De Montfort University, Faculty of Business and Law and
Niels Brock, Copenhagen Business College

BA (Hons) Business Administration (Top Up)

PROGRAMME HANDBOOK
2025-2026

This handbook is correct at the time of writing and may be subject to change.
Throughout your studies, to ensure you have the most up to date information,
you should always consult the online version of this handbook held on the
Virtual Learning Environment/Moodle. For up-to-date information on
University academic and student regulations always consult the DMU website.

Programme title	BA(Hons) Business Administration (Top Up)
Level	UG
Award	Bachelor of Arts with Honours
Mode of study	Full-time
Location of delivery	Niels Brock Copenhagen Business College
Programme leader	**Name:** Dimitrios Papadimitriou **Office location:** Skt. Petri Passage 1, DK-1165 Copenhagen K **Email address:** dpa@nielsbrock.dk **Phone number:** +45 3341 9395

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How to use this handbook

This handbook will provide you with a full introduction to the programme and the regulations that govern its operation. It will also tell you how the programme is managed and give details of the programme team including academics and administrators.

This edition will describe the course offered in Copenhagen, with modifications reflecting local, practical circumstances when studying in Denmark.

This handbook contains information on both academic and management issues relating to undergraduate programmes. It is designed to introduce you to some basic rules and regulations. It will also provide information to help you get the most from your studies. There are sections which tell you 'who's who' in the Faculty, and where to find help should you need it.

Part 1 gives details of the specific **programme** you are on.

Part 2 gives more **general information** on studying a De Montfort University programme at Niels Brock Copenhagen Business College.

An online version of the **Programme Handbook** may be found on the NBCBC webpage: Copenhagenbusinesscollege.com, which is at all times updated. The **electronic version** contains/links you to more detailed information about each aspect of part 2 of the handbook.

Wherever you see this symbol more detailed information about the subject is available on *LearningZone* or another on-line resource as specified.
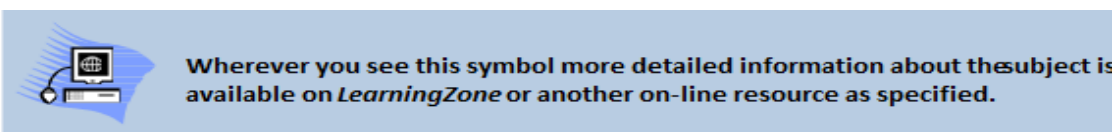
Taking time to read this Handbook (including the electronic version) during the week that you receive it will help you greatly through your studies with us. It should also be read in conjunction with:

General Regulations and Procedures Affecting Students

Academic Regulations for Undergraduate and Taught Postgraduate Students

Both are found by logging into *my.dmu.ac.uk* and clicking on the *DMU* tab.

PART ONE: YOUR PROGRAMME AND STUDIES

1:   Welcome and Introduction

Welcome to the challenge of the BA (Honours) Business Administration programme. This programme has run very successfully for many years with regular review*s* to ensure that it is up-to-date and relevant to the needs of business and industry. The programme has been validated by the British Quality Assurance Agency (QAA) and is subjected to the assessment and approval by the Danish Evaluation Institute (EVA) on a regular basis. Since 1999 more than 600 Danish and international students have successfully completed and passed the course leading to more demanding business positions and/or postgraduate studies.

The excellence that we aim for in this degree scheme is a result of a partnership between staff and students. We try to provide a broad and stimulating environment in which you can explore ideas and pursue projects. Our aim is to spark your enthusiasm and interest. However, this is also a rigorous academic course and we expect students to attain the highest possible standards. We provide you with a lot of freedom and expect you to take a responsible attitude towards the programme especially at the times when independent self study and group activities are expected. It is up to you to meet this challenge.

We hope that you will enjoy your time with us and find Business Administration as exciting as we do.

Thank you for choosing to study on a De Montfort University validated programme. I would like to take this opportunity to welcome you and tell you something about what we hope to offer you during your time with us.

De Montfort University works with a range of partners to offer students an alternative route through Higher Education. We are very proud of our relationship with our partners and consider each individual student to be integral to the partner and the broader DMU community.

