



**COMMONWEALTH EXECUTIVE
MASTER OF BUSINESS
ADMINISTRATION**

**COMMONWEALTH EXECUTIVE
MASTER OF PUBLIC ADMINISTRATION**

PROSPECTUS



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

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COMMONWEALTH of LEARNING

Learning for Sustainable Development

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WELCOME MESSAGE



A stylized, handwritten signature in black ink, appearing to read 'W. Adams'.

Dr. Winston Adams
UCC Group Executive Chairman

As Executive Chairman of the UCC Group of Companies, and a partner in the CEMBA/CEMPA programmes, it is with great pleasure that I extend congratulations and well wishes to all students embarking on this exciting and enriching journey.

The aim of the University of the Commonwealth Caribbean and the Commonwealth of Learning programmes is to equip people with the knowledge that enables them to be agents of economic and social development and change. We are committed to delivering the highest quality learning and professional development opportunities in an environment that is most conducive to learning.

Both the CEMBA and CEMPA programmes provide comprehensive and in-depth coverage of leadership and management practices that are relevant to today's challenging issues and concerns. The programmes benefit significantly from the excellent learning materials that have been designed and developed by leading Commonwealth universities.

Both programmes were designed for busy working professionals, in response to the growing demands for post-graduate level education in business and public administration.

Please join us in our mission to build future leaders. Start your journey with the CEMBA-CEMPA.

COMMONWEALTH OF LEARNING

Professor Asha Singh Kanwar, one of the world's leading advocates for learning for development, became President and Chief Executive Officer of the Commonwealth of Learning (COL) on 1 June 2012.

Professor Kanwar joined COL as Education Specialist, Higher Education, on 1 March 2003 with the major responsibility of working with Commonwealth governments and organisations in policy and systems development, within the context of open and distance learning (ODL). On 1 April 2006, she became Vice President and assumed additional responsibility as Programme Director in April 2007. As Vice President, she was specifically responsible for stakeholder engagement and programme direction.

A recipient of several awards and fellowships, Professor Kanwar brings with her the experience of having studied and worked in different contexts, both developing and developed. She received her undergraduate, master's and MPhil degrees from the Panjab University in India. She was awarded a scholarship for a DPhil programme at the University of Sussex, which she completed in 1986.

She was also a Fulbright Fellow for post-doctoral research at Iowa State University, where she was later invited to teach, and was a Visiting Fellow at the University of Leiden, the University of Toronto and the Open University of Hong Kong. Professor Kanwar received the International Council for Open and Distance Education (ICDE) Prize of Excellence in 2009.



Professor Asha Singh Kanwar

President & CEO

The Commonwealth of Learning

GENERAL INFORMATION

CEMBA-CEMPA PROGRAMMES

The Commonwealth of Learning partners with universities around the world to offer the Commonwealth Executive Master's programmes in a flexible, cost effective and viable mode of delivery. Convenient study options offer busy managers and working professionals a novel way of accessing a high-quality management education at an affordable cost.

Students may choose from two fields of study: Business Administration (CEMBA) or Public Administration (CEMPA) with the option of multiple exit points from which they can earn a post-graduate diploma or an Executive Master's degree.

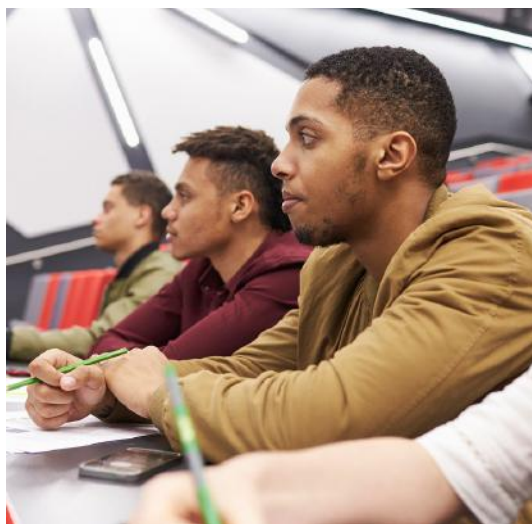
Features of the graduate degree programmes:

