



LLM Corporate Governance and Law/ Grad ICSA

Programme Specification

Primary Purpose

Course management and quality assurance.

Secondary Purpose

Detailed information for students, staff and employers. Current students should refer to the related Course Handbook for further detail.

Disclaimer

The University of Portsmouth has checked the information given in this Programme Specification. We will endeavour to deliver the course in keeping with this Programme Specification; however, changes may sometimes be required arising from annual monitoring, student feedback, review and update of units and courses. Where this activity leads to significant changes to units and courses, there will be prior consultation of students and others, wherever possible, and the University will take all reasonable steps to minimize disruption to students. It is also possible that the University may not be able to offer a unit or course for reasons outside of its control, for example; the absence of a member of staff or low student registration numbers. Where this is the case, the University will endeavour to inform applicants and students as soon as possible. Where appropriate, the University will facilitate the transfer of affected students to another suitable course.

Copyright

The contents of this document are the copyright of the University of Portsmouth and all rights are reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means electronic, mechanical, photocopying, recording or otherwise, without the prior consent of the University of Portsmouth.

Contents

Course Details	1
1. Named Awards.....	1
2. Course Code (and UCAS Code if applicable).....	1
3. Awarding Body	1
4. Teaching Institution	1
5. Accrediting Body	1
6. QAA Benchmark Groups	1
7. Document Control Information.....	1
8. Effective Session.....	1
9. Author	1
10. Faculty.....	1
11. Department	1
Curriculum	1
12. Educational Aims.....	1
13. Reference Points.....	2
14. General Learning Outcomes.....	2
15. Learning Outcomes	3
A. Knowledge and Understanding of:.....	3
B. Cognitive (Intellectual or Thinking) Skills, able to:	3
C. Practical (Professional or Subject) Skills, able to:	3
D. Transferable (Graduate and Employability) Skills, able to:	4
16. Learning and Teaching Strategies and Methods.....	4
17. Assessment Strategy.....	5
18. Course Structure, Progression and Award Requirements.....	5
19. Employability Statement.....	6
Course Management	7
20. Support for Student Learning.....	7
21. Admissions Criteria.....	7
A. Academic Admissions Criteria	7
B. Disability	8
22. Evaluation and Enhancement of Standards and Quality in Learning and Teaching	8
A. Mechanisms for Review and Evaluation	8
B. Responsibilities for Monitoring and Evaluation.....	8
C. Mechanisms for Gaining Student Feedback	8
D. Staff Development Priorities.....	8
23. Assessment Regulations	9
24. Role of Externals	9
25. Indicators of Standards and Quality.....	9
A. Professional Accreditation/Recognition.....	9
B. Periodic Programme Review (or equivalent).....	9
C. Quality Assurance Agency	9
D. Others	9
26. Further Information	9

Course Details

1. Named Awards

LLM Corporate Governance and Law / Grad ICOSA

2. Course Code (and UCAS Code if applicable)

C2283F, C2283P

3. Awarding Body

University of Portsmouth

4. Teaching Institution

University of Portsmouth

5. Accrediting Body

Institute of Chartered Secretaries and Administrators (ICSA)

Chartered Institute of Legal Executives (CILEX)

6. QAA Benchmark Groups

Law Benchmark Statement

7. Document Control Information

July 2018

8. Effective Session

2018/19

9. Author

Joanne Atkinson

10. Faculty

Business and Law

11. Department

Portsmouth Law School

Curriculum

12. Educational Aims

- To provide an innovative and stimulating programme of study for law and non-law graduates, practising lawyers and business professionals who wish to develop to an advanced level their knowledge and understanding of corporate governance from a legal perspective and its impact on business law.

- To ensure that this programme obtains and maintains accreditation from the Institute of Chartered Secretaries and Administrators (ICSA) by ensuring that ICSA's syllabus requirements are incorporated into the programme through individual units.
- To enable students on completion of this programme to obtain a dual qualification; a Masters in Law and graduate membership of ICSA subject to registering with ICSA.
- To enhance the scholarship of students by developing their range of conceptual and analytical skills to enable them to understand the relevance of corporate governance to business law.
- To equip students with a sound knowledge of corporate governance and their chosen areas of business law and the conceptual depth to be able to transfer and apply this knowledge to a variety of problems and circumstances.
- To provide students with the relevant skills and knowledge to undertake research in corporate governance and/or an area of business law of particular interest to them.
- To ensure that the research and professional expertise of staff informs the curriculum.
- To provide a challenging and stimulating study environment which will expose students to a range of legal subjects and learning tools.
- To assist in the personal development of students by maintaining close links with ICSA in order to ensure currency of material taught and awareness of career opportunities at chartered secretary level.

