



**Mona School
of Business &
Management**

MSBM

The University of the West Indies, Mona



Master of Science in
Logistics and Supply Chain Management

**STUDENT HAND BOOK
2017/2018**



MASTER OF SCIENCE IN

LOGISTICS AND SUPPLY CHAIN

MANAGEMENT

HANDBOOK

2018-2019

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Introduction

As Jamaica and the wider Caribbean prepare to compete in the new global economy of services and knowledge, it is imperative that they have sufficient human resources to compete in a global marketplace. The MSc Logistics and Supply Chain Management programme is geared towards developing a cadre of professionals capable of executing and managing efficient operations in goods and services across the supply chain.

The programme will cover principles and tools that can be employed to help to achieve these outcomes; especially in the context of the peculiarities of Jamaica and the Caribbean. Areas of focus in this programme include: logistics management strategy, operations management and business analytics and inventory management.

The MSc. in Logistics and Supply Chain Management programme seeks to:

- provide students with a graduate education that will enhance their leadership careers in the field of Logistics and Supply Chain Management.
- develop managers and professionals with knowledge and expertise in logistics, operations management and supply chain management to design and manage efficient and effective supply chains
- provide students with relevant insights in market needs, planning and controlling flows, required to analyse logistical performances and the implementation of new logistical approaches

Admission Requirements

Applicants must:

- Hold a Bachelor's degree or equivalent from a university or college acceptable to the University of the West Indies, with GPA of 2.5 or higher
- Have professional experience in a management, economics or engineering (example - operations manager) related field with a minimum of 3 years work experience; and
- Pass a departmental interview conducted by the School's Programme Admissions Committee

Duration

12 Months Full-Time & 24 Months Part-Time

- 11 Core courses
- 1 Research Project
- 36 credits

Application Procedures

Candidates should apply for admission through the Office of Graduate Studies and Research. Candidates meeting the initial selection criteria will be contacted on or before the first week in May of each year and some candidates may be invited for an interview on campus. Final decisions will normally be made by the final week in May, each year. Students will be contacted through the Office of Graduate Studies and Research.

Tuition and Miscellaneous Fees

Tuition Fees JMD\$1.2 million

Examination Re-sits JMD\$16,500.00

Examination only fees JMD\$16,500.00

(To qualify for examination only you must receive a mark of 40% to 49% on the final examination. Students who receive a mark of less than 40% must pay for an examination re-sit. **Students who fail a course twice normally are asked to withdraw from the programme. However, if the Department is aware of extenuating circumstances why a student should be given a 3rd attempt at an examination, a recommendation will be made to the Office of Graduate Studies and Research for approval of the Board for Graduate Studies and Research.** Please see Regulation 4 of the General Regulations for Graduate Diplomas and Degrees. Students who remain in the programme after (2) years are required to pay the current fees.

NB Students who are doing Examination Only should indicate to the Coordinator at the beginning of the semester via a written letter.

Students doing Re-sit or Exam only **MUST** register for the course(s) in the semester applicable.

2016-2017 Miscellaneous fees and Identification Card

New Part-Time Students

	J\$
Identification Card – First Issue	500
Miscellaneous Fees	14,982
Total	15,482

Returning Part-Time Students

	J\$
Miscellaneous Fees	14,962
Total	14,962

Registration

Before the start of the academic year students are required to register for Semester 1, and Semester 2 for that academic year. Part time students are required to register for semester 3 in the summer.

Identification Card

New students can obtain an identification card after paying the identification card fee.

New students can register after obtaining an identification card,

The cost for identification card renewal is J\$500. The renewal fee is also applicable to students who change their enrollment status. The cost for identification card replacement is J\$750.

Student Requirements

- Students should have an active registration status until the completion of their degree. **Students who are not doing courses in a particular semester must request leave of absence** from the Office of Graduate Studies and Research for the inactive period.
- Students who are required to do prerequisites are allowed one sitting of the course without being charged.
- Students **must** submit a request for a third attempt of any graduate course at the Office of Graduate Studies and Research
- Undergraduate courses done in summer school will not be paid for by the programme.
- Students who are doing a second sitting of a graduate course must inform the Coordinator in writing indicating their name, identification number, the course code, the name of the course, and the semester in which the course is being done

Fee Payment Deadlines

Courses should be selected for all semesters at the start of the academic year (see structure of programme). **All tuition fees and miscellaneous fees become due and payable at the start of each academic year. Students may opt to pay on a semester basis. Semester 1 tuition fees and miscellaneous fees must be paid by the last working day in September of that semester, Semester 2 tuition fees and miscellaneous fees must be paid by the last working day in January of that semester and Semester 3 (Summer) tuition fees must be paid by the last working day in May of that semester.** Failure to meet the deadlines will result in financial penalties (late registration fee of \$1,000 as well as a fine of (1) one per cent on the amount of fees outstanding).