- Cost effective and cost efficient educational operations
- Provision of equal opportunity of admission
- Self instructional learning materials, in print and non-print media (where relevant)
- Provision of face-to-face/classroom lecture sessions
- Continuous and terminal evaluation
- Offered by a consortium of reputable universities in several of the 54 nations of the Commonwealth
- Courses designed and developed by Canada's top universities including York University, University of Toronto and University of Windsor
- Programmes taught by a cadre of highly respected faculty



PROGRAMME AIM & OBJECTIVES

The Commonwealth Executive MBA/MPA (CEMBA/CEMPA) Programme complements existing MBA/MPA programmes offered in the Commonwealth to meet the demand for post-graduate management and public administration education.



The CEMBA-CEMPA OBJECTIVES ARE:

- To enable students in the Commonwealth countries where the programmes are offered to obtain Master's degrees in the areas of Business Administration and Public Administration, contributing to their professional growth and career advancement and to their country's development.
- To develop human resources in various aspects of the areas noted above.

- To develop quality post-graduate programmes that can be implemented widely in the Commonwealth countries and can be internationally recognised.

PROGRAMME STRUCTURE

The CEMBA-CEMPA Programme consists of three components:

- Core Courses
- Specialist Compulsory Courses
- Required Courses

STUDENTS CAN EARN BOTH THE CEMBA & CEMPA DEGREES

CREDIT HOURS - DEGREE I (24 months)

CEMBA (Core Courses - 3 credits each)	CEMPA (Core Courses - 3 credits each)
Management in Organisations Managing Human Resources Quantitative Techniques* Managing Information Systems Operations Management* Financial Accounting and Management* Managerial Accounting – Information for Decision-making* Economic Environment of Business*	Management in Organisations Managing Human Resources Quantitative Techniques* Managing Information Systems Operations Management* Financial Accounting and Management* Project Management Public Systems Management
Capstone Course (3 Credits)	Capstone Course (3 Credits)
Strategic Management	Strategic Management
Required Courses	Required Courses
Business Ethics (3 credits) Research Methods for Management Decision-Making (3 credits) Applied Research Project (3 credits)	Business Ethics (3 credits) Research Methods for Management Decision-Making (3 credits) Applied Research Project (3 credits)
Specialist Compulsory Courses (3 Credits Each)	Specialist Compulsory Courses (3 Credits Each)
Quality Management Marketing Management	Development Planning and Administration Public Policy

STUDENTS CAN EARN A SECOND MASTER'S DEGREE (CEMBA/CEMPA) AFTER COMPLETING THE REQUIREMENTS FOR THE FIRST DEGREE

CREDIT HOURS - DEGREE II (12 months)

CEMBA (Core Courses - 3 credits each)	CEMPA (Core Courses - 3 credits each)
Economic Environment of Business Managerial Accounting: Information for Decision Making.	Public Systems Management Project Management.
Specialist Compulsory Courses (3 Credits Each)	Specialist Compulsory Courses (3 Credits Each)
Marketing Management Quality Management	Public Policy Development Planning and Administration
Compulsory Courses (3 Credits Each)	Compulsory Courses (3 Credits Each)
Global Context for Organisations Public Safety and Health in Disaster Management	Global Context for Organisations Public Safety and Health in Disaster Management
Required Course (3 Credits)	Required Course (3 Credits)
Master's Applied Project	Master's Applied Project

CEMBA/CEMPA

Core Courses

The CEMBA CEMPA programmes share the following core courses:

- Management in Organisations
- Managing Human Resources
- Quantitative Techniques
- Managing Information Systems
- Financial Accounting & Management
- Operations Management
- Strategic Management

Other core courses for CEMBA

- Economic Environment of Business
- Managerial Accounting

Other core courses for CEMPA

- Project Management
- Public Systems Management

Specialist Compulsory Courses

Each programme has two (2) specialist compulsory courses.

