BA (Hons) Business Management

Programme Handbook

2015-2016

UNIVERSITY OF DERBY
Faculty of Business, Computing & Law
Derby Business School
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Introduction

On behalf of the Business Management programme team, I am delighted to welcome you to the University of Derby.

We want this programme and your time in Higher Education to be enjoyable, stimulating and rewarding; and for you to receive good preparation for a satisfying career.

The broad aim of the programme is to introduce you to the integral nature of management, focusing on the 'hard' and 'soft' skills required by employers when employing graduates in a first line management position.

We sincerely hope that you will find your time at Derby to be enriching and enjoyable. We are thoroughly committed to enabling you to achieve your full potential, both academically and personally. The programme team is here to help you to achieve this potential.

This handbook is intended to help you gain maximum benefit from the programme. We hope it contains the answers to most problems, but please let us know straight away if you need help or advice.

The First Week and Beyond
You must attend your course from the very first day. The first week is extremely important for new students as it provides you with a valuable opportunity to orientate yourself and to make new friends. During this time, you will be given information required for successful study with Aventis and University of Derby, there will be lectures, presentations and activities to help introduce you to your degree course and to each other.

During the first day of class, you will be given a Course Syllabus for each of your core modules. There will be detail information about the module including the teaching schedule and assessment details. It is useful to look at the assessment details early on so that you can plan your work in advance.

When you get your course timetable, you will notice that the vast majority of your time will not be spent in class sessions. Please remember that this is a part time course and that you are expected to do your own independent learning outside of class contact hours. It is expected that you will spend between 35 and 40 hours per week on your study for each module, of which at least 50 per cent will be independent study. Obviously, how you manage your time and organise your independent learning outside of contact hours is up to you but do not be tempted to omit the independent study.

Text Books and Pre-Reading
Many students feel that they would like to get started on their reading before the semester begins. It is advised that, rather than getting the course text books, you do the following to help prepare for your course:

- Either continue, or get into the habit of, reading a serious newspaper and following news and current affairs programmes on the radio or television. You will find a number of your subjects easier if your general knowledge is sound.

- Take any opportunity to advance your computer abilities. You will need to be capable of word-processing your work and using spreadsheets.

Programme Structure

Programme title: BA (Hons) Business Management
Final award: Bachelor of Arts (Honours) in Business Management

Stage three of the programme is delivered as a top-up award by Aventis School of Management in Singapore. Students who complete that programme will graduate with the award of **Bachelor of Arts (Honours) in Business Management.**

Students who do not achieve enough credits for an honours degree, but meet the requirements for this award will be awarded a **Bachelor of Arts in Business Management**.

Programme Timetable
The top-up programme is designed to be taken over a nine months period. Typically Part-time students will take two years to complete the programme. The maximum period of registration on the programme is three years for full time students and seven years for part-time students.

The diagram below identifies the modules available to you. All students take four single modules and one double module. Modules identified as prescribed must be taken by all students on BA Business Management.

Term 1	Issues in Global Business and Concepts (40 credits)

Term 2	Developing and Managing Performance (20 Credits)	Delivering Winning Projects (20 credits)

Term 3	Principles and Practice of Leadership and Management (20 credits)	Improving Business Performance (20 credits)

Assessment Regulations for Undergraduate Programmes
Please see our website for full information: www.derby.ac.uk/academic-regulations

Assessment Component
An assessment component may be comprises of essays, presentations, group work activities, projects or other assessments (commonly termed coursework). The mark for each assessment component is recorded in the student record system with the appropriate weighting, and these are used to calculate the overall module mark.

Passing Modules
A student passes a module, by achieving an average mark of at least 40%.

Late Work
Work which is submitted after the designated deadline for a coursework assessment is deemed late. If serious circumstances beyond a student's control affect their ability to complete an assessment they may submit a claim for Exceptional Extenuating Circumstances (EEC). This must be accompanied by evidence and the work done to date, by the original assessment submission deadline. This will be considered by an EEC panel.

