be found in the programme handbook (or other appropriate guide) or online.

Appendix:

Learning outcomes and Assessment Mapping

The numbers A1 A2 B1 B2 etc refer back to the learning outcomes listed under Knowledge and Understanding, Subject Specific Intellectual and Research Skills, Transferable and Generic Skills and Subject Specific Practical Skills in the Programme Learning Outcomes section of this programme specification template.

Module Code	Module Title	Knowledge and Understanding						Subject Specific Intellectual Skills					Transferable/Key Skills					
		A 1	A 2	A 3	A 4	A 5	A 6	B 1	B 2	B 3	B 4	B 5	C 1	C 2	C 3	C 4	C 5	C 6
MANG6028	Corporate Finance	•											•	•		•	•	
MANG6182	Principals of risk management		•					•					•		•	•	•	
MANG6310	Project Management Processes		•	•					•				•			•	•	
ARCH3017	Presenting the Past					•	•				•	•	•				•	
ARCH6128	Cultural Heritage within EIA				•	•	•			•		•	•		•	•	•	
ARCH6120	Maritime Museums and Heritage				•		•				•	•	•		•	•	•	
ARCH6125	Dissertation	•	•	•	•	•	•	•	•	•	•	•	•			•	•	•

Module Code	Module Title	Coursework 1	Coursework 2	Coursework 3	Exam
MANG6028	Corporate Finance	Group assignment 3,000 words (30%)			2 hour exam (70%)
MANG6182	Principles of Risk Management	Individual report 1,200 words (30%)	Individual coursework 2,000 words (70%)		
MANG6310	Project Management Processes	Individual Coursework 2000 words (40%)	Group coursework 3,000 words (60%)		
ARCH3017	Presenting the Past	Essay 1,500 words (25%)	Group oral presentation (10%)	Group project report 4,000 words (65%)	
ARCH6128	Cultural Heritage within EIA		10 minute interview (25%)	Desk based assessment 4000 words (75%)	
ARCH6120	Maritime Museums and Heritage	Class presentation 10 minutes (30%)	Research essay 3,000 words (70%)		
ARCH6125	Dissertation		Dissertation 15,000 words (100%)		

Appendix 2

Additional Costs

Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. In addition to this, students registered for this programme typically also have to pay for:

- Books and Stationery Equipment (such as Lab equipment, Field Equipment, Art equipment, Recording Equipment, stethoscopes, fob watch, Excavation equipment, Approved Calculators)
- Materials (such as laboratory materials, textbooks, drawing paper, fabric, thread, computer disks, Sheet Music)
- Software Licenses
- Clothing (such as Protective Clothing, Lab Coats, specific shoes and trousers)
- Printing and Photocopying Costs (such as Printing coursework for submission, Printing and binding dissertations or theses, Academic Poster (A1) printing).
- Typing Costs
- Field Trips (including accommodation costs for the field trips)
- Work Experience and Placements (including accommodation costs near the placement, additional insurance costs)
- Travel Costs for placements, field trips and to and from the University and various campus locations (including travel insurance).
- Paying for immunisation and vaccination costs before being allowed to attend placements.
- Obtaining Disclosure and Barring Certificates or Clearance Subsistence Costs
- Paying for a Music accompanist
- Translation of birth certificates (for programmes abroad)
- Conference expenses
- Professional exams
- Parking costs (including on placements at hospitals)
- Replacing lost student ID cards
- Other activities (e.g. visiting specialist marine stations and other institutions)
- Costs of attending a graduation ceremony (e.g. hiring a gown for graduation).

In some cases you'll be able to choose modules (which may have different costs associated with that module) which will change the overall cost of a programme to you. Details of such costs will be listed in the Module Profile. Please also ensure you read the section on additional costs in the University's Fees, Charges and Expenses Regulations in the University Calendar available at www.calendar.soton.ac.uk