CEMBA Programme:

- Quality Management
- Marketing Management

CEMPA Programme:

- Development Planning and Administration
- Public Policy

Required Courses

There are three required courses:

- Business Ethics
- Research Methods for Decision-making
- Master's Applied Project

Single Module Certification Offerings

Commonwealth Executive Higher Learning Certification

- *Persons who are not participating in the master's programme may take up to 4 modules as single certificate courses*



COURSE SUMMARIES

MANAGEMENT IN ORGANISATIONS MGT601

This course primarily addresses topics in the related fields of organisational behaviour and organisation development. Within the contemporary learning organisation individual and team dynamics play an important role in shaping relationships and therefore in determining outcomes. Specifically, understanding the role of the leader and the manager is important to effective stewardship over organisational resources. The course begins with a micro focus, moving from the individual level to group behaviour in organisations. It incorporates issues relating to globalisation, communication, decision-making, leadership, management, culture, organisational change, conflict resolution, and negotiation. Upon successful completion of this course, the learner will possess knowledge of modern concepts and techniques relative to the topic and its application in various organisational settings.

MANAGING HUMAN RESOURCES HRM609

This course is about talent acquisition and talent management; human capital development and organisational capacity building. MHR seeks to create workplace synergies which allow for a seamless interaction of the human factor with business processes to achieve optimum customer satisfaction, productivity and profitability for the company. Human Resource Management begins with determining the number of persons necessary to undertake the approved function(s), identifying the skill-sets required to fulfill these responsibilities, developing policies to attract the right candidates for the positions, creating workplace environments to retain and develop the persons, and providing a framework that stimulates the type of productivity which results in company profitability and competitive advantage.

QUANTITATIVE TECHNIQUES

MTH604

The course is designed to expose students to some of the statistical and problem-solving tools and techniques that are necessary to perform accurate quantitative analysis in the decision-making process. Students will get an insight into the application of Operations Research (OR) and Management Science (MS). The objective of this course is to provide participants with applied knowledge relative to problem-solving and data management tools and techniques.

MANAGING INFORMATION SYSTEMS

ITT603

This course is fundamental to the effective management of government, human services, or profit making organisations. The growth of the internet, the globalisation of trade, and the rise of information economies, have raised the importance of information technologies and systems in business and public sector enterprises. It is therefore essential that managers understand how information technologies are changing business and organisation dynamics today and how these environments are likely to further change in the near term as digital technologies continue to evolve.

This course is designed to help present and aspiring managers make better decisions about technology usage and achieve the maximum value from their information technology investment.

FINANCIAL ACCOUNTING & MANAGEMENT

MGT606

This course provides students with an understanding of financial accounting and basic financial management. It is designed to provide the student, upon satisfactory completion of the course, with the ability to identify, record, communicate (or report), and analyse accounting transactions/ events; and to interpret accounting transactions/ events and financial statements so as to better inform the decision-making process. The course begins with an overview of the fundamentals of accounting and finance: the importance of accounting and finance to various types of entities, ethics in accounting, how business transactions are reflected in financial statements, how tools, such as, the accounting equation, ledger, trial balance, and the double entry system, are used in accounting, the timing of reports and the need for accounting adjustments, preparing financial statements, and applying the closing process. In the accounting aspect of the course, students are exposed to reporting and analysing, that is, merchandising operations, inventories, cash and inventory controls, accounts receivable, long-term (fixed) assets, current and long-term liabilities, equity, and cash flows. On the financial side, students will analyse and interpret financial statements: horizontal, vertical, ratio, and decision analysis; and they will also apply basic financial management tools and techniques, such as, financial budgeting and forecasting, time value of money, risk and return, and investments and international operations.

OPERATIONS MANAGEMENT

MGT606

This course is designed in the context of the dynamic environment in which management operates. Many of the changes can be initiated by the manager but usually they are not. They are dictated by shortened product life cycles, technological advances, and the constant growth in knowledge concerning customer needs and how to better meet these needs. Similarly, governmental and social environments are important change factors since the organisation is strongly affected by an awareness of social consequences in its pursuit of its ends. In view of these facts, today's organisation must rely heavily on quantitative methods supported by management information technology to handle its many routine and complex well-structured problems. Management has at its disposal several approaches in interpreting, analysing, and solving operational problems in diverse areas such as production planning, capacity planning, facilities planning, materials management, logistics management, work systems design, scheduling and sequencing.