If the submitted work is late but within 7 days of the deadline, the work is assessed but the highest mark available is the minimum pass grade 40%.
There is no entitlement to submit late after an agreed submission extension nor for submission of referred work.
If the work is tendered more than 7 days after the deadline, it is not marked and an NS grade is recorded.
Referred works submitted late are not marked and an NS grade is recorded

Deferral
A deferral is an approved extension to a deadline for an assessment. A deferred assessment will be marked across the whole mark range, up to 100%. A deferral can occur in respect of illness, or other valid cause. It is given only if the student concerned has submitted a formal written claim (EEC) and has provided acceptable evidence according to the regulations, subjected to approval.

Deadlines for resubmission of work will usually be within the same academic year. In the case of examinations the student will normally be directed to take the assessment at the next available exam period. The full range of marks will be available provided the work is submitted in line with the approved deadline. If, following deferral, the assessment is not submitted by the stipulated date, the assessment is considered failed and the referral regulations apply.

Failing Modules
A module is failed if:
  (i) The work submitted is not of a high enough standard to warrant an overall mark of at least 40% for the module.
  (ii) Work has not been submitted for the module assessments. If a student fails to submit an assignment a mark of NS will be recorded. There is normally no entitlement to referral if no work has been submitted.
  (iii) The student has committed academic offences and a penalty of failing the module has been imposed.

If a student fails a module, the appropriate option from the following will apply:

Referral

When a student does not pass an assessment component at the first attempt they may be offered the opportunity to submit further work to achieve a pass standard. If the referral work is of a pass standard the work will be marked at 40%.

(a)   Entitlement to referral:
Students who attain 35-39% in the overall module mark at the first attempt are normally entitled to one referral opportunity in each of the assessment components marked below 40% **provided** the student has submitted work for every element of assessment in the module.

If a student achieves an overall module mark of 34% or less and all elements of assessment have been attempted a referral in the module is at the discretion of the Assessment Board.

Any and all entitlements to referral can be removed following a proven academic offence or a decision taken by the University Assessment Board for Exceptional Circumstances, or if special conditions apply to meet the requirements of an external agency.

(b)   The mark awarded for an assessment following referral:

(i)   The highest mark that can be awarded for a referred assessment component is 40%. If that mark is achieved, it replaces the original fail mark on the student's marks profile.

(ii)   A referral mark of less than 40% will also replace the original mark unless it is lower than the mark obtained at the first attempt.

The student's marks profile will show both the first and second attempt marks.

(c)   Recalculation of the module mark following referral:

Following re-assessment, the overall module mark is recalculated using the marks recorded for the referred assessments (if higher than the first attempt mark) and the standing marks in the assessment components which were passed at the first attempt.

If a student fails the initial referral attempt (s)he normally has the opportunity to retake the module in the next available session.

Retaking modules

If a student has failed a module (mark below 40%) at the first attempt, including any referral opportunity, there is normally an entitlement to re-enrol for, and retake, the module in full once more. Retaking necessitates attendance and requires completion of all the assessments. Any assessment marks from the previous attempt at the module cannot be carried forward.

If a student fails the module, including the referral opportunity on the second attempt there is no automatic entitlement to a further attempt. The offer of a third attempt is at the discretion of the Assessment Board, and will only be made if there are compelling reasons to support that decision.

Students may only attempt a module in its entirety a maximum of three times, subject to additional requirements of relevant professional bodies, external agencies or University Assessment Board for Exceptional Circumstances.

The maximum overall mark available for a retaken module is 40%.

Academic Offences
All assignment or examination work you submit **must** be your own. When students hand in work that is not their own, they are committing an academic offence because they are essentially stealing the work of others. We have a variety of means for detecting academic offences, so students **will** get caught and they could face failure of a module or even expulsion from the university.

