



DIMENSIONS



MASTER OF BUSINESS ADMINISTRATION (CARDIFF METROPOLITAN UNIVERSITY)

Awarded by **Cardiff Metropolitan University, UK**

(Registered with CPE, Singapore)

Duration:	Full-time	12 Months
	Part-time	15 Months



DIMENSIONS International College

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DIMENSIONS International College
UEN No. : 200108141H
13/06/2015 to 12/06/2019



About DIMENSIONS International College

DIMENSIONS International College, registered with the Committee for Private Education (CPE), was founded in 1980 to equip both local and international students with the essential prerequisites that prepare them for their higher learning needs.

The College has attained the following awards:

- ★ 4-Year EduTrust Certification by the Committee for Private Education (CPE)
- ★ Singapore Quality Class Star
- ★ Singapore Service Class

DIMENSIONS International College is committed to providing quality education to students and helping them to achieve their pursuit of academic excellence.

DIMENSIONS International College offers a comprehensive range of courses which stretches from Preparatory Studies all the way up to Master's Degree. Our vast array of course disciplines includes Accounting and Finance, Business and Management, Engineering, Health and Life Sciences, Hospitality, and more.

Cardiff Metropolitan University

Located in a vibrant European capital city, Cardiff Metropolitan University is a thriving and modern university. Integral to the city of Cardiff for more than 150 years, they continue to invest in their students' future with a focus on student employability and enhancing the student experience; providing education and training opportunities of the highest quality to students from over 140 countries worldwide.

Cardiff Metropolitan University is a research and business orientated university. Research is at the heart of Cardiff Met and its Schools, engaging in research that is at the interface of new knowledge creation and its application. With an excellent track record in applied research, supported by a strong base of expertise and advanced scholarship, the University's research has direct application in business, industry, the professions and the community at large.

Cardiff Metropolitan University is proud to educate students from over 140 countries worldwide and be associated with a number of high-calibre partners in the UK and internationally.

For updated and accurate information of Cardiff Metropolitan University, please visit their website at www.cardiffmet.ac.uk

Programme Introduction

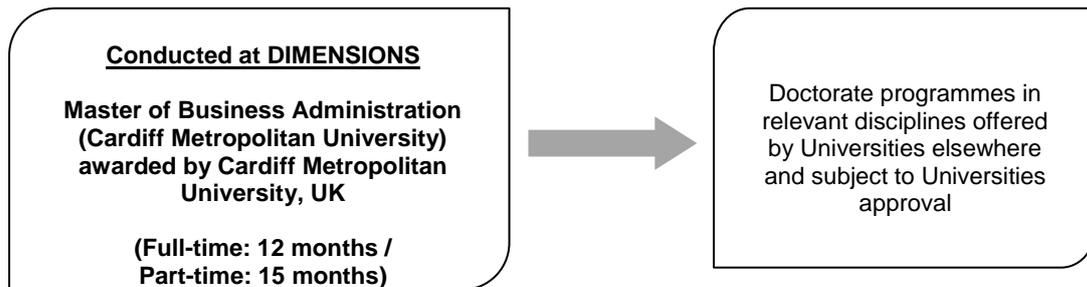
Looking forward to develop desired real-world competencies and strengthen your ground in the area of entrepreneurship? If so, the **Master of Business Administration (Cardiff Metropolitan University) (MBA)** programme is necessary for individuals who wish to empower their future by possessing greater depth and breadth in managerial skills.

In addition to the core modules covering areas such as accounting, operations management, strategic management and marketing, this programme also covers two elective modules and a dissertation research project. Students are also given the opportunity to choose their electives depending on their fields of interest.

Upon successful completion, students will be awarded with the Master of Business Administration degree by Cardiff Metropolitan University. This degree acts as an imperative springboard for graduates to obtain higher chances of landing their dream careers in high level management positions.

DIMENSIONS International College is an approved academic partner of Cardiff Metropolitan University for the above programme.

Education Chart



- ❖ Course admission is subject to course entry requirements

Programme Structure and Content

Master of Business Administration (Cardiff Metropolitan University) consists of 5 core modules, 2 compulsory elective modules and a final dissertation.