STRATEGIC MANAGEMENT

MGT620

This course examines the evolution and process of public systems management and is concerned with development, evaluation, and implementation in complex public systems. Public Systems Management is primarily an in-depth analysis of a variety of structures, facts, analytical procedures, and techniques that should be used in public systems management. Students will be led to consider government structures and the different privatisation and deregulation methods used to enhance public systems, the planning tools used in determining government subsidies, taxes, purchases, and the use of a comprehensive regulatory

framework to enhance environmental and competitive policies within the local economies. Students will also discuss various concepts and issues that have informed, and continue to inform, public systems over time. It examines principles that inform the New Public System Management, and the transformation of public administration and management to a market-based, customer-oriented paradigm seeking to determine the role and relevance of government and its ideal size.

ECONOMIC ENVIRONMENT OF BUSINESS

BUS605

This course is intended to raise the awareness of participants about the economic environment in which businesses and all organisations operate today, and to give them the theoretical construct within which to make many of the key economic decisions facing the contemporary leader within the public and private sector. A foundation in the traditional construct of micro-economics and macro-economics having to do with government policies, the behaviour of markets and the like is essential but not enough. Economists addressing the micro-economic environment analyse the functioning of individual markets and industries and the behaviour of individual decision making units. Economists observing the macro environment deal with the economic behaviour of aggregate factors, both national and international, influencing all decision-making. In analyses of government policy affecting business, two questions arise: "What should the role of Government be?" and "What factors explain the actual conduct of government?" This course seeks to guide students in answering these pertinent questions. The course is also designed to capture the essential economic consideration of starting and operating a business, the economic environments within which business operates, and could be useful for students in other specialties.

MANAGERIAL ACCOUNTING: INFORMATION FOR DECISION-MAKING

ACT611

Managerial Accounting – Information for Decision-Making is concerned with the providing of information to managers – i.e., the people inside an organisation who direct and control its operations that will help in their decision-making and in maintaining and improving the efficiency and effectiveness of business operations. It involves the study of the systems, procedures, and policies that an organisation employs to assist it in making decisions about practically all matters of business operations relating to financial health and performance of the entity. This course is designed to provide an understanding of the management issues associated with these systems, procedures, and policies, and an understanding of the tools used to identify and solve such issues. These tools include an understanding of cost information, the ability to develop costing systems, the ability to recognise and isolate relevant costs, the preparation of capital budgeting analyses, and the development of appropriate organisational structures. The student of the Managerial Accounting – Information for Decision-Making module will, therefore, upon satisfactory completion of the course, have the knowledge and ability to provide relevant, reliable, and timely information to managers that will assist in decision-making and will contribute towards improving the efficiency and effectiveness of the organisation.

PROJECT MANAGEMENT

MGT641

While focus is appropriately placed on the quantitative aspects of Project Management practices, the influence of qualitative factors too often receives less focus. This course will place appropriate emphasis on these qualitative factors, including Leadership, Human Resource Management, and the issues of Power in the process of managing projects. Most organisations are not project-based operations and have to consistently make decisions on which aspect of business development should be segregated into a project focus. The course will provide students with the factors which influence those decisions and the subsequent interrelationship of projects within the organisation. The programme commences with an environmental context, exposing the traditional framework of projects and project types before exploring the knowledge areas of Project Management and their application.

PUBLIC SYSTEMS MANAGEMENT

MGT608

This course examines the evolution and process of public systems management and is concerned with development, evaluation, and implementation in complex public systems. Public Systems Management is primarily an in-depth analysis of a variety of structures, facts, analytical procedures, and techniques that should be used in public systems management. Students will be led to consider government structures and the different privatisation and deregulation methods used to enhance public systems, the planning tools used in determining government subsidies, taxes, purchases, and the use of a comprehensive regulatory framework to enhance environmental and competitive policies within the local economies.