13. Reference Points

The following reference points have been consulted in the development of this programme:

- The Institute of Chartered Secretaries and Administrators (ICSA)
- University of Portsmouth Curricula Framework Document
- The scholarship and research expertise of academic members of staff
- QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education
- Framework for Higher Education Qualifications (FHEQ) National Qualifications Framework
- The Subject benchmark Statement for Law (SBS) – although this is only available for undergraduate programmes the course team is aware of the level and coverage of this statement.
- The recommendations and feedback from external examiners of the University's existing postgraduate law programmes as well as from a representative from ICSA through annual reports, unit reports and scrutiny of samples of work, assessments and procedures.

14. General Learning Outcomes

Level 7

Master's degrees/Postgraduate Certificates/Postgraduate Diplomas are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility
 - decision-making in complex and unpredictable situations
- the independent learning ability required for continuing professional development

15. Learning Outcomes

A. Knowledge and Understanding of:

- A.1 The principal features and concepts of corporate governance at postgraduate level.
- A.2 The skills and knowledge required in order to take overall responsibility for the corporate secretarial function in small, medium and large scale organisations.
- A.3 The key skills and knowledge required in order to handle the responsibility of corporate administration at both the strategic and functional levels in an organisation.
- A.4 The key skills and knowledge required in order to lead teams in administrative best practice and to advise boards of directors as to what constitutes best practice.
- A.5 The key skills and knowledge required in order to ensure compliance with external regulation and internal procedures.
- A.6 The skills of corporate financial planning.
- A.7 The impact of the fiscal environment on an organisation and its decision making.
- A.8 The substantive aspects of particular areas of law.
- A.9 The relationship between corporate governance and business law.
- A.10 The range of research methods and resources available and the research process attached to undertaking extended research in the form of a dissertation.

B. Cognitive (Intellectual or Thinking) Skills, able to:

- B.1 Identify and critically evaluate the nature and significance of key developments in subjects across the programme.
- B.2 Identify the relevant law and apply it to problem situations in order to provide arguable conclusions.
- B.3 Synthesise, analyse and interpret information from a variety of sources.
- B.4 Summarise, analyse and critique legal positions, government policy and other official stances.
- B.5 Locate, extract and analyse legal, quantitative and other appropriate data from multiple sources, including the acknowledgement and referencing of sources.
- B.6 Act independently in planning and undertaking learning tasks in areas across the programme.
- B.7 Demonstrate research and information retrieval skills in areas across the programme.
- B.8 Reflect on own learning and seek and make use of feedback.
- B.9 Make a critical judgement of the merits of doctrinal and policy arguments.

C. Practical (Professional or Subject) Skills, able to:

- C.1 Identify and retrieve up-to-date legal and other information using paper and electronic sources.
- C.2 Use primary and secondary sources of a legal and a non-legal nature relevant to the topic under study.
- C.3 Understand and use the English language proficiently in relation to programme subjects.

- C.4 Read and discuss legal and other appropriate materials which are written in technical and complex language.
- C.5 Present knowledge or argument, both in writing and orally, in a way that is comprehensible to others and which is directed at their concerns.
- C.6 Use a range of IT skills to process and progress professional tasks, including where appropriate, accessing electronic databases for the manipulation and interpretation of primary and secondary legal resources, as well as accessing spreadsheets for the manipulation and interpretation of numerical data.
- C.7 Update professional knowledge using appropriate resources on the internet.
- C.8 Work in groups as a participant who contributes effectively to the group's tasks.

D. Transferable (Graduate and Employability) Skills, able to:

- D.1 Deal with complex issues both systematically and creatively.
- D.2 Make sound judgements in the absence of complete data and communicate conclusions clearly to specialist and non-specialist audiences.
- D.3 Use IT as a research, investigative and communication tool.
- D.4 Read, understand and be critically aware of complex documents from own and related fields of practice.
- D.5 Identify problems and use problem-solving methods in own professional practice and developing areas.
- D.6 Work effectively in teams.