Module Outline

➤ Core Modules

- **People and Organisations**

This module aims to enable the students to critically analyse key theoretical approaches to the management of change with reference to structure, culture, conflict and self-management. Students are also expected to be able to critically examine organisational behaviour in a variety of contexts, develop discussion based on complex scenarios and the changing external environment. Students develop, explore and critique human resource management approaches in these contexts with reference to contemporary theory and an understanding of current practice. Furthermore, students will have a conceptual understanding of the core theories in understanding people and their role in organisations. It also aims to enable students to carry out a range of quantitative and qualitative analyses appropriate to their professional practice.

- **Accounting for Decision Makers**

This module is designed to enable students to demonstrate a critical understanding of the evaluation of balance sheets and income statements. Students will also be able to interpret the financial data commonly provided by accountants to managers, use marginal costing and breakeven analysis to evaluate and solve a range of realistic problems as well as prepare and interpret cash budgets as part of budgetary control.

- **Operations Management**

This module aims to enable the students to evaluate the nature, scope and extent of manufacturing and service operations strategy along with the use of quality tools and techniques for a wide range of organisational problems as well as solve complex operational problems related to managing capacity and constraints within organisations. It also aims to enable students to demonstrate the application of strategies, tools and techniques to improve business operations and appraise and select appropriate methods for managing supply bases for a variety of organisations.

- **Marketing**

This module aims to provide students with a critical understanding of the role and function of marketing in a variety of market and organisational contexts. Students will be able to critically evaluate and utilise market research data and methods to a given marketing situation as well as apply and evaluate the principles of organisational and environmental audits to inform marketing strategies, decisions and objectives. It also aims to enable students to develop and justify a marketing plan and mix for a given target market.

- **Strategic Management**

This module aims to enable students to evaluate and reflect on the influences driving demand within the business-to-consumer and business-to-business markets and the factors influencing the strength of their influence to critically assess the debate that surrounds corporate values and social responsibilities. Students are expected to be able to analyse competition and customer requirements in order to identify opportunities for competitive advantage within an industry, identify different types of strategic change programmes and assess the value of different leadership styles in managing strategic change.

➤ **Elective Modules**

• **Developing People for Leadership and Management**

This module provides opportunities to learners to compare and contrast key concepts of learning, development, education and training with regard to leadership and management performance as well as critically evaluate theories and models of leadership and management learning and development. Students are also expected to be able to analyse the nature, effectiveness and context of learning and management development activities and policy. It also enables students to demonstrate a critique of strategies on talent management and succession planning.

• **Buyer Behaviour and Relationship Marketing**

The aim of this module is to enable students to differentiate between types and classes of customers and how this affects their buying behaviour, to include the effects of sustainability and recycling on buyer behaviour. Students are expected to be able to critically review relevant motivational theories and their effects on customer behaviour. It also aims to enable students to evaluate decision-making processes and customer behaviour in both business-to-consumer and business-to-business contexts so that they are able to critically assess purchasing systems, value chaining, value mapping and how production systems such as JIT and OPT influence value and waste within business-to-business market.

➤ **Final Dissertation**

• **Dissertation**

The aim of this module is to enable students to formulate research questions at a level appropriate for a Master's Degree, critically review the relevant literature / business environment information and select the most appropriate methods for the collection of data and justify that choice. It also enables students to apply methods to collect data and select a method of analysis appropriate to their research question within the context of what is commensurate to Master's level. Students are also expected to draw conclusions about the results, present the results clearly and comprehensively.

Language (Course conducted in)

English

Scope of study

Theories, case analysis and practices in the area of business administration and management

Delivery Modes

Classroom lectures and tutorials; case studies, group-based discussion, coursework, project and research activities

Modes of Assessment

Combination of examinations, coursework, portfolios, report, assignment, group research, group presentations and individual essays

Assessment Grading Criteria

Distinction: 70% - 100%

Merit: 60% - 69%

Pass: 40% - 59%

Fail: 0% - 39%

Assessment Methods

Module Name	Assessment Methods (Weighting)
People and Organisations	Portfolio (100%)
Accounting for Decision Makers	Time Constrained Test Multiple Choice Questions (50%); Examination (50%)
Operations Management	Coursework (100%)
Marketing	Coursework (50%); Examination (50%)
Strategic Management	Portfolio (50%); Examination (50%)
Dissertation	Dissertation (100%)
Developing People for Leadership and Management	WRIT1 – Coursework (50%); WRIT2 – Coursework (50%)
Buyer Behaviour and Relationship Marketing	WRIT1 – Coursework (50%) WRIT2 – Coursework (50%)