Students will also discuss various concepts and issues that have informed, and continue to inform, public systems over time. It examines principles that inform the New Public System Management, and the transformation of public administration and management to a market-based, customer-oriented paradigm seeking to determine the role and relevance of government and its ideal size.

DISASTER MANAGEMENT

MGT645

This module examines various hazards and vulnerability factors contributing to disasters. The causes of disasters and the management aspect are examined from the spatial and temporal contexts. A synergy of the natural environment and the private and public sector in disaster management will be the main thrust of this module. The emphasis is that poor land use planning and management is the most important contributor to disaster occurrences, and proper land use planning and management mitigates hazardous effects. Students will be required to propose appropriate technical and socio-economic mitigation measures to solve disaster problems.

GLOBAL CONTEXT FOR ORGANISATIONS

BUSI6001

This course presents a systematic overview of global and international business. There is an integrated progression of topics beginning with an understanding of what constitutes global business; the globalisation of markets and the internationalisation of the firm; the cultural environment of IB; political, legal, and economic systems, and government intervention; entering and operating in global markets; influences on international investment, finance, and business; global strategy and marketing; and human resource management in the global firm.

PUBLIC SAFETY AND HEALTH

IN DISASTER MANAGEMENT

OESH6001

This module examines safety and health issues starting at site specific then to the wider environment. The intention of disaster management is to maintain safety and health to the public. This maintenance of safety and health becomes the principal objective of the disaster management process. This course introduces students to knowledge and skills for maintaining safety and health in work places and the broader environment. The course provides managers with strategies for high risk assessment, mitigation, and response techniques relating to safety and health at the work place and in public spaces. Managers should be able to make a link between hazards mitigation and maintenance of safety and health at the work place and the importance of safety and health for the general public or in the wider community.

REQUIRED COURSES



Business Ethics – ETH600

This course deals with the principles, practices, and ethical concerns/challenges that organisations face in their daily operations. The course is designed for students to become acquainted with the theoretical basis of business ethics: stakeholder-theory, theories of responsibility, normative ethical theory, and intercultural ethics. This course examines the ethical aspects of individual and corporate decision-making in business and provides resources for making ethical decisions within the context of managerial practice. It will be used to introduce the stakeholder and issues management methods as strategic and practical ways for mapping corporate, group, and individual relationships so students can better understand and apply ethical reasoning in the marketplace and in the workplace relationships.

Research Methods for Management Decision Making - RSH660

This module is designed to prepare postgraduate students for undertaking meaningful individual research. It therefore introduces participants to basic knowledge and skills that will assist them in identifying and defining suitable research topics, and in planning and conducting research to improve the practice in business and public administration. This module covers the basic terms, research orientations and designs, data collection and analysis methods, interpretation, as well as methods of reporting of formal research study.

Applied Research Project - RSH661

The objective of the Applied Research Project module is to help the student develop the ability to apply multidisciplinary concepts, tools,

and techniques while solving organisational problems. The Applied Research Project Course helps students demonstrate their ability to apply the various concepts learned during the programme and contribute analysis and findings to the body of knowledge in management or public administration, in a field of their particular interest. Students take up the Applied Research Project course

after completing the eight core courses for their respective programme and the Research Methodology for Management Decision-making module. The Applied Research Project is a 3-credit group research activity. Students forward the project proposal to the Programme Director and undertake the project when the proposal is approved.



SPECIALIST COMPULSORY COURSES

QUALITY MANAGEMENT- MGT621

A critical examination of government efforts to impact on behaviour is a necessary part of any societal analysis. Course participants will explore in detail the nature and meanings of public policy, its variations, and the evaluative process. In doing this, students will analyse the contexts and justifications that governments provide for public policy. Public policy analysis is a real world enterprise; this course will therefore require case-study assessments of actual public policy, focusing on the process, actors, decisions, and consequences of government action.