For more information about plagiarism, collusion and other academic offenses, please see http://www.derby.ac.uk/academicoffences/whatis

To develop a greater knowledge of plagiarism, which is a particularly significant academic offence, see http://www.derby.ac.uk/academicoffences/plagiarism

Computer misuse that amounts to a criminal offence will entitle the University to terminate your registration with immediate effect, whether or not the act was committed using the University's facilities or equipment."

Outcomes of Assessment

% mark	Mark Descriptors	Class
70-100%	**Excellent** Outstanding; high to very high standard; a high level of critical analysis and evaluation, incisive original thinking; commendable originality; exceptionally well researched; high quality presentation; exceptional clarity of ideas; excellent coherence and logic. Trivial or very minor errors.	**First**
60-69%	**Very good** A very good standard; a very good level of critical analysis and evaluation; significant originality; well researched; a very good standard of presentation; pleasing clarity of ideas; thoughtful and effective presentation; very good sense of coherence and logic; minor errors only.	**Second Div 1**
50-59%	**Good** A good standard; a fairly good level of critical analysis and evaluation; some evidence of original thinking or originality; quite well researched; a good standard of presentation; ideas generally clear and coherent, some evidence of misunderstandings; some deficiencies in presentation.	**Second Div 2**
40-49%	**Satisfactory** A sound standard of work; a fair level of critical analysis and evaluation; little evidence of original thinking or originality; adequately researched; a sound standard of presentation; ideas fairly clear and coherent, some significant misunderstandings and errors; some weakness in style or presentation but satisfactory overall.	**Third**
35-39%	**Unsatisfactory** Overall marginally unsatisfactory; some sound aspects but some of the following weaknesses are evident; inadequate critical analysis and evaluation; little evidence of originality; not well researched; standard of presentation unacceptable; ideas unclear and incoherent; some significant errors and misunderstandings. Marginal fail.	**Marginal Fail**
1-34%	**Very poor** Well below the pass standard; a poor critical analysis and evaluation; no evidence of originality; poorly researched; standard of presentation totally unacceptable; ideas confused and incoherent, some serious misunderstandings and errors. A clear fail well short of the pass standard. At the bottom of the range the work demonstrates nothing of merit.	**Fail**
NS	**Non-submission** No work has been submitted.	
Z	**Academic offence notation** Applies to proven instances of academic offence.	

Student Responsibilities

Understanding what is expected
It is the responsibility of the student to ensure that (s)he understands the assessment criteria and learning outcomes against which their work will be marked. Continual engagement with the delivery of the module is important to enable a student to gain this understanding, and to fulfil their responsibility to the learning experience of fellow students.

Academic offences
Students must understand what constitutes an academic offence, including plagiarism, collusion, breach of examination room regulations, and ensure that they do not commit such offences in their studies and assessments.

Policy for Late Entry to Classes by Students
While anyone may occasionally suffer some problem that results in them being late for a class, it is clear that some students are persistent offenders in this respect. This behaviour is perceived both by students and staff as most disruptive, discourteous and not to be condoned.

Classification of Awards

Degree Classification

Classification	Threshold mark	Borderline range
First Class	70%	68-69.99%
Second class division 1	60%	58-59.99%
Second class division 2	50%	48-49.99%
Third class	Achievement of credit requirements for honours	

Progression Standards: Recommendations and Requirements
The University reserves the right to restrict or redirect the studies, or terminate the registration, of any student whose performance gives cause for serious concern, as demonstrated by repeated or wholesale failure.

Assessment Submission Guide

All students will be required to submit assignments electronically, provided that you have received your student ID. You'll find an electronic assignment submission area in Course Resources in UDo.

Further guidelines on using the electronic submission system can be found on: www.derby.ac.uk/esub

Below are general notes for all students for electronic submission:

Deadlines

• All submissions deadline is clearly communicate to you via Module Handbook.