16. Learning and Teaching Strategies and Methods

Knowledge and understanding of corporate governance and the other aspects of the ICOSA syllabus will be conveyed through a combination of lectures, seminars, group work and individual study. (A1 – A7)

This will also apply to the study of the non-ICOSA specific law subjects. (A8)

Where the objective will be to convey to the students the key principles of a given area then more structured lectures will be employed to achieve this. (A1 – A8)

However, even here seminar discussion and group work will be used to reinforce learning. In the more discursive areas of the course, particularly in relation to the dissertation, students will be given every opportunity to explore aspects of the ICOSA syllabus and/or aspects of the non-ICOSA specific business law subjects of particular interest to them through research and independent study. (A9 – A10)

The cognitive skills will be developed through participation in lectures, seminars, group work and individual research. (B1 – B9)

The dissertation or case study and its associated research proposal will develop research and analytical skills. (B1 – B9)

As part of the development of their practical, professional and subject specific skills all students will be provided with an introduction to the library with particular focus on its law and business related resources. Skills C1 – C8 will be further developed as part of the taught units. The dissertation with its emphasis on research and independent study will also help to strengthen these skills C1-C7. The students have full access to the range of library and other skills workshops, including presentations by Lexis and Westlaw, run within the School of Law.

Transferable skills will be developed via interactive classroom discussions complemented by problem solving activities, case studies, contextual and situational presentations and independent research (D1 – D6).

17. Assessment Strategy

Knowledge and understanding of each of the units offered will be assessed through coursework, examination, presentations or portfolios. Many units combine these strategies. The interdisciplinary nature of the programme means that a number of approaches are taken within the assessment strategies including use of essay questions, problem based learning, numeracy based questions and portfolios based on case studies. (A1 – A8)

The dissertation or case study will allow the assessment of the students' ability to analyse and develop coherent arguments and their ability to undertake research in areas of particular interest to them from across the programme. (A9 – A10)

All the forms of assessment used will assess varying aspects of the aforementioned cognitive skills. However, the following will help to assess particular aspects of the skills outlined. The coursework and/or examination for each unit will facilitate the assessment of the students' ability to identify, summarise and convey accurately crucial areas of knowledge across the programme. (B1 – B3)

The dissertation or case study will facilitate the assessment of the students' ability to interpret, analyse, and critique material and display research skills. (B4 – B9) In some units coursework includes presentation and live simulation.

Unit based assignments and examinations will be used to assess skills C1 – C8.

The project units, dissertation and case study will assess skills C1 – C7.

Transferable skills will be assessed via coursework including professional reports, independent contextual and situational presentations, case based group work and the dissertation (D1 – D6).

The assessment strategy enables each student to demonstrate that s/he has realised the learning outcomes of the programme and reached the standards required for the award.

It enables students to develop a systemic understanding and mastery of the academic content and its application to the corporate governance environment.

All units include formative as well summative assessment elements.

Options, where available, allow students to develop additional skills and knowledge in addition to the core material. All options include both formative and summative assessment modes.

The assessment strategy

- ensures that individual students are treated fairly,
- assists in the learning process and
- ensures that the standard of the award is maintained.

Assessment methods are appropriate to the learning outcomes being assessed and reflect the teaching and learning strategies used.

The assessment strategy encourages problem solving, critical analysis and synthesis of knowledge.

18. Course Structure, Progression and Award Requirements

See [Unit Web Search](#)¹ for full details on the course structure and units

The course consists of 120 credits of taught units followed by a 60 credit dissertation or extended case study exercise. The case study is equivalent to the dissertation in length and rigour but it requires students to apply their knowledge to a practical corporate scenario.

There are three 30 credit core units.

The remaining 30 credits are provided by a range of 30 credit option choices or a 30 credit unit entitled Legal Approach to Business (Legal Approach to Business is core for those students without an undergraduate law degree).

¹ www.port.ac.uk/unitwebsearch

Law graduates who have not studied Employment Law at undergraduate level (levels 4, 5 or 6) will be required to take the 30 credit Employment Law unit.

Each credit represents 10 hours of study time (300 for a 30 credit unit).

Accreditation of prior learning is possible.

The course is offered as a full time course over 12 months or a part time course over 3 years.