Marketing Management – MKT602

This course examines the process of marketing management and is concerned with its development, evaluation, and implementation in complex environments. Upon satisfactory completion of this module, participants should be able to demonstrate an understanding of the major concepts, theories, and models that underpin marketing management, marketing in a developing economy, and the concept of service; use knowledge of marketing management theories and research to plan marketing mix, market segmentation, marketing organisation and the marketing decisions; assess, interpret, and evaluate determinants of consumer behaviour, models, and the Jamaican consumer environment; critically

evaluate major theories and models of product management, life cycle, new product development, and branding and packaging decisions; assess alternative approaches to managing pricing and promotion strategy, advertising and publicity, personal selling and sales promotion, sales forecasting, and distribution strategy.

Public Policy – PLC622

This course is designed to provide participants with an overview and grounding in the essentials of Quality Management. Quality has become a strategic issue in productive and service, profit and not-for-profit, and public and private organisations. Participants will learn to differentiate between the three branches of Quality – Quality Planning, Quality Control, and Quality Management; will be exposed to the history of Quality Management and the driving forces behind its rapid development within emerging and new economies; will be grounded in the principles of Quality Management; and will be given basic information relating to the tools, techniques, and procedures. Importantly, the course will raise participants' awareness concerning the work of the major contributors, such as, Juran and Deming, to the development of the Quality Management movement.

Development Planning and Administration ADM623

The course primarily addresses development planning and administration in the context of developing countries, with specific focus on the historical, current, and prospective development issues in the Jamaican setting. It seeks to sensitise learners to the importance of planning for effective development, to impart planning skills, techniques, and tools that foster effective national development, and develop critical thinking and analysis of current development activities, both locally and, to a lesser extent, regionally. Development administration is a process of action motivated by and oriented to the

achievement of progressive goals of development. It aims at creating and/or mobilising the will and skills to utilise in an optimum manner, the resources of the country, leading to the realisation of development objectives. Thus, development administration is a process of planned change. The course is divided into four major sections: (i) Development Planning: Concept, Types, Formulation, and Implementation; (ii) Development Administration: Concept, Models, Context, and Capacity; (iii) Development Issues: Sustainable Development and Sectoral Development; and (iv) Development Planning and Administration Tools and Techniques.



The Orientation Programme

The CEMBA-CEMPA programme commences with a three (3) week Orientation. The orientation course has four (4) main objectives:

- To orient persons to UCC's processes.
- To familiarise students with the Aeorion and Moodle student management and learning systems.
- To provide time management and personal tools and technologies which will assist them throughout the programme.
- To develop students' confidence in their abilities to be successful in a graduate level learning environment

Duration & Time to Complete CEMBA/CEMPA

The CEMBA/CEMPA programme can be completed via full-time or part-time modes: 12 months full-time (depending on subscription) or 24 months part-time.

The programme must be completed within a maximum period of five (5) years from commencement. Failure to do so will make the credits earned become null and void.

Instructional System

Each course in the Programme may include a combination of the following learning activities. Please note that the actual components may vary from course to course.

- Self-instructional course materials
- Assignments for assessment and feedback
- Audio-video programmes
- Face-to-face/online interaction with academic counsellors at the Partner University

- Project work
 - Online Learning Management Systems
- Delivery of the learning materials is through print, multimedia & computing services.

Multimedia & Computing Services

An appropriate technological infrastructure is in place in every participating partner university. Audio, video and computing support facilities are important elements of the Programme.

Credit System & Degree Rules

Each degree consists of a total of forty-two (42) credits. To qualify for the CEMBA/CEMPA degree, students are required to successfully complete fourteen (14) courses.

Each of the courses has a weight of three (3) credits (ie. 14 courses x 3 credits each =42 credits). Courses are offered based on a lock step model throughout the programme. Students must do all core courses offered that relate to the area in which the learner intends to specialise.

Strategic Management is the Capstone course.

Credit System & Degree Rules

The structure of the two programmes is presented graphically in Diagram 1.

DIAGRAM 1

	CEMBA	CEMPA
Core Courses	9 Core Courses	9 Core Courses
Specialist Compulsory	Marketing Management Quality Management	Public Policy Development Planning and Administration
Required Courses	Business Ethics Research Methodology Master's Applied Project	

Assessment

Assessment in each course of the Programme consists of two components:

- Continuous Assessment (course work)
- End of module Examination

Course materials will indicate the number of required course assignments.