Our aim is to offer all students studying at a partner an equivalent experience as a student studying at DMU on our campus. If you choose to visit De Montfort University, you are entitled to have access to the Kimberlin Library (you will need to bring your student ID card).

I wish you every success and happiness during your studies and welcome you as part of our vibrant, distinctive, international community!

With best wishes

Professor Katie Normington, Vice Chancellor, DMU

2: About the Programme

2.1 Key Information

This is a top up programme available for students who have already completed one of the following:

- HND course in business or accounting
- Level 5 of an accounting related degree course at a UK higher education establishment
- Comparable level 5 course at an international higher education establishment.

Module Guides

Each module will have a module guide in which will be information about the module content, tutorials, assignments and other useful information. Please read it carefully. As Sir Francis Bacon is quoted as saying:- 'Knowledge is power!'...You must make it your business to learn from the information given to you.

Moodle and LearningZone

Moodle and LearningZone are platforms through which students will receive module information. These are NBCBC and DMU's electronic virtual learning environment (VLE – see Part Two of this Handbook). They can be accessed via the internet from anywhere so students will always have the module information at hand electronically from anywhere in the world where there is internet access. Please look at it frequently as there are often important announcements made and Moodle is the main way staff can communicate with a large cohort of students.

2.2 Students CBC and DMU email

You will have a CBC and DMU email address when you enrol (see part two of this Handbook). This is another important way in which staff may communicate with you if they need to. Please make a point of looking at your emails *frequently.* The staff will assume you are doing so.

2.3 Programme Information

This Student Handbook is designed to provide students registered on the Final Year of BA (Hons) Business Administration Degree, De Montfort University, with an understanding of the nature of the programme of study and with details of its content and assessment. Students are therefore advised to read this booklet carefully and in particular to note the regulations. These regulations are issued without prejudice to the right of De Montfort University (DMU) and Niels Brock (NB) to make such modifications to the matters dealt with, as they consider necessary, without prior notice.

The Academic Regulations for Taught Programmes

https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/taughthttps://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/taught-programmes-academic-regulations/taught-pgms-academic-regulations-homepage.aspxprogrammes-academic-regulations/taught-pgms-academic-regulations-homepage.aspx

General Regulations and Procedures Affecting Students

https://www.dmu.ac.uk/current-students/student-support/exams-deferralshttps://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspxregulations-policies/student-regulations-and-policies/index.aspx

Everybody concerned with this collaboration wants it to be successful, but its success rests mainly with you, the student. It is an intensive programme of study, which means that it is necessary for you to attend and participate fully in the classes. If from time to time you miss classes it is up to you to make arrangements to get copies of any lecture notes or handouts, and you are strongly advised to ensure that a friend in the class is able to help you with this. For further information about attendance, cf. Section 4.3

In terms of status, De Montfort University (DMU) is the awarding body for this programme and participants are both students of De Montfort University and students of Niels Brock.

2.2 Programme Structure

BA (Hons) Business Administration
Our students will:
1. Have a wide range of subject specific knowledge and understanding that reflects the inter-dependence of business disciplines underpinning real-world business administration.
2. Possess a critical appreciation of a body of knowledge that reflects theory, concepts and practice applicable to the administration of a business
3. Be enabled to independently and critically solve business problems by clarifying meaning, critically identifying options and evaluating and selecting priorities.
4. Demonstrate the ability to independently conduct research, problem solving and decision making using appropriate quantitative and qualitative (analytical) skills including identifying, formulating and solving business problems.
5. Develop and apply values, skills, knowledge and behaviours that will enable them to contribute to the development of a just, peaceful and sustainable world.

Structure and regulations

Module and credits

Module Code	Module Title	Credit value	Level	Core
BABAN3001	Business Principles and Practice	30	6	X
BABAN3002	Contemporary Issues in Business Administration	30	6	X
BABAN3003a	Strategy for Business Administration	30	6	Elective
BABAN3003b	Marketing for Business Administration	30	6	Elective
BABAN3003c	Finance for Business Administration	30	6	Elective
BABAN3004	Final Project	30	6	X

Supplementary but still mandatory modules:

NB001	Academic Workshops	0		
WKRM	Research Methodology Workshops	0		

2.3 Module Information

BA(Hons) Business Administration (Top Up)

This one-year (12 months) Business Administration programme is a final year top-up degree designed to strengthen a student's skills for a fast paced and continuously changing Business environment. Graduates will have the knowledge and practical experience to apply business administrative skills in the workplace.

