

# Accredited University

## Programme Accreditation Statement

(This Accreditation Statement consists of 5 pages)

Issued to:	<b>Singapore University of Social Sciences (5730444)</b>
Programme:	<b>Minor in Procurement Management</b>
Physical location:	<b>Singapore University of Social Sciences</b>
Delivery method:	<b>Face to face/Distance learning Full Time/Part time</b>
Course director:	<b>Chee Wai Meng</b>
Route/conditions:	<b>As defined in Section 1</b>
Validation period (academic year):	<b>1 January 2024 – 31 December 2024</b>

This is a one-year full time or two-year part-time programme. All modules carry 5 credits requiring 120 hours of learning.

Learners who successfully complete the above programme and meet the conditions specified may apply for Diploma membership and progression onto the CIPS L5 Advanced Diploma. Applications must be received within two years of the date on the University certificate for this accredited programme.

# Section 1

Module Code	Module Title	Credit Value
<b>CORE MODULES – Students must complete and pass UPDATE modules listed below</b>		
BUS201	Contract and Agency Law	5
LOG211	Procurement Operations	5
LOG311	Procurement Ethics and Corporate Social Responsibility	5
LOG313	Supplier Relationship Management	5
LOG315	Category Management and Supplier Evaluation	5
LOG317	Procurement Strategy and Policy	5
<b>ELECTIVE MODULES – Students must complete and pass TWO modules listed below</b>		
ACC202	Financial and Managerial Accounting	5
ANL203	Analytics for Decision Making	5
BUS356*	Business Negotiation	5
LOG201*	Supply Chain Management	5
LOG203	Inventory Management	5
LOG305	International Trade Law	5

\* Compulsory modules if students want CIPS recognition and be eligible to enter at CIPS Level 5.

The Minor in Procurement Management is accredited by CIPS as a Level Accreditation against the CIPS Level 4 Diploma in Procurement and Supply.

**For students to be eligible to apply for MCIPS, the following conditions apply to this CIPS Accreditation Statement and must be met in full:**

- The following modules **MUST** be selected as part of the elective options:
- BUS356 Business Negotiation
- LOG201e Supply Chain Management
- All modules must be passed with no compensations or exemptions

## Section 2

### Conditions

- 1) Full undergraduate and postgraduate programmes will be assessed for CIPS Accreditation.
- 2) Universities applying for a programme Accreditation provided by CIPS must be registered on the Ecctis database <https://www.ecctis.com/> formerly the National Academic Recognition Information Centre (NARIC).
- 3) A minimum of 120\* credits of specialist content must be present in each Accredited Programme.
- 4) Course length
  - a. CIPS requires undergraduate programmes to be of a minimum 3 year duration with a minimum total credit value of 360\*.
  - b. Masters programmes will be a minimum of 1 year duration with a minimum total credit value of 180\* credits.
- 5) Universities and Programmes will be assessed using evidence provided by the University on the Accreditation application form. Accreditation decisions will be reviewed and confirmed by the CIPS Accreditation Panel.
- 6) Fees for initial Accreditation assessment and annual membership (renewal fee) are paid in advance. Fees are subject to annual increases which will be notified by CIPS in advance. Accreditation is only valid provided there are no outstanding fees relating to the accreditation application/renewal.
- 7) Each University with an Accredited programme will be issued with an Accreditation Statement and CIPS Accreditation Certificate confirming the Accreditation status of each programme.
- 8) For programmes delivered in multiple physical locations the following applies:
  - a. For face to face delivery or a blended delivery, each physical delivery University location will be required to apply for and fund (at the standard renewal rate) their own Accreditation Statement and Certificate.
  - b. For programmes delivered as full on-line programmes from one site to students in multiple locations, a single Accreditation Statement and Certificate is required at the standard renewal rate.
- 9) Programme Accreditations are not confirmed retrospectively.
- 10) Access to Accreditation Statements will be provided via the CIPS website. Universities are required to share the details of the Accreditation Statement with each student enrolled on Accredited programmes at the start of each year of their studies.
- 11) Students will not receive CIPS certificates for their participation in a CIPS Accredited Programme. CIPS membership certificates (MCIPS) will be issued once all the conditions for CIPS membership have been met.

12) University responsibilities:

- a. Ensure the Accreditation Statement is provided to all students of Accredited programmes at the start of each year.
- b. Actively promote CIPS and CIPS membership (MCIPS and MCIPS Chartered) to students and teaching staff.
- c. Use, refer and encourage the use of CIPS Knowledge (from the CIPS website) within the Accredited programme, dissertations and so on.
- d. Use the CIPS brand as directed in the CIPS brand guidelines (please refer to CIPS website [www.cips.org](http://www.cips.org) for more information).
- e. Notify CIPS at [accreditations@cips.org](mailto:accreditations@cips.org) if there are any minor adjustments (a module change for example) to the programme as these will need to be assessed in context of the whole programme.
- f. Undertake a full programme review at least every 5 years and ensure the programme update is reaccredited by CIPS.
- g. Ensure programme Accreditations are in place for each year of a programme; discontinuous accreditations will prevent students applying for MCIPS if their programme takes more than 1 year to complete.
- h. Collaborate with CIPS to support the development of the profession.

13) MCIPS application conditions for graduates of CIPS Accredited Programmes:

- a. Accreditation Statements are in place for each of the years of the student's programme (i.e. a 3 year undergraduate programme will require 3 accreditation statements covering each year of study)
- b. Students will have passed their programme in full with no condonements or other exemptions.
- c. Students will have completed all the options or modules specified in the Accreditation Statement and met the other conditions detailed in the Accreditation Statement.
- d. Only students completing the full programme will be eligible for MCIPS, credit transfers between courses or institutions not specified on the Accreditation Statement will not be accepted.
- e. Where applicable, students have completed a dissertation as per the Accreditation conditions – please note the requirements in terms of topic titles and dissertation focus.

- f. Students must provide the following evidence as part of their application for MCIPS:
- i. A Line Managers' letter
  - ii. A fully detailed CV with relevant procurement and supply related experience
  - iii. A copy of qualification certificate
  - iv. A copy of qualification transcript with all completed units
  - v. A copy of dissertation/thesis, if applicable to the programme taken
- 14) Learners must apply to CIPS for membership, MCIPS, within five years of achieving the accredited programme award. The five year period commences from the date of award on the original certificate issued by the HEI or AO.
- 15) All application documents for CIPS membership, MCIPS, must be submitted in English.
- 16) CIPS reserves the right to withdraw accreditations in the following circumstances:
- a. Immediate withdrawal – where the activities of the university are or may bring the CIPS brand into disrepute.
  - b. End of year withdrawal – where in CIPS's own opinion the programme no longer meets the CIPS principles and/or the conditions set out above.

*(\*Global regional credit value variation (where applicable) is assessed and considered by the CIPS external reviewer in issuing this accreditation statement, and equivalent weightings have been deemed acceptable)*

**DATE ISSUED: 10/01/2024**

**SIGNED**



**Amanda Boustred**  
**Professional Development Director**