Opportunities for blended learning and work based learning will provide some flexibility in delivery. However, options are limited on this programme due to the need to meet ICSA syllabus requirements.

The LLM Corporate Governance and Law /Grad ICSA programme requires the accumulation of 180 credit points. Successful accumulation of 120 credits entitles the student to an exit award of Postgraduate Diploma in Corporate Governance and Law whereas successful accumulation of 60 credits entitles the students to an exit award of Postgraduate Certificate in Corporate Governance and Law.

Students will be eligible for graduate membership of the ICSA on successful completion of the LLM and on registering with ICSA.

19. Employability Statement

Success on the programme leads to a professional qualification in addition to the LLM. Graduates of the LLM will be eligible for ICSA graduate status (on registering with ICSA).

The development of the curriculum is supported by formal and informal links with employers and with professional bodies including the Institute of Chartered Secretaries and Administrators.

A professional mentoring programme is available for all postgraduate students.

There are opportunities to develop employment skills through work-based learning (Work-Based Learning Unit). This unit will develop students' employability skills, help students to gain an insight into how the workplace operates and extend the students' self management and research skills. Students will be supported by both an academic mentor and a mentor in the workplace.

Students who hold a qualifying law degree may select the Chartered Institute of Legal Executives accredited CILEx Level 6 Practice and Client Care Skills units. Successful completion of these units allows students, on registration with CILEx, to seek employment as a trainee legal executive.

The students will have access to a number of careers support activities run by the School of Law. These include a Law Careers Fair, a mentoring scheme and a series of careers workshops and guest speakers. In addition to this the students are able to use the facilities run by Purple Door.

Students are encouraged to join ICSA upon joining the programme. They will have the support of ICSA in their efforts to secure employment. ICSA's in-house recruitment agency will be able to assist students in their job search. Students will also receive Company Secretary magazine.

International students will be able to join their respective national ICSA associations, if any (subject to meeting their local requirements).

The School of Law has built up a range of less formal relationships with relevant employers and agencies. In recent years these have provided a number of students with work placements, traineeships and permanent positions. The School of Law will continue to develop these relationships.

Students on this programme will have a personal tutor. Personal tuition will be based around timetabled tutorial sessions and individually arranged appointments. In addition to personal development planning and pastoral care, the personal tutorials will be used to help support learning through the year.

Personal Development Planning (PDP) is delivered through the personal tutoring programme.

The School supports an active Student Law Society which both runs and enters many legal skills competitions each year (including mootings, negotiation and client conferences). Participation in

external competitions allows students to meet potential employers and develop their networking skills, as well as their legal skills. Academic staff support this with assistance as judges, as well as coaching, writing appropriate legal problems, administrative support and the School pays fees to enter some competitions. The School itself also organises and participates in competitions and skills exercises, including internal mooted competitions sponsored by barristers' chambers and mock trials.

Course Management

20. Support for Student Learning

- The Course is managed by a Course Leader.
- Extensive induction programme introduces the student to the University and their course.
- Each student has a personal tutor, responsible for pastoral support and guidance.
- University support services include careers, financial advice, housing, counselling etc.
- The Academic Skills Unit (ASK).
- The Additional Support and Disability Advice Centre (ASDAC).
- Excellent library facilities.
- The University of Portsmouth has consistently been awarded an excellent rating for student support and guidance in a number of Quality Assurance Agency inspections.
- Student course and unit handbooks provide information about the course structure and University regulations etc.
- Feedback is provided for all assessments.
- Personal Development Planning (PDP) for all awards.

21. Admissions Criteria

A. Academic Admissions Criteria

*Minimum entry requirements are in accordance with University regulations**

Applicants seeking entry to the course must satisfy the University that there is a good expectation that they will be able to fulfil the defined objectives and to achieve the standard required for the award. Applicants will be expected to have a relevant first degree or relevant experience and will be expected to possess basic numeracy skills. This will normally be the case if the applicant has one of the following:

1. An undergraduate degree with a classification of at least 2.2 in a subject area compatible with this course
2. Qualifications of national and overseas examination bodies and professional institution which are recognised as being equivalent to the above.
3. A BTEC or EdExcel Higher National Diploma of a good standard, or equivalent professional qualification, in a relevant discipline and at least three years relevant experience in employment.