Duration

- ❖ Full-time: 12 months Institutional Training
Part-time: 15 months Institutional Training
- ❖ Maximum allowed period for a student to complete the course is 36 months, subject to the approval from the Cardiff Metropolitan University, UK

Contact Hours

Full-time

Monday to Friday: 9.30am - 12.30pm and/or 1.45pm - 4.45pm
5 sessions per week, 3 contact hours per session

Part-time

Weekday (Monday to Friday)
Sessions will be conducted from 7.00pm to 10.00pm
and / or
Weekend (Saturday and/or Sunday)
Sessions will be conducted within 9.00am to 6.00pm
1-2 sessions per week, 3 contact hours per session

Intakes

January, April, July and October

DIMENSIONS reserves the right to change the intakes at any time without prior notice. Please visit our website for latest intakes

Examination Period

Assessments in course and / or at the end of semester

Expected Examination Results Release Date

Not more than 3 months after the final assessment

Graduation Requirements

A "Pass" in all assessments of all modules

Teacher-Student Ratio

Average teacher - student ratio is 1:35

Note: The number of students in the classroom is subject to the maximum seating capacity.

Qualification Award

Master of Business Administration awarded by Cardiff Metropolitan University, UK

Entry Requirements

Age: At least 21 years old.

Academic Level:

One of the following must be fulfilled:

- A degree from a recognised university with a minimum of a 2:2 classification;
- Hold a professional or other qualification which is deemed as acceptable for admission by Cardiff Metropolitan University and have held a responsible position for a minimum of 5 years.

Selection for this course is through an application form and, where necessary, an interview.

English Proficiency: Applicants must have an IELTS score of at least 6.0 or pass the Certificate in Academic English Level 6 conducted by DIMENSIONS or pass the English Proficiency Test at equivalent level conducted by DIMENSIONS or its equivalent.

Course Fees

Full-time

1.	Application Fee (<i>Non – refundable</i>)	S\$ 500.00
2.	Tuition Fee	S\$19,800.00
3.	Registration Fee For Overseas University	S\$ 3,500.00
4.	Administrative Fee	S\$ 510.00
5.	Examination Fee	S\$ 1,200.00
6.	Course Material	S\$ 980.00
7.	Medical Check-Up Fee	S\$ 60.00
8.	International Student Management Fee	S\$ 500.00
9.	ICA Processing and Student's Pass Fee	S\$ 120.00
	7% GST	S\$ 1,901.90
	Total	S\$29,071.90

Part-time

1.	Application Fee (<i>Non – refundable</i>)	S\$ 100.00
2.	Tuition Fee	S\$14,000.00
3.	Registration Fee For Overseas University	S\$ 3,500.00
4.	Administrative Fee	S\$ 300.00
5.	Examination Fee	S\$ 1,200.00
6.	Course Material	S\$ 980.00
	7% GST	S\$ 1,405.60
	Total	S\$21,485.60

Miscellaneous Fees

1.	Loss of Student's Pass	S\$278.20
2.	Renewal of Student's Pass	S\$128.40
3.	Administrative Fees for Extension / Replacement of Student's Pass	S\$535.00
4.	Additional Book Fee Per Book	S\$107.00
5.	Appeal for Result Fee Per Module	S\$160.50
6.	Academic Status Certification Fee Per Certification Letter	S\$ 53.50
7.	Late Payment Fee	S\$107.00
8.	Documents Courier Services Fee Per Delivery	S\$ 53.50
9.	Re-enrolment Fee	S\$535.00
10.	Course Deferment Fee	S\$374.50
11.	Graduation Ceremony Fee	Subject to University / DIMENSIONS' prevailing charges
12.	Re-assessment Fee Per Module	S\$481.50

Note:

- ❖ All miscellaneous fees are inclusive of 7% GST.
- ❖ Total course fees paid (except application fee and GST) by students are protected under the Fee Protection Scheme (FPS).
- ❖ All students must sign the Advisory Note to Student before signing the Standard PEI-Student Contract.

- ❖ The Standard PEI-Student Contract must be signed by the student prior to making course fees payments to DIMENSIONS.
- ❖ The course fees shown above are effective from 1st November 2016. DIMENSIONS reserves the right to make necessary amendments to the course fees without prior notice.

