

## MloD Director Development Programme Specification

Document prepared by OU

## Postgraduate Certificate in Corporate Governance

2020-2021

*This document details the aims, learning strategies, structure and intended learning outcomes that participants should achieve if they fully engage with the content of the programme. The document is intended to support and inform prospective students, current students, academic and support staff and external stakeholders.*

1. PROGRAMME INFORMATION	
Title of final qualification	Postgraduate Certificate in Corporate Governance
Awarding Body	Open University of Mauritius
Institution in charge of delivery:	Mauritius Institute of Directors
Programme Manager MloD	tbc
Programme Manager OU	Mr Mrinal Sohoraye
Administrative Contact point	
Programme duration	Minimum 6 months Maximum 2 years.
Total Credits	30 credits
MQA NQF level	Level 9
EQF level	Level 7
External Accreditors	Mauritius Institute of Directors (MloD)
Last revision	Indicate last date (month and year) the programme was revised.

<b>2. ENTRY REQUIREMENTS</b>	
General:	<p>General Entry Requirements under Direct Entry to Taught Postgraduate Programmes:</p> <p>A person may normally be admitted as a learner for a Postgraduate Programme if he/she</p> <p>(i) is a recognised graduate who has attained a standard at least equivalent to that of a Bachelor’s Degree with at least second class in a subject related to that of proposed programme of study accepted by the Academic Council.</p> <p>OR</p> <p>(ii) has passed an examination including a professional qualification in such a subject at a standard equivalent to year three or equivalent to a Bachelor’s Degree with at least second class. possesses a Bachelor’s degree with an award below a Second-Class degree from a recognised institution and has at least two years of relevant working experience.</p>
Programme specific:	<p>The Director Development programme consists of three levels: the Postgraduate Certificate in Corporate Governance, the Postgraduate Diploma in Corporate Governance and a final level with two alternative options: a Master’s in corporate Governance or the professional designation of Chartered Director. This document pertains to the <b>Postgraduate Certificate in Corporate Governance.</b></p> <ol style="list-style-type: none"> <li>1. Admission for the <b>Postgraduate Certificate in Corporate Governance</b> award requires an active MIOD membership.</li> <li>2. Admission for the <b>Postgraduate Diploma in Corporate Governance</b> award requires an active MIOD membership and a Pass in the Certificate of Corporate Governance.</li> <li>3. <b>Master’s Pathway:</b> Admission into the Master in Corporate Governance requires an active MIOD membership and a Pass in the Diploma in Corporate Governance.</li> <li>4. <b>Chartered Director Pathway:</b> Admission into the Chartered Director programme requires candidates to: <ul style="list-style-type: none"> <li>• Have a pass in the MIOD Certificate and Diploma in Corporate Governance;</li> <li>• Be a fully paid up Member or Fellow of the MIOD;</li> <li>• Demonstrate being an active member of an autonomous board or equivalent comprising at least three directors (executive and non-executive) who meet a minimum of 4 times per year;</li> <li>• Have a minimum of 3 years’ experience as a director if you hold a degree or professional qualification (e.g. ACA, CIMA, ACII, CEng, CIPD etc.) or 5 years’ experience as a director if you do not hold a qualification;</li> <li>• Work for an organisation with at least 5 employees (excluding directors) and which generates a turnover of at least Rs. 10M.</li> <li>• Have a recommendation by a proposer and seconder respectively</li> </ul> </li> </ol> <p><b>Note:</b> The Proposer and Secunder should be either Members or Fellows of the MIOD with more than 5 years’ experience as board member.</p>
Professional Body	The Director Development Programme is certified for five years by the <b>Mauritius Institute of Director (MIOD).</b>

Participants who pass in the Postgraduate Diploma in Corporate Governance and who have the appropriate experience would be eligible to apply to become a Fellow of the MIOD.

To gain the designation of **Chartered Director**, participants need a pass in the Chartered Director portfolio evaluation and an active MIOD membership.

### 3. DIRECTOR DEVELOPMENT PROGRAMME OVERVIEW

The Director Development programme aims at equipping senior managers with the knowledge and skills required to act effectively as a company director. The Director's role differs from a senior manager's role whose responsibilities are to take daily management decisions. A Director is expected to drive the company's long-term success by directing the company's affairs collectively with other board members.

The programme is run on a blended-learning mode combining face to face learning interactions with e-learning. Using practical and hands-on approaches to learning, participants will be given the opportunity to develop knowledge and leadership capabilities through learning activities geared towards developing analytical and critical thinking skills, reasoning, a strategic mindset and the ability to challenge decisions as applicable in the context of a board.

The programme is structured in three stages and each stages of the programme – Postgraduate Certificate, Postgraduate Diploma and Professional Portfolio – build on each other to allow participants to gradually improve their knowledge and extend the skills that support effective directorship. The completion of all three stages provide participants with a personal and professional development pathway leading to the designation of Chartered Director.

The first two stages allow participants to acquire and apply the knowledge and skills required for effective directorship. When registering for the assessment of the PGCert and PGDip students will need to provide evidence (via a certificate of attendance) of having completed the modules as listed in the programme specification. The completion of these modules will provide participants with the necessary knowledge-base to complete the case study assessments component that lead to the awards of PGCert and PGDip in corporate governance.