Any student who does not comply with the final payment deadline will not have completed his/her registration and will be given compulsory Leave of Absence for the semester. A student on compulsory leave of absence will not be allowed to attend lectures, and will not be able to access facilities such as the Health Centre and the Library.

Students are required to check on-line for financial clearance 3 days after payment of fees.

Payment Locations

Fees can be paid to the Mona School of Business and Management (MSBM) via the following methods:

- At the MSBM Accounts Department located on the North Complex via credit card, debit card or manager's cheque. **(NB. Cash or personal cheques will not be accepted)**
- Any National Commercial Bank Branch using a special MSBM voucher. Vouchers are available at any MSBM reception desks, MSBM North Library\ Documentation Centre, MSMB Accounts Department and from programme coordinator.
- By wire transfers (details available upon request from the MSBM Accounts Department.

In order to ensure prompt and proper credit of payment to your account, please submit a copy of the bank voucher to the MSBM Accounts Department. **NB. Scanned and faxed copies of vouchers are accepted. FAX 977-4622, Attention Jodiene Hutchinson or by email to jodiene.hutchinson02@uwimona.edu.jm \ merlyn.reid02@uwimona.edu.jm**

List of Courses

Course Code	Course Name	Credits
SBCO6170	Business Analytics	3
SBCO6520	Quantitative Methods & Statistical Tech.	3
SBCO6110	Financial & Managerial Accounting	3
SBCO6340	Business in a Global Environment	3
SBCO6160	Operations and Project Management	3
SBLM6010	Supply Chain Management & Strategy	3
SBLM6020	Global Supply Chain Management	3
SBLM6040	Inventory Management	3
SBLM6040	Logistics Supply Chain Management & Sustainability	3
SBLM6050	Supply Chain Simulation & Modeling	3
SBLM6050	Transportation Strategy & Management	3
MGMT6010	Research Project	3
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Structure of Programme

Part Time - Admission 2018

Year 1 (2018/2019)

Semester 1 September 9, 2018 to December 2, 2018

Course Code	Course Name
SBCO6170	Business Analytics
SBCO6520	Quantitative Methods & Statistical Tech.

Semester 2 January 6, 2019 to March 24, 2019

Course Code	Course Name
SBCO6110	Financial & Managerial Accounting
SBCO6340	Business in a Global Environment

Semester 3 April 28, 2019 to July 14, 2019

Course Code	Course Name
SBLM6040	Inventory Management
SBLM6010	Supply Chain Management & Strategy

Year 2 (2019/2020)

Semester 1 September 8, 2019 to November 24, 2019

Course Code	Course Name
SBLM6040	Logistics Supply Chain Management & Sustainability
SBLM6050	Supply Chain Simulation & Modeling

Semester 2 January 5, 2020 to March 22, 2020

Course Code	Course Name
SBLM6020	Global Supply Chain Management
SBLM6010	Supply Chain Management & Strategy

Semester 3 April 26, 2020 to July 12, 2020

Course Code	Course Name
SBLM6050	Transportation Strategy & Management
MGMT 6010	Research Project

Year 1 Time Table: Part Time

Class Room:

Semester 1 September 9, 2018 to December 2, 2018

Course Code	Course Name	Day(s)	Time
SBCO6520	Quantitative Methods & Statistical Tech.	Sunday	7 a.m.–10 a.m.
SBCO6170	Business Analytics	Sunday	10 a.m.–1 p.m.