Enquiries

For further information, please contact our Customer Service Representative at:

Main Campus

(DIMENSIONS High School)
58 Lowland Road
Singapore 547453

Bukit Timah Campus

(School of Hospitality)
2 Jalan Seh Chuan
Singapore 598417

City Campus

(School of Higher Education) /
(School of Languages)
277 River Valley Road
Singapore 238318

Tel: 6334 0600 Fax: 6334 6066 Tel: 6875 0555 Fax: 6314 5005 Tel: 6735 8080 Fax: 6733 9595

Office Operating Hours

Monday to Friday, 9 am to 6 pm. Saturday, 9 am to 1 pm

Note:

- ❖ Our courses will be conducted at one of the above registered premises of DIMENSIONS International College.
- ❖ For updated and accurate information, please visit our website at dimensions.edu.sg.

General Information

Refund Policy (reference to Standard PEI-Student Contract Version 3.1)

Refund for Withdrawal Due to Non-Delivery of Course:

DIMENSIONS shall notify the Student within three (3) working days upon knowledge of any of the following:

- (i) DIMENSIONS does not commence the Course on the Course Commencement Date;
- (ii) DIMENSIONS terminates the Course before the Course Commencement Date;
- (iii) DIMENSIONS does not complete the Course by the Course Completion Date;
- (iv) DIMENSIONS terminates the Course before the Course Completion Date;
- (v) DIMENSIONS has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Course Details within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in (i) to (vi), DIMENSIONS will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the refund table.

Refund Table:

% of [the amount of the Course Fees and Miscellaneous Fees paid]	If Student's written notice of withdrawal is received
70%	More than 14 days before the Course Commencement Date
50%	Before, but not more than 14 days before the Course Commencement Date
30%	After, but not more than 7 days after the Course Commencement Date
0%	More than 7 days after the Course Commencement Date

Refund During Cooling-Off Period:

DIMENSIONS will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in Refund Table) of the fees already paid if the Student submits a written notice of withdrawal to the DIMENSIONS within the cooling-off period, regardless of whether the Student has started the course or not.

Notes:

- The college reserves the rights to terminate the class, if the number of students enrolled in the class is less than 10 students.
- Application fee is strictly non-refundable.
- Bank charges (if applicable) are to be borne by student.
- Calendar days is used in the Refund Table.

(Refund Policy rev 11, wef 14 Oct 2015)

(Note: For updated and accurate information, kindly refer to <http://dimensions.edu.sg/about-dimensions/college-policies/refund-policy/>)

Pre-course Counselling

To ensure that all prospective students are provided with clear and unambiguous pre-course counseling in accordance with the EduTrust Guidance Document and Private Education Act so that prospective students are able to make an informed choice of course and college.

Course Induction Programme

In the first week of studies, an induction session will be conducted. The students will be briefed by the Academic Staff on full details of the course including scheme of work, timetable, assessments and grading, assessment and exam dates and venue and many other academic matters

Minimum Number of Students to Commence Class

DIMENSIONS has the right to cancel a class/an intake if the minimum number of students enrolled is less than 10 for any programme per class. Students may enroll into a later intake, if any, or withdraw from course. (For refund, please refer to our Refund Policy)

Medical Insurance

DIMENSIONS shall provide all students aged 7 and above the required medical insurance coverage on hospitalisation and related medical treatment for the entire course duration. A Singapore Citizen/PR or a non- student's pass international student who is protected by his/her own medical insurance coverage in Singapore can opt out from the medical insurance scheme with a proof of valid Medical Insurance Plan given to DIMENSIONS.

Teacher Qualifications

All teachers are registered with the Council for Private Education (CPE). All teachers have the required qualifications with 5 years of experience or higher level of qualifications. Please refer to faculty member lists in the website for the detailed qualifications of teachers.

Pre-requisite for Taking Examination

Students (both international and local) must achieve an attendance rate of 80% and above in order to qualify for examinations. Our College only accepts medical certificates as proof for absenteeism.

Fee Protection Scheme (FPS)

An important aspect of EduTrust framework is the Fee Protection Scheme (FPS). The FPS of DIMENSIONS serves to protect the course fees (exclude application fee, miscellaneous fee and GST) paid by the students. In the event that DIMENSIONS is unable to continue its operations due to insolvency and/or regulatory closure; students can claim the unconsumed fees from the FPS service provider.

