



**Mona School  
of Business &  
Management**

The University of the West Indies, Mona



Master of Science in  
**Procurement Management**

# **Student Handbook**

2019 - 2020

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# Introduction

The MSc. Degree programme in Procurement Management provides rigorous training in the important but understudied field of procurement management. Participants will gain a comprehensive appreciation of the regulatory obligations, international agreements and reporting techniques for procurement operations. The programme will cover, among other areas: public and private contract administration, inventory management, ethics, negotiation, compliance and social responsibility.

The programme is ideally suited for individuals who are already carrying out procurement or related functions in their organisation and are seeking to strengthen their expertise in the field. However, persons who are seeking to establish a career in the area of procurement management should also find the programme useful.

At the end of the programme, participants will have acquired a wide range of knowledge and skills covering:

- Internationally accepted principles governing sound public and private procurement systems.
- Legislative and regulatory frameworks for successfully discharging of the functions of a modern procurement system.
- The economic theory, assessment tools, techniques of financial analysis and accounting standards relevant to procurement operations.
- Strategies and instruments for embedding social, environmental and human rights provisions at the relevant stages of the procurement process.
- The promotion of corporate social responsibility through the procurement function.
- Execution of the procurement process for goods, works and services including innovative contracting modalities like public private partnerships and e-procurement.
- Design of systems for the prevention and detection of fraud and corruption in procurement management.

With an MSc in Procurement Management, students will be strategically positioned for the role of procurement managers in both the public and private sectors.

# Admission Requirements

Applicants should have:

A bachelor's degree or its equivalent in a relevant discipline, from a university or college acceptable to the University of the West Indies, with a GPA of 2.5 or higher. Applicants who do not possess the minimum requirements will be considered if:

- They have at least (2) years working experience in marketing or a related areas and have professional qualification in a related area;
- They are successful at an interview conducted by a selected panel determined by the School; and
- They are able to produce two acceptable letters of reference.

# Application Procedure

All applicants are encouraged to apply online early: [http://sas.uwimona.edu.jm:9010/banndata1-srv\\_mona/uwm\\_adm.p\\_index](http://sas.uwimona.edu.jm:9010/banndata1-srv_mona/uwm_adm.p_index)

## **Interviews**

As part of the selection process, MSBM reserves the right to interview applicants for further exploration of their qualifications and experience. You may therefore be called for an interview, possibly at short notice, in order to expedite the process.

## **Acknowledgement**

Once your online application has been processed and you are successful, you will receive an offer online, via your e-mail address from the Office of Graduate Studies and Research.

## **Confirmation of Acceptance**

Applicants who have been offered a place in the programme must confirm their acceptance online by the date specified in the offer. **NB:** If you are offered a place and you are unable to take up the offer, you will be required to defer or reject the offer online.

# 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.

# **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, 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 Office of 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 Assistant Registrar, Graduate Studies and Research, indicating the reason for the request. Leave of absence is not automatic.

# **Cellular Telephones**

The use of cellular phones for making and receiving while lectures are in session is prohibited. Students are also discouraged from leaving class to receive or place cellular calls as the constant movement is disruptive to the learning process.

# List of Courses

Course Codes	Course Name	Credits
<b>Core Courses</b>		
SBCO6110	Financial and Managerial Accounting	3
SBCO6170	Business Analytics	3
SBCO6340	Business in a Global Environment	3
SBCO6520	Quantitative Methods and Statistical Techniques	3
<b>Discipline Specific Courses</b>		
SBMI6020	Ecommerce	3
SBPM6010	Strategic Sourcing	3
SBPM6020	Global Procurement and Contract Administration	3
SBPM6030	Advanced Business Negotiations	3
SBPM6040	Inventory Management	3
SBPM6050	Ethics, Corporation and Social Responsibility and Sustainability	3
SBPM6060	Procurement Law and Policy	3
<b>Research Project</b>		
MGMT6010	Research Project	3
<b>TOTAL CREDITS</b>		<b>36</b>

# Sequence of Courses

## Year 1 (2019-2020)

Semester I (September to December)	
Group	Course Code & Title
Part-Time	SBCO6170: Business Analytics
Part-Time	SBCO6520: Quantitative Methods & Statistical Tech.
Semester II (January to April)	
Part-Time	SBCO6110: Financial & Managerial Accounting
Part-Time	SBCO6340: Business in a Global Environment
Semester III/Summer Term (May to August)	
Part-Time	SBCO6540: Inventory Management
Part-Time	SBCO6560: Advanced Business Negotiation

## Year 2 (2020-2021)

Semester I (September to December)	
Group	Course Code & Title
Part-Time	SBCO6454: Procurement Law and Policy
Part-Time	SBMI6020: Ecommerce
Semester II (January to April)	
Part-Time	SBCO6550: Strategy Sourcing
Part-Time	SBCO6530: Ethics, Corporate and Social Responsibility and Sustainability
Semester III/Summer Term (May to August)	
Part-Time	MGMT6010: Research Project
Part-Time	SBCO6535: Procurement and Contract Administration

# Course Descriptions

## **SBCO6110: Financial and Managerial Accounting**

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.

## **SBCO6170: Business Analytics**

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.

## **SBCO6340: Business in a Global Environment**

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.

## **SBCO6520: Quantitative Methods and Statistical Techniques**

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.