Semester 2 January 6, 2019 to March 24, 2019

Course Code	Course Name	Day(s)	Time
SBCO6110	Financial & Managerial Accounting	Sunday	10a.m. – 1p.m.
SBCO6340	Business in a Global Environment	Sunday	2p.m. – 5p.m

Semester 3 April 28, 2019 to July 14, 2019

Course Code	Course Name	Day(s)	Time
SBLM6040	Inventory Management	Sunday	10a.m. – 1p.m.
SBLM6010	Supply Chain Management & Strategy	Sunday	2p.m. – 5p.m

Year 2 Time Table: Part Time

Semester 1 September 8, 2019 to November 24, 2019

Course Code	Course Name	Day(s)	Time
SBLM6040	Logistics Supply Chain Management & Sustainability	Sunday	10a.m. – 1p.m.
SBLM6050	Supply Chain Simulation & Modeling	Sunday	2p.m. – 5p.m

Semester 2 January 5, 2020 to March 22, 2020

Course Code	Course Name	Day(s)	Time
SBLM6020	Global Supply Chain Management	Sunday	10a.m. – 1p.m.
SBLM6010	Supply Chain Management & Strategy	Sunday	2p.m. – 5p.m

Semester 3 April 26, 2020 to July 12, 2020

Course Code	Course Name	Day(s)	Time
SBLM6050	Transportation Strategy & Management	Sunday	10a.m. – 1p.m.
MGMT 6010	Research Project	Sunday	2p.m. – 5p.m

Course Descriptions

Courses:

SBCO6170: Business Analytics (3 credits)

This course examines the ways in which enterprises such as businesses, non-profits, and Governments can use data to gain insights and make better decisions. Business analytics is applied in operations, marketing, finance, and strategic planning among other functions. The ability to use data effectively to drive rapid, precise and profitable decisions has been a critical strategic advantage for a range of world-leading companies. With the increasing availability of broad and deep sources of information — so-called “Big Data”—business analytics are becoming an even more critical capability for enterprises of all kinds.

SBCO6520: Quantitative Methods and Statistical Techniques (3 credits)

This course is concerned with the use of quantitative and statistical techniques to assist in rational decision making. The emphasis is not on the techniques themselves, but rather on how they can contribute to better decisions. The approach is to present real business situations in which quantitative and statistical techniques have been applied successfully and to show how managers can use the methods to make better decisions.

SBCO6110: Financial and Managerial Accounting (3 credits)

This course examines the internal accounting systems and current practices of businesses to develop an understanding of the uses and limitations of accounting information in planning, control, decision making, performance evaluation and external reporting processes. It offers a balanced coverage of the concepts, methods and uses of financial and managerial accounting information with a strong emphasis on analysis and reporting.

SBCO6340: Business in a Global Environment (3 credits)

This course examines the critical aspects of the global business environment that influence a firm's decisions and behaviour. It focuses on the macroeconomic, institutional and technological factors at both international and national levels that shape the environment in which firms compete.

SBCO6160: Operations Management (3 credits)

This course introduces students to the strategic and operational issues and decisions involved in managing the operations of a firm. The transformation of raw materials (labour, energy, etc.) into goods and services is influenced by decisions such as the choice of technologies, the design of the facilities, the processes involved and the effectiveness of the production plans.

SBLM 6010: Supply Chain Management and Strategy

The supply chain consists of many operational processes that create value for the firm. The course introduces strategies and practical tools necessary to manage and solve supply chain problems. The course will expose students to the challenges involved in managing supply chains and the complexity of inter-firm and intra-firm coordination. That is the student will be exposed to leading edge thinking on supply chain strategy as well as practical tools and methods for its implementation. The course will also provide the student with qualified knowledge on the different aspects of the strategic role that supply chain management has in many of today's businesses. It deals with the opportunities, risks and operations of the supply chain management function in an industrial setting.

SBLM 6020: Global Supply Chain Management

Today's global organizations are looking for leaders who can integrate all functions related to supply chains. A global supply chain refers to the network created among different worldwide companies producing, handling, and distributing specific goods and/or products. Jamaica and the rest of the Caribbean exist within this global space; a reality that demands that the courses offered at The University of the West Indies should have a global reach and global application. Global Supply Chain Management is one of the courses that seeks to prepare students to respond to and navigate the challenges, while maximizing the opportunities that accompany the global reach in marketing, distribution and the management of various operations. The course therefore examines a number of the tools and strategies that can be employed in ensuring that customers at all levels receive the right products and services, at the right price and at the right time, while conforming to the agreed global standards. The primary goal of this course is to provide a broad overview of

supply chain management from an international perspective. Among the issues covered are facility location, sourcing decisions, global environments, effects of global SCM on import/export decisions, role of inventory management, effect of government policies on global SCM.