The last stage requires participants to put the knowledge and skills acquired during the previous stages into practice through their experience as company director.

All modules in the DDP programme are offered as stand-alone modules. Participants can choose when to take each module and the pace at which they wish to complete each level, provided they do it within a maximum period of 2 years for each level of the DDP.

**This document pertains to the first stage of the DDP: the postgraduate certificate (PGCert) in corporate governance.** Participants who have completed the modules as listed in the programme specification will be able to register for the assessment of the PGCert in Corporate Governance.

**Note:** When registering for this programme, in addition to the module fees, participants will be required to pay a registration and assessment fee of Rs. 50,000. The registration and assessment fee is not HRDC refundable.

#### 4. Aims and Learning outcomes

<b>Postgraduate Certificate in Corporate Governance</b>	
Aims and objective of the programme:	<p>The aim of the Certificate in Corporate Governance is to equip the participants with the core knowledge and awareness that are necessary to function effectively as a director. The certificate consists of exploring the roles, responsibilities and legal duties of directors and understanding the characteristics of each board member. It will allow participants to acquire a sound knowledge of financial terms and concepts that exist within an organisation. Participants will also study the different concepts and challenges of corporate sustainability.</p> <p><b>Who is this for?</b> The certificate in Corporate Governance is designed to meet the development needs of existing, new and aspiring members of Boards of Directors. It will meet the development needs of advisors and senior managers who report to the board or board committees.</p>
<b>Intended Learning outcomes:</b> Having successfully completed this component of the programme you will be able to:	
Knowledge and understanding	<p>K1: Define and explain the key principles of good corporate governance systems; K2: identify and describe shareowners' rights, interests and agreements; K3: explain the corporate governance framework- its constitution, board charter, code of ethics, policies and procedures; K4: describe good practices in managing board directors' roles, responsibilities, legal duties, committees and remuneration; K5: understand the concepts within financial statements and Identify different capital investment appraisal techniques; K6: understand the reporting environment and identify the key users and their information needs. K7: describe the business case for corporate sustainability and their best practices</p>
Cognitive skills	<p>C1: Ability to respond to corporate governance and challenges; C2: analyse directors' legal duties and liabilities; C3: analyse and assess the different governance issues; C4: identify critical ethical challenges and how these are addressed through a business ethics system C5: analyse the key elements in financial reporting; C6: assess the critical issues associated for determining a company's capital gearing, dividend policy and valuation. C7: analyse the challenges of corporate sustainability</p>
Practical/ professional Skills	<p>P1: Ability to understand each key stakeholder role and recognise their importance; P2: ability for external audit to make sound corporate governance decisions; P3: create awareness of the Board's key functions and how to apply high ethical standards; P4: create an effective balanced board.</p>
Transferable skills	<p>T1: Work effectively as part of a task-orientated and diverse group; T2: ability to articulate and effectively communicate information in writing.</p>

## 5. LEARNING AND TEACHING STRATEGY

### Learning and teaching methods:

The Director Development Programme is a blended learning programme that put participants at the heart of the learning process and combines guided online learning with intensive face-to-face learning.

At the **Postgraduate Certificate** level participants will be given an opportunity to engage with the learning material firstly through guided online learning and secondly through face-to-face sessions.

Online learning will encourage participants to engage with the content through activities such as discussion forums, reflective learning activities, quizzes, and self and peer-assessed activities. All online activities will be guided by an experienced online tutor.

The independent learning period will be complemented by immersive and intensive face-to-face sessions. The purpose of these sessions is for participants to put in application their learning by engaging in problem-solving activities.

### Overall Workload:

Your overall workload as a participant consists of independent learning, e-learning activities, work-based learning and the immersive day classes. The following gives you an indication of how much time you will need to spend on the different components of your programme at each level. Each ECTS credit taken equates to 25 hours of study time.

The expected study time for this programme will be as follow:

#### Postgraduate Certificate:

The modules OUpm01911 Corporate Governance , OUpm019112 The Board and its Role and OUpm019113 Corporate and Financial Reporting are recognised as representing an expected 750 hours of study time: 57 hours face-to-face, 190 hours of independent study time and 503 hours of work-based learning.

Of the 750 hours of study time, it is expected participants will devote 73 hours of direct study for the preparation and completion of the Case study component of the programme (the assessment) .

Work-based learning consists of learning through, for and at the workplace.

#### Your typical week:

A typical study week for a participant will involve 8 to 10 hours of study time consisting for example of engagement in online discussion forums, the completion of online activities and independent study time to review readings, textbooks and relevant sections of the module content.

Participants are guided by experienced tutors throughout their engagement with learning activities on the e-learning platform.

On weeks 1, 3 and 6 of each module, participants will get a chance to immerse themselves in active face-to-face learning with their tutors. These immersive days are a chance for participants to meet with fellow participants and to put in application the learning acquired online in the preceding weeks.