## **SBPM 6010: Strategic Sourcing**

Sourcing is the set of activities involved in procuring goods and services from one firm to another. Strategic sourcing enhances efficiency and value by impacting the profitability of organisations. In this course, students will learn how to develop and implement a procurement strategy that aligns with the organisation’s strategic objectives. Students will enhance their knowledge of strategic sourcing and how sourcing decisions help procurement managers to leverage critical assets and maximize return on operating assets. Overall, the course will expose students to leading edge concepts and principles in strategic sourcing as pursued by leading edge firms. The main topics covered in the course include: Sourcing and contracting strategies, purchasing, procurement, and strategic sourcing, managing sourcing and procurement processes, strategic sourcing and delivering customer value, and risk and the sourcing process.

### **SBPM 6020: Global Procurement and Contract Administration**

Businesses are facing rapid changes, both externally and internally. These are due to an increased focus on sustainability and corporate responsibility in the context of technological advances, geo-political and macro-economic perturbations and demographic shifts. Among the internal changes are new purchasing strategies, organisational restructuring, shifting roles and responsibilities, greater use of technology and new skills requirements in the context of greater demand for efficiency on the part of every aspect of the business. At the same time all organisations are faced with changing ideologies in relation to issues such as free and fair trade, greater demands for accountability from consumers, regulators and international partners, as they operate in an increasingly dynamic and competitive environment.

### **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 organisation's budget, inventory management is an equally essential function of both commercial and non-commercial organisations. Poor inventory management, resulting in unavailability of inputs can be profoundly damaging to organisational 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.

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

### **SBPM 6050: Ethics, Corporate Social Responsibility and Sustainability**

The purpose of this course is to help students improve their ability to make ethical decisions in business by providing them with a framework that they can use to identify, analyse, and resolve ethical issues in business decision making. In addition to individual decision making, business ethics and social responsibility are important parts of business strategy. Issues such as conflicts between personal values and organisational goals; the role of sustainability in business strategy; and the importance of stakeholder relationships, corporate governance, and the development of ethics programmes and an ethical culture in an organisation will be discussed.

This course engages consideration of these issues both at the level of thought and practice. It will allow the student to explore his/her own personal value system, that of the people around them and that of people and group that operate in public life. At the end of the course, the student will be in a better position to evaluate the ethical basis for his/her actions as well as the actions of others.

**SBPM 6060: Procurement Law & Policy**

Procurement is a multi-stage process that begins with the identification of a need on the part of an organisation, proceeds through the specification, sourcing and identification of the goods to its ultimate receipt in the organisation. By some definitions, it may also involve the disposal of goods at the point of obsolescence. It is a significant function in an organisation to the extent that they incur enormous expenditures acquiring the goods and services needed to carry on business.

Procurement involves a contracting function. To that extent some elements of the function is covered under the broad heading of commercial law or the law of contract. However, a good deal of procurement law has emerged as a consequence of new thinking in relation to international free trade and is embodied in the evolving protocols developed by international agencies such as the World Trade Organisation. The expansion of economic unions and global free trade areas has also given significant impetus to negotiated procurements rules for procurement. In more recent years the expansion of electronic commerce has stimulated the passing of electronic transactions act, focused primarily on facilitating fair and transparent procurement, primarily in the public domain.

The course is designed for business managers who will be responsible for examining the laws, regulations and public policy covering procurement.

**SBMI6020: Electronic Commerce**

In this course, students will explore what e-commerce is and how companies can make and have made use of the possibilities offered by the internet. Secondly, it will discuss some of the techniques that have proven useful in data warehousing and data mining. Finally, it will explore the extent to which this technology can be used in the developing world in general and Jamaica in particular.

**MGMT 6010: Research Project**

This capstone course involves applied research carried out in a participating organisation with a view to elucidating and improving procurement practice.

# Course Work Assignments

Course work assignments should be handed in on the due dates and within the time specified by the lecturer. 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 receipted will not be released to students.

The student identification number must be used to identify the student(s), submitting the course work assignment. Names must not be placed on course work assignments or on examination scripts.

After grading, course work assignments will not be returned to students. 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 MSBM's ELS (Executive Learning Space). Course work marks will not be given out over the telephone or to third parties.

## 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 ELS within 4 weeks after the date of the examination for that course.

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).

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:

<b>P</b>	<b>Pass</b>
<b>FC</b>	<b>Fail Course Work</b>
<b>FE</b>	<b>Fail Examination</b>
<b>F</b>	<b>Fail Examination and Course Work</b>

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 third attempt at an

examination, a recommendation will be made to the Office of Graduate Studies and Research (upon the student's request for permission to sit the examination for a third time) 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:

<b>A</b>	<b>70-100 %</b>
<b>B<sup>+</sup></b>	<b>60-69 %</b>
<b>B</b>	<b>50-59 %</b>
<b>F</b>	<b>0-49 %</b>

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.

## Graduate Coursework Accountability Statement

All students registered for postgraduate courses in the Faculty of Social Sciences, are required to attach a signed coursework accountability statement to the front of any document submitted as a component of coursework save that when coursework consists of an invigilated examination no accountability statement is required and where the submission is entirely in electronic form, the student shall make an equivalent declaration electronically.

Learn More:

<https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/Graduate%20Coursework%20Accountability%20Statement.pdf>

# Tuition

**See Graduate Tuition Guidelines on the MSBM website for fees and schedule of payments:**

[https://www.mona.uwi.edu/msbm/sites/default/files/msbm/uploads/graduate\\_tuition\\_fees\\_2019-2020.pdf](https://www.mona.uwi.edu/msbm/sites/default/files/msbm/uploads/graduate_tuition_fees_2019-2020.pdf)



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