SBPM 6040: Inventory Management

Inventory management works hand in hand with the procurement management function to ensure the availability of supply of inputs for operations and infrastructure. Since spending on the procurement of inputs often consumes the lion's share of the organization's budget, inventory management is an equally essential function of both commercial and non-commercial organizations. Poor inventory management, resulting in unavailability of inputs can be profoundly damaging to organizational productivity. On the other hand, since inventory is expensive to obtain and store, overstocking can also have a negative impact on the bottom line.

Good management of inventory therefore, enables companies to improve their customer service, cash flow and profitability. This is the case with both private and public sector entities, thus the importance of inventory management in both sectors.

SBLM 6040: Logistics Supply Chain Management and Sustainability

Logistics Management is the part of supply chain management that plans, implements, and controls the efficient, effective forward and reverse flow and storage of goods, services, and related information between the point of origin and the point of consumption in order to meet customers' requirements. Logistics deals with the management of material flow, information flow and financial flow that cut across multiple business entities. The coordination and integration of these flows both within and across companies are critical to compete successfully in today's market place. The course exposes students to a practical and managerial approach to logistics supply chain management in areas such as sustainable logistics practices, leadership in a supply chain role, emerging trends in logistics, key performance indicators, and an introduction of technology into logistics management.

The course will expose students to sound principles and techniques of inventory management and will provide explanation on how this function is connected to other aspects of procurement management, supply chain management and other areas of management.

SBLM 6060: Transportation Strategy and Management

Transportation is an essential activity in the logistics function, supporting the economic activities of organizations and countries. It is therefore important that transportation is not treated as only an operations component, but also an important strategic component of an effective logistic and supply chain management framework. This course brings to the forefront the benefits of the use of more than one modes of transportation in the movement of goods and services. It addresses the core issues that will ensure smooth transfer of cargo from the point of origin to destination. The course will examine the characteristics and operation of intermodal transportation systems from several perspectives, including the importance of transportation costs, transportation security, global transportation network, regulatory framework, infrastructure, hazardous materials, risk assessment, national and international freight transportation system, global collaboration public policy considerations, safety, and methodologies related to the analysis of transportation.

SBLM 6050: Supply Chain Simulation and Modeling

Simulation provides the means for an organization to analyze and evaluate existing supply chain processes in a virtual environment and therefore, reducing the time and cost that would normally be associated with the physical space. Through simulation models, organizations can identify individual events that make up the entire supply chain system and incorporate uncertainties such as machine breakdowns that might occur and therefore evaluate the system in its entirety. The overall objective of the course is to expose students to the modeling tools and important issues for designing and operating supply chains. The course will allow students to practice modeling and simulating a multi-level supply chain. Some of the main topics covered include: conceptual framework for supply chain simulation, simulation methods and techniques, main concepts of system dynamics, bull -whip effects in supply chains, and modeling a traditional supply chain by using by using casual loop diagrams. This course is designed to teach advanced concepts in supply chain design, demand forecasting, resource allocation, and production planning. It gives students an opportunity to design and manage the supply chain of an organization. It will also allow students to understand and mitigate risks and bottlenecks that may occur due to lead times, demand fluctuations and processing time abnormalities, which are not noticeable in an optimization model.

MGMT 6010: Research Project

Students are required to complete a Research Project by the end of the year. They will be required

to identify a research topic in Logistics and Supply Chain Management within a business firm and use the tools, principles and skills covered in the programme to solve this problem. The programme's research is paper intended to provide practical experience for the students with the opportunity to devise solution for a local problem within an organization.

Attendance Policy

It is important for students to attend lectures regularly on a timely basis and to work steadily throughout the semester to benefit fully from the programme. Students are required to sign the attendance register. Any student who has been absent from the University for a prolonged period during the teaching of a particular course during the semester for any reason other than illness or whose attendance at prescribed lectures has been unsatisfactory (less than 75 % attendance) or who has failed to submit essays or other exercises set by his/ her lecturer maybe debarred from taking the end of semester examinations.

Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination. In cases of illness the candidate shall present to the Senior Assistant Registrar, Graduate Studies and Research, a medical certificate, as proof of illness, signed by the University Health Officer or by any other Medical Practitioner approved for this purpose by the University. The student shall send the medical certificate within (7) seven days from the date of that part of the examination in which the performance of the student is affected.