FPS is compulsory for all local and international students taking courses at DIMENSIONS except for short courses with waiver granted by CPE.

DIMENSIONS has appointed Liberty Insurance as our FPS Insurance provider and DBS Bank as our FPS Escrow provider, both are CPE appointed FPS service provider.

DIMENSIONS is strictly not allowed to collect course fees beyond 12 months.

Late Payment Fee

Students are required to meet payment deadlines of their course fees as agreed upon and stated in the Standard PEI-Student Contract to maintain a status of active enrolment. DIMENSIONS may impose late charges if payments are not received by the stipulated due dates. Our policy also states that by failing to make timely payments of course fees, DIMENSIONS reserves the right to cancel students' course registration, withhold results slips, transcripts or awarding certificates and other services.

Dispute Resolution Policy

- ❖ DIMENSIONS has a documented close-loop feedback and complaint management system in place to gather and address all feedback / complaints received (either from the public, staff or students).
- ❖ A Student dispute may arise from any aspect of a student's educational experience at DIMENSIONS which they believe to be unfair, unjust or unreasonable. Where collaboration partner or DIMENSIONS procedure exist for dealing with students' academic matters (e.g. appeal against results), then these will take precedence over the Dispute Resolution Procedure.
- ❖ We treat all grievances, disputes and appeals as our important feedback. We have staff specially assigned to manage students' welfare, including the handling of their grievances and complaints according to our procedures. We are committed to resolving any feedback / complaint received within 21 working days. If the complaint is not resolved amicably within the stipulated period, it will be channelled to Singapore Mediation Centre (SMC), Singapore Institute of Arbitrators (SIArb) or the Small Claims Tribunal for mediation.

Documents Required for Admission Processing of Student's Pass

Documents (Original & Translated)

1. Application Form Duly Completed
2. 2 Passport-Sized Photos
3. Passport (Photocopy)
4. Birth Certificate or equivalent
5. Certified and Notarized Copies of Highest Education Certificate
6. Certified and Notarized Copies of Highest Education Transcripts
7. 1 Set of ICA Student's Pass Application Form V36 and eForm 16 completed in English and signed by applicant. You can download the form from
<http://www.ica.gov.sg/data/resources/docs/Visitor%20Services/FormV36.pdf>
<http://www.ica.gov.sg/data/resources/docs/eForm16.pdf>
8. Change-of- Name Deed (If Applicable)
9. Photocopy of Father's and Mother's Identity / Passport (If Applicable)
10. Documentary Evidence of Financial Ability (For Application from Visa-Required Countries)
11. Parent's Statement of Working Statement (If Applicable)
12. Proof of English Proficiency or IELTS or TOEFL Score Sheet (If Applicable)
13. Study Plan (If Applicable)

Immigration & Checkpoints Authority (ICA) Regulations

All international students with Student's Pass must meet all the following requirements:

- ❖ A student must attend a minimum of 90% of scheduled-course hours or not be absent from the course for seven consecutive days.
- ❖ A student should spend at least three hours in the school per school day, attend classes and tutorials, participate in enrichment activities and perform self-studies.
- ❖ A student must not engage in any form of activities that may contravene the stipulated conditions (including those stated in the Student's Pass application form, In-principle Approval letter and Student's Pass card) upon which a Student's Pass is issued (e.g. illegal employment).
- ❖ A student must not remain in Singapore without authority after the expiry of the Student's Pass. DIMENSIONS shall inform the ICA of his/her means and date of departure.
- ❖ A student is permitted to attend the course only after the approval of the Student's Pass has been given by the ICA.
- ❖ A student must not be retained as a student in any other school/s or course/s other than the one indicated in the Student's Pass.
- ❖ A student must surrender the Student's Pass for cancellation within seven days from the date of cessation or termination of his/her studies or course/s.

Notes:

Our College only accepts medical certificates as proof for absenteeism. Any other documents should only be accepted on a case-by-case basis with full justification and be acceptable by ICA.

DIMENSIONS does not guarantee any success rate of approval for student's pass, Industrial Attachment posting, employment and Permanent Residency/ Singapore Citizenship applications.