These include:

- Assignments to be completed for assessment purposes
- Assignments for teaching purposes only

The weighting of each assessment component will also be detailed in course material.





ADMISSION

Admission Requirements

In general, admission to the CEMBA/CEMPA programmes requires the following:

- A working knowledge of the English Language at the post-graduate studies level
- Successful completion of the Commonwealth Executive Management test (CEMAT) and submission of Prior Learning Assessment portfolio. (where required)

Bachelor's degree - GPA < 2.5

Minimum 3 years' working experience at the supervisory/managerial level; Commonwealth Executive Management Achievement Test, (CEMAT) required.

Bachelor's degree - GPA > 2.5

3 years' working experience at the supervisory/managerial level; CEMAT waived.

Without a Bachelor's Degree

Significant managerial working experience required - at least 5 years in executive positions; other professional qualifications acceptable; CEMAT required; certain pre-requisite courses may be required to be taken at the UCC; prior learning assessment portfolio required. In selecting participants, the Admissions Committee considers the following:

- Demonstrated managerial experience and effectiveness
- Potential for significant growth
- Ability to contribute to the study team and class participation
- Ability to do graduate work
- Maturity and motivation
- Ability and willingness to make 24 months (part-time) or 12 months (full-time) commitment

Achievement Test

(For applicants without a first degree or those with a degree but whose GPA is < 2.5)

The CEMAT is conducted on pre-announced dates. It is designed to provide an additional dimension of measurement for candidate selection for this rigorous and demanding programme of study.

The Achievement Test consists of four examination (multiple choice questions) designed to test applicants' capabilities in the following spheres:

- General Awareness
- English Language
- Quantitative Aptitude
- Reasoning

CEMAT Prep materials are available online.

Ask the Programme Director for details about CEMAT.

Validity of Admission

Candidates successfully completing the Admission Test (CEMAT) are eligible for admission in the year they pass the test or in the subsequent year. Registration for the programme shall be valid for five (5) years from the date of admission. If a candidate is unable to complete the Programme within 5 years, she/he must then re-register.

Prior Learning Assessment Portfolio

Portfolio/Flexible Assessment

Applicants without Bachelor's degrees will also be required to submit a portfolio consisting of the documents relating to the following:

CAREER ACHIEVEMENT / EXPERIENCE /

• EFFECTIVENESS

Performance assessments/appraisals and/or written commendations showing evidence of excellence in job performance, superior intellect/application/initiative, rewards/

- recognition for outstanding results

Descriptions and demonstrations of involvement in special assignments or projects; team leadership; product improvement, design

- or development

Evidence of promotions to positions of

- increasing responsibility

Evidence of successfully conducting formal

- workshops/seminars/training sessions

Evidence of successful participation in a formal work-related mentoring or

- management development programme

- Company/industry awards and citations

Non-formal training – provision of signed certificates to validate attendance at career development/skills training workshop/seminars

- (minimum 16 hours per workshop/seminar)

Significant business ownership – Articles and Memoranda of Association and financial statements (specifically for those seeking to pursue the EMBA).

COMMUNITY INVOLVEMENT / LEADERSHIP

- Leadership/Directorship/Board

Chairmanship/Membership/Founding role in established/significant body, for example, civic organisation, church, clubs/societies

- Founding role in organisation exhibiting sustainability beyond 3 years

- Selection by peers for commendation

- Community/National/International awards/recognition

- Membership in professional organisations or lobby groups

- Articles published about the applicant's accomplishments

ACADEMIC QUALIFICATIONS (Not including matriculation requirements)

- Certification from university-level professional courses

AUTHORSHIP

- Book(s) published or contributed to
- Scholarly essays/articles written by applicant in journals
- Newspaper articles submitted by applicant
- Recognised involvement in research activity – published results

TESTIMONIALS

- Testimonials from highly-placed individuals in reference to applicant's character traits, accomplishments, expertise, knowledge, experience, etc.