Students who are unable to attend lectures during the semester for any reason should apply for leave of absence. Requests for leave of absence should be sent to the Senior Assistant Registrar, Graduate Studies and Research, indicating the reason for the request. Leave of absence is not automatic.

Cellular Telephones

Cellular telephones must be turned off during lectures and examination. Any student who fails to comply with this rule during a lecture will be recorded as being absent for that lecture period. Any student who fails to comply with this rule during an examination shall be deemed to have failed the examination.

Course Work Assignment

Course work assignments should be handed in on the due dates and within the time specified to the MSc Logistics and Supply Chain Management Administrative Assistant or The front desk MSBM. Each student submitting an individual assignment will receive a receipt. For group assignments one receipt will be issued to the group. Course work assignments once received will not be released to students.

The student registration number must be used to identify the student or students in the case of group assignments, submitting the course work assignment. Names must not be placed on course work assignments or on examination scripts. Course work assignment sent by fax or e-mail will not be accepted.

After grading, course work assignments will not be returned to students. If you wish to obtain a copy of your course work you must make a copy before you submit it for grading. Graded course work can be viewed briefly. Students will not be allowed to take away the graded course work. The facility for viewing graded course work will be available immediately after the course work marks have been placed on the Notice Board. This facility will be available for 10 working days. Course work marks will not be given out over the telephone or to third parties. Students who fail the course work (receive a mark of less than 50) must see the Lecturer within 5 days after the course work marks have been placed on the Notice Board or emailed to discuss her/his course work submission.

Examinations

Students are not allowed to write examinations in pencil Examination scripts written in pencil will not be graded. A pass/fail list for each course offered during the semester will be placed on the Notice Board or emailed within 4 weeks after the date of the examination for that course. Examination scripts can be viewed briefly. Students will not be allowed to take away graded scripts. The facility for viewing graded scripts will be available immediately after the pass/fail list has been placed on the Notice Board or emailed. This facility will be available for 10 working days.

Final examination marks will not be given out to students who visit the office, to students who telephone or to third parties. If you wish to view your final mark for a course you must do so online (unofficial transcript) Students who fail the final examination (receive a mark of less than 50, an FE designation) must see the Lecturer as soon as possible after the pass/fail list has been placed on the Notice Board or emailed to discuss her/his performance.

In order to pass the course work or final examination a graduate student must receive a minimum mark of 50% out of 100%. **In order to pass a course you must pass both the course work and the final examination.** You must do over the section of the course (course work or final examination) you failed. If you fail both sections you must do over the entire course (course work and final examination). The following symbols are used to communicate examination results:

- P – Pass
- FC – Fail Course Work
- FE – Fail Examination
- F – Fail Examination and Course Work

Students who fail a course twice normally are asked to withdraw from the programme. However, if the Department is aware of extenuating circumstances why a student should be given a 3rd attempt at an examination, a recommendation will be made to the Office of Graduate Studies and Research for approval of the Board for Graduate Studies and Research

A graduate student, who is required to do an undergraduate course, must obtain a minimum mark of 50% out of 100% in order to receive a passing grade.

Marking Scheme

The marking scheme for Higher Degrees is as follows:

- A 70-100%
- B⁺ 60-69%
- B 50-59%
- F 0-49%

Where graduate students write undergraduate examinations for postgraduate credit those examinations shall be graded in accordance with the above scheme.

The Award of Distinction and of High Commendation

1. In taught master's degrees which require the submission of a project or research paper, a distinction is awarded to candidates who achieve an average of 70% or better (Grade A) in the written papers and a mark of 70% or better in the research paper or project report. **A candidate failing a course (including an elective course) required for the completion shall be ineligible for the award of distinction. Failure in co-requisite course or in a qualifying course shall not exclude the student from receiving a distinction.**
2. In two-year programmes conducted entirely by coursework, candidates, to qualify for distinction, must obtain a grade of "A" in at least 70% of the written papers and the average mark of all papers must not be less than 70%.

Plagiarism

The unauthorized and/ or unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name is regarded as a form of cheating. If a student is found guilty of plagiarism, the student will be awarded a fail grade in the course concerned and may also be subject to other disciplinary actions.