Applicants who do not hold any of the above qualifications will be considered for entry on the basis of other academic, professional and/or vocational qualifications awarded by any institution or examination body recognised as equivalent to any of the above qualifications. Accreditation of prior certificated or experiential learning (APEL) may be granted as all or part of the admission qualification.

For students whose first language is not English, IELTS average 6.5 and no lower than 6 in each category or equivalent is required

*Currently Academic Regulations: Admission to the University, AR 1.15 Release 2.4

B. Disability

The University makes no distinction in its admissions policy with regard to disability and will endeavour to make all reasonable adjustments in order to make it possible for students to study at Portsmouth on a course of their choice.

22. Evaluation and Enhancement of Standards and Quality in Learning and Teaching

A. Mechanisms for Review and Evaluation

- Course Leader's Annual Standards and Quality Evaluative Review.
- Head of Department's Annual Standards and Quality Evaluative Review.
- Unit and Course Level student feedback considered at Board of Studies.
- Unit Assessment Board consideration of student performance for each programme.
- Annual Standards and Quality Reports to Board of Studies, including consideration of Subject and Award External Examiner Reports.
- Periodic Programme Review.
- Student Representatives and Student/Staff Consultative Committees.
- Staff Performance and Development Review.
- Peer Review and Development Framework.
- Faculty Learning and Teaching Committee.

B. Responsibilities for Monitoring and Evaluation

- Unit Co-ordinators for unit content and delivery.
- Course Leader for day-to-day running of course.
- Board of Studies with overall responsibilities for operation and content of course.
- Head of Department.
- Associate Dean (Academic).
- Associate Dean (Students).
- Quality Assurance Committee.
- Unit, Award and Progression Board of Examiners.

C. Mechanisms for Gaining Student Feedback

- Student Representation on Board of Studies.
- Student Staff Consultative Committees.
- Unit and Course level student feedback questionnaires.

D. Staff Development Priorities

- Academic staff undertake activities related to research, scholarship, teaching and learning and student support and guidance.
- Annual staff performance and development reviews match development to needs.
- Managers undertake a variety of management development programmes.
- New academic staff required to undertake PgCert Learning and Teaching in Higher Education.
- All academic staff encouraged to seek Higher Education Academy membership.
- Academic staff new to teaching required to undertake Graduate Students Professional Development Programme (GPROF) or Associate Lecturer Professional Development Programme (ALPROF).
- Support Staff are encouraged to attend short courses in areas such as minute taking, and specific IT packages.

23. Assessment Regulations

The current University of Portsmouth academic regulations will apply to this programme (see [Assessment and Regulations²](#)).

24. Role of Externals

Subject External Examiners who will:

- Oversee unit assessment and usually attend Unit Assessment Boards
- Review unit assessment strategy
- Sample assessment artefacts
- Present report to Unit Assessment Boards

Award External Examiners (usually also a Subject External Examiner) who will:

- Oversee and attend Award/Progression Boards
- Scrutinise and endorse the outcomes of assessment
- Ensure that the standard of the award is maintained at a level comparable with that of similar awards elsewhere in the United Kingdom

25. Indicators of Standards and Quality

A. Professional Accreditation/Recognition

Institute of Chartered Secretaries and Administrators

Chartered Institute of Legal Executives

B. Periodic Programme Review (or equivalent)

Validation of the LLM Corporate Governance and Law/GRAD ICSEA, LLM Law and LLM International Business Law in 2009.

Validation of the LLM Corporate Governance and Law/GRAD ICSEA, LLM Law and LLM International Business Law in 2011

Periodic Programme Review 2013

C. Quality Assurance Agency

QAA Higher Education Review, March 2015, judgements about standards and quality meet UK expectations (*for full report see [Higher Education Review of the University of Portsmouth, March 2015³](#)*).

D. Others

None.

26. Further Information

Further information may be found in:

- Student Handbook
- University of Portsmouth Curriculum Framework Document
- University of Portsmouth Prospectus

² www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/assessmentandregulations/

³ www.qaa.ac.uk/en/ReviewsAndReports/Documents/University%20of%20Portsmouth/University-of-Portsmouth-HER-15.pdf

- [University of Portsmouth](#)⁴ and [School of Law](#)⁵ websites

⁴ www.port.ac.uk/

⁵ www.port.ac.uk/aboutus/