By taking the top up Students are able to tailor their degree to reflect their interests and career ambitions across three pathways (Strategy, Finance, Marketing). In addition to a range of modules that will equip you with a wider vision of how to administer a business, we offer in the final year three streams of specialisation: Finance, Marketing and Strategy & Management. Each stream provides and supports practical analytical research activities and skills that can be utilised in the work environment.

This course is currently operating in a long and thin format and this validation is to alter the structure to the new Block format.

BABAN3001 Business Principles and Practice

The module will give students from diverse backgrounds given entry point a key overview of business principles and practices. This module aims to ensure that students understand the nature of business practices and their inter-dependence across the pathways of the programme (strategy, finance and marketing). The module ensures that students understand the business principles and practices in complex global markets.

Indicative Content (Subject to Change) may include:
1) Contemporary business practices
2) Specific strategic issues such as mergers and acquisitions
3) Strategic alliances
4) Knowledge management
5) Management of change
6) Organizational learning

BABAN3002 Contemporary Issues in Business Administration

This module will bring together a range of current research on contemporary strategic issues in business and management and enable students to consolidate their understanding of these issues, whilst giving them the skills and opportunity to examine and critically evaluate alternative valid views.

Indicative Contemporary Business and Management issues facing employers include:
1) CSR
2) Ethics
3) Politics
4) Innovation
5) Global Economics
6) Sustainability
7) Digital Transformation

BABAN3004 Final Project

The module provides an opportunity for students to undertake an independent research related study in an area of special interest within the area of business administration appropriate to their pathway (Strategy, Marketing or Accounting/Finance).

Electives:

BABAN3003a Strategy for Business Administration

The module will consider how firms create and execute an effective strategy. The module will examine and unravel the theoretical origins of strategic corporate decision making. The module will develop students' ability to undertake appropriate strategic analysis in contemporary local, national and international environments.

Indicative Content:
1) Researching a business's environment
2) Business Analytics
3) Strategic Capabilities
4) Leadership techniques
5) Strategic Planning & Decision Making

BABAN3003b Marketing for Business Administration

The module will provide an in-depth understanding of consumer characteristics, behaviours and motivations as inputs for effective marketing strategies. The module will critically examine the appropriate ways to undertake a marketing analysis for local, national and international environments. Skills of analysis, problem-solving and decision making are emphasised throughout.

Indicative Content:
1) Visualise marketing related data
2) Customer Behaviour
3) Digital Marketing and Analytics
4) Data collection
5) Analytical Models & Techniques

BABAN3003c Finance for Business Administration

The module will provide an in-depth fundamental understanding of financial reporting and analysis. The module will look at the ever-changing area of financial accounting and corporate reporting. It will consider the different approaches to developing accounting rules and regulations used across the world as well as contemporary technological and reporting developments.

Indicative Content:
1) Financial reporting
2) Relevant conceptual frameworks
3) Reporting environment
4) Financial Analytics
5) IT & Financial Reporting
6) Financial reporting model

NB001 Academic Workshops

The primary objective of the academic workshops module is to reinforce students' practical assignment writing and presentation skills. In so doing the module enables learners to think about their academic writing and presentation style at an early stage of the process. The generic support provided by the module is additional to the assignment specific instructions students will get from their module tutors.

WKRM Research Methodology Workshops

The primary objective of the research methodology workshops module is to act in a supplementary way to Final project module and assist students in implementing the learning outcomes of that module. The students have thus the opportunity to deepen their understanding of theory of science and scientific methodology concepts that are necessary for the completion of their final project (BABAN3004).

PART TWO: YOUR FACULTY AND UNIVERSITY

1.7 SECTION 1 – STUDENT SERVICES AND SUPPORT

1.7.1 Student Registration

You are registered as a full-time student at De Montfort University and Niels Brock.