Required Academic Prerequisites

An applicant with a bachelor's degree in any discipline or a suitably qualified Mature Entrant may gain acceptance to the Commonwealth Executive Master's programme. However, CEMBA-CEMPA candidates without sufficient college-level background/competencies in Mathematics, Statistics, Accounting, and Economics will be required to complete one or more of the specific prerequisites for CEMBA-CEMPA modules as listed below:

CEMBA-CEMPA MODULES WHICH REQUIRE PREREQUISITES	PREREQUISITES
QUANTITATIVE TECHNIQUES (MTH604)	MATHEMATICS AND STATISTICS FOR MANAGEMENT EDUCATION
OPERATIONS MANAGEMENT (MGT606)	MATHEMATICS AND STATISTICS FOR MANAGEMENT EDUCATION
FINANCIAL ACCOUNTING AND MANAGEMENT (FIN610)	ESSENTIALS OF ACCOUNTING
MANAGERIAL ACCOUNTING - INFORMATION FOR DECISION-MAKING (ACT611)	ESSENTIALS OF ACCOUNTING
ECONOMIC ENVIRONMENT OF BUSINESS (BUS605)	SURVEY OF ECONOMICS

CEMBA-CEMPA students may begin the programme before completing prerequisites, but must complete the appropriate prerequisite prior to registering for the module for which it is required. No credits are assigned to prerequisite courses.

Application documents will be assessed with respect to the need for prerequisites during the admission process. Once a student has been admitted, his/her transcript(s) will be reviewed to determine if he/she has satisfied the Mathematics, Statistics, Accounting, and Economics prerequisites; he/she will receive written notification from UCC's registry if one or more prerequisites have not been satisfied. The student must then register for the required prerequisite course(s).

ADMISSION PROCEDURE

Students are required to complete the formal application form, and submit along with the required application credentials and fees. Required materials include copies of your academic transcript, work certificates and a photograph. (See application checklist for more details and requirements).

Study Options & Locations

CEMBA/CEMPA

- Kingston (Sunday and Tuesday/Thursday)**
- Mandeville (Sunday and Tuesday/Thursday)**
- Montego Bay (Sunday only)*
- Ocho Rios (Sunday only)*
- Online (Sunday and Tuesday/Thursday)
- *Sundays only 8:30 a.m. - 5:30 p.m.
- **Tuesdays 5:30 p.m. - 9:00 p.m.
- Thursdays 5:30 p.m. - 9:00 p.m.
- Sundays 1:00 p.m. - 6:30 p.m.
- Online - Sundays 1:00 - 3:00pm and 4:00 -6:00pm; Tuesdays/Thursdays 6:00 - 9:00pm

FULL-TIME OPTION (KINGSTON ONLY)

Monday 9:00 a.m. - 3:00 p.m.

Wednesday 9:00 a.m. - 3:00 p.m.,

Friday 9:00 a.m. - 3:00 p.m.

Classes will be conveniently held in comfortable, state-of-the-art facilities in Kingston (Kingston cohorts), Mandeville (Mandeville cohorts), Montego Bay (Montego Bay cohorts) and Ocho Rios (Ocho Rios cohorts).

TUITION*

CEMBA - US\$12,500 Face-to-Face

CEMPA - US\$12,500 Face-to-Face

CEMBA - US\$11,250 Online

CEMPA - US\$11,250 Online

*Subject to change

A US\$250 non-refundable deposit is required upon acceptance to the programme. Payment of the balance can be paid in instalments in accordance with the Approved Payment Schedule. Participants who leave the Programme receive no refund. All cheques should be made payable to the University of the Commonwealth Caribbean.

N.B. Interim payments should be negotiated with the Student Financial Services Dept. until loans are finalised.

Student Loan

Applicants may apply for a student's loan through any of the following institutions:

- Credit Unions
- Commercial Banks
- Students' Loan Bureau
- Ministry of Finance (Government workers only)

Award

Successful graduates will be awarded a University of the Commonwealth Caribbean (UCC) Degree.

RECOGNITION: The University of the Commonwealth Caribbean, (UCC) is Registered and Recognised by the University Council of Jamaica, (UCJ)- the official Accreditation Body for Higher Education in Jamaica.