## 6. ASSESSMENT STRATEGY

### Assessment Methods

At the Postgraduate **Certificate level** participants will be expected to prepare comprehensive Case Studies Analyses covering the learning outcomes of the certificate. Students will be expected to apply the learning acquired through the three modules: Corporate Governance, The Board and its Role and Corporate Financial Reporting.

### Postgraduate Certificate in Corporate Governance

Module code and Title	Assessment Method	Programme Learning Outcome	Requirement for Award
OUpm019111 - Corporate Governance*	Case Studies Project (100%)	K1; K2; K3; K6; K7 C1; C2; C3; C4; C5; C6; C7	A pass
OUpm019112 - The Board and its Role*		P1; P2; P3; P4 T1; T2	
OUpm019113 - Corporate Financial reporting*			

**\*Award of the PGCert in Corporate Governance requires that students pass the Case Study Assessments of the programme. The Case Study Assessments will assess the learning outcomes of all three modules listed above.**

Assessment will consist of a some **Case Study Analyses** that will assess learning outcomes of all the module units within the PGCert programme. The assessment will count for **100%** of your final grade for the PGCert. The assessment will take place at the end of the term when participants will have completed all module units of the Certificate programme. You will have one face-to-face session and **five weeks** of independent study time to prepare for the **Case Studies Analyses**. The actual assessment will take place in a controlled environment.

An assessment blueprint with detailed instructions and marking criteria will be provided to participants at the beginning of the course and a Case Study Analysis briefing will be provided on the last intensive face-to-face session.

### Assessment Criteria

Assessment Criteria will be communicated together with the Assessment Blueprint at the beginning of the programme and will be posted on the programme page of the e-learning platform.

### Assessment regulations

To be awarded the **PGCert in Corporate Governance**, participants will need to meet the threshold standards described in the assessment criteria for the overall Case Study Analyses. There are no marks, participants either pass or fail the module.

### Academic Feedback

Feedback comprises of the participant's formal feedback but also, and more importantly, includes the tutor/supervisor's regular verbal and written advice about your work throughout the duration of the programme.

### Informal Feedback:

Throughout the programme participants will be receiving informal feedback on their performance. Feedback should help participants to self-assess their work as they progress through their studies and help them develop a better understanding of expectations.

**Formal Feedback:**

Participants can expect to receive formal written feedback on their assessed work no later than 15 working days after it has been submitted.

**Late submission, Extension and Re-sit Policy**

The Open University policy on late submission, Extension and re-sits which can be found in the university [Rules and Regulation](#).

**Special Circumstances**

MloD will follow the Open University policy on special circumstance which can be found in the university [Rules and Regulation](#).

**Assessment Regulations**

MloD will follow the Open University regulations on assessment and examination which can be found in the university [Rules and Regulation](#).

**7. ACADEMIC MISCONDUCT**

As a safeguard to the quality and standard of qualifications and awards, we take any incidence of academic misconduct seriously and will investigate any reported case.

Academic Misconduct refers to any activity where a student, through unpermitted means, seeks to gain an advantage in the completion of an assessment. Any unpermitted action will be considered as academic misconduct when occurring during a formal assessment considered by the Board of Examiners and undertaken in pursuit of an Open University qualification or award.

**Plagiarism** (using, intentionally or unintentionally another's person work and presenting it as its own) will be systematically checked through an automated text-matching detection software that supports the detection of plagiarism: Turnitin.

**Any suspected cases of academic misconduct will be reported and investigated.**

**8. PROGRAMME STRUCTURE****Semester 1 – Certificate in Corporate Governance**

Level 9 (NQ-MQA) – 2<sup>nd</sup> cycle Advanced (NQ-EHEA)

Code	Module Title	Credits
OUpm01911	Corporate Governance	10
OUpm01912	The Board and its role	7
OUpm01911	Corporate and Financial Reporting	13
<b>Overall credit Total</b>		<b>30</b>

## 9. GRADING

### Grading system:

Assessments are not graded. Learners need to pass the programme combined assessment to be eligible for the award. Marking criteria for passing the assessment is available on the assessment specification document.

## 10. PROGRESSION, EXIT POINTS AND AWARD

Classification of Awards

Award	Title	Level NQ-MQA	Total required Credits	Condition for Award
Postgraduate Certificate	Corporate Governance	9	30	Pass
Postgraduate Diploma	Corporate Governance	9	60	
Master's	Corporate Governance	9	90	

Professional Accreditation	Title	Level NQ-MQA	Total required Credits	Condition for Accreditation
Chartered Director	Chartered Director	9	90	Pass



**11. Curriculum Map of Programme modules against intended learning outcomes**

Module Code	Module unit	Knowledge and understanding							Cognitive Skills							Practical Skills				Transferable Skills					
		K1	K2	K3	K4	K5	K6	K7		C1	C2	C3	C4	C5	C6	C7	P1	P2	P3	P4				T1	T2
OUpm019111	Corporate Governance	√	√	√				√		√		√	√			√	√							√	√
OUpm019112	The Board and its role				√						√								√	√				√	√
OUpm019112	Corporate and Financial reporting					√	√							√	√		√							√	√