Student registration takes place via the DMU Programme Office at Niels Brock.

You may contact the Programme Administrators at international@brock.dk for help, advice and support on a range of issues, including:

- Admission
- Tuition fee
- Enrolment, student visa and student cards
- Calendar/Timetable
- Exam schedules
- Graduation ceremony

1.7.2 DMU Programme Office

The De Montfort University Programme Office at Copenhagen Business College is located on the ground floor of Sankt Petri building. The primary function of the office is to take care of programme management and administration but also to provide advice on a wide range of student issues.

We hold leaflets detailing university procedures and protocols in respect of all areas as well as copies of the university regulations and all of the standard forms. We are able to give you contact details of our Academic Student Affairs Counsellor, Student Affairs Coordinator and all academic members of staff.

In short, we should be your first port of call if you require any help or advice; if we are not able to help you we will know who can! We can arrange for academic counselling and we have a separate room available should your problem be of a private or confidential nature.

1.7.3 Opening hours are found at copenhagenbusinesscollege.com

Please note that coursework is to be handed in to the module lecturer/tutor in accordance with instructions provided in your module guide.

1.7.4 Change of Address

In order to ensure that students can be contacted promptly as necessary, changes in term time and home addresses, telephone numbers or email addresses should be submitted to the DMU
Programme Administrators at Niels Brock, international@brock.dk

1.7.5 Teaching and Learning facilities

All De Montfort University Programmes at Niels Brock Copenhagen Business College are accommodated in the Sankt Petri building and the H-Building at TKH, Nørre Voldgade 34.

The buildings are open on weekdays from 8 am – 10 pm during term time.

It provides a modern, comfortable learning environment conducive to study at graduate and postgraduate level and comprises:

- Classrooms/seminar rooms
- Computer Lab with internet access, printers
- Student Lounge with table and chairs
- Library/Open Learning centre
- Auditorium
- Meeting rooms (available on request)

Further rooms – of almost any size and layout – can be booked by contacting the Programme Office.

1.7.6 IT platforms – MyDMU, University Email Account, UMS schedule, Moodle and LearningZone
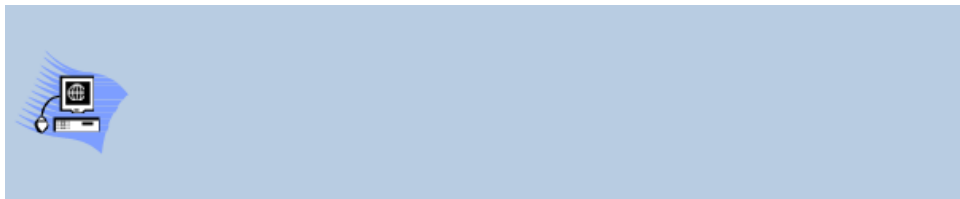
MyDMU is your personalised portal to the university information and systems. It can be accessed via any computer which has an internet connection **my.dmu.ac.uk**. MyDMU allows you to view news about the university, your personal information (e.g. name, date-of-birth and address) that the university currently holds, the modules that you are enrolled on and, at certain times of the year, your assessment results.

Using your university login details you can also log in to MyDMU to access the following:

1.7.7 Your University Email Account

- The university will automatically create an e-mail account for you.
- All students are also provided with NB email accounts which can be accessed using a web browser from anywhere with an internet connection

All email communication from the Niels Brock administration and lecturers will be sent to your @niels.brock.dk account. It is expected that you check your student email account daily for urgent issues. Please note that all email from the university will be sent to your official DMU student email address and/or your Niels Brock account. We are not able to use personal email accounts.

*Please note that your Niels Brock email account will be active only 3 months after the end of the programme.

1.7.8 Mitnielsbrock/UMS schedule programme

Students will be provided with your timetable at the beginning of each semester. A personalise and updated timetable is readily available at Mitnielsbrock/UMS. Students can log in using their general Niels Brock login. Details of other scheduled events such as examinations, guest lectures and assessment deadlines will be provided by