• **When submitting your assignment AFTER the assignment deadline** you will have seven days in which to submit but the work will be capped at D- in accordance with <u>academic regulations</u>.

Format and File Details

• As part of the requirement by the University for academic review, you are require to **attach a cover page provided**, for both Individual and Group Assignments.

• Your assignment must be submitted as **one single file**. Don't split your cover page,assignment, bibliography or appendix items into separate documents.

• Your submitted file must be **less than 10 MB** in size.

• Assignments must be in **MS Word** format.

• File name submitted must be in the following format:
<Full name as per NRIC>_<Module Code>_<Assignment Name>_<Date of Submission>
For example: RinaLim_6HR500_CW1_01Jan16

• If you have hand written work such as calculations or sketches, these can be scanned and incorporated in a PDF for submission.

Submitting

▪ **Remember**: **assignment submission is a two-step process.**
1. First you select your file and click **UPLOAD**.
2. Then, after viewing the basic preview of your assignment, you must click **SUBMIT**. Your assignment is not submitted until you have done so and email confirmation received.

▪ **Preview your assignment**: on clicking UPLOAD a preview of your assignment will be displayed. This is a text-only preview and will not show footnotes, illustrations and formatting, so don't worry if it looks like basic text. Its purpose is to allow you to check the correct file has been selected for upload and that it hasn't been corrupted during

the submission process. The preview is purely an indication for you; the lecturer will receive the fully formatted version for marking.

▪ **It is your responsibility to check the work you've submitted is the correct piece of work and it's not corrupted** – the work you submit will be the work that is marked; you'll be asked to acknowledge this as part of the submission process.

▪ **Confirmation of successful submission** will be provided by an automatic email delivered to your student email address. This is your proof of submission - do not delete this email. **If you don't receive this receipt**, your submission may not have been successful and you should attempt to resubmit.

Difficulties

1. If you're having difficulties accessing Course Resources, your course, or your assignment screen, go to www.derby.ac.uk/esub

2. If you have a condition that would make it difficult to submit online, please contact your lecturer or student service officer to seek additional support.

3. If you do not have access to UDo, please email your assignment directly to your lecturer with the specific format and file details stated above.

STUDENT SUPPORT SERVICE

Singapore Student Support Centre

Name	Telephone	Email
Aventis Student Service Officer: Rina	+(65) 6822 8596	rina@aventisglobal.edu.sg
Aventis Course Administrator: Sandra Shirling	+(65) 6822 8596	Sandra@aventigroup.com.sg

Communication and being Green

We are committed to reducing its carbon footprint and unnecessary printing. Therefore, all communications you receive from us will be by email or online. You will have access to University of Derby platform for information about your course and modules and get your module results.

You can access them both on and off campus.

Email

We will email you with any important information about your timetable and module. It is your responsibility to make sure you read what we send you and make sure your mailbox does not get full (you will not be able to send/receive mail if it is full).

Academic Staff

It is always a good idea to raise any module based questions with the teaching staff during class time. Academic staff also have office hours when you can arrange to meet them. It is normally best to email academics for appointments.

What If Things Go Wrong?

Personal problems: If you have personal problems or concerns you should speak to your course administrator.

Module specific academic problems: If you are having problems with an individual module, you should first approach the module leader or lecturer. If your concern cannot be resolved, then you should approach your Student Service Officer.

General academic queries: If you have general queries about your course or the regulations, you should speak to your course tutor or Student Service Officer.

Administrative problems: If you experience problems of an administrative nature (e.g. timetable clashes, illness, etc), you should inform your Student Service Officer.

Withdrawal/interruption: If you wish to withdraw from the university or temporarily suspend your studies, you must notify your Student Service Officer in writing as soon as possible. Interruption, without formally notifying us, may result in the year being considered as an attempt at the modules.

If you have any problems that are affecting your ability to study, please seek help or advise early – the earlier we know about any problems the better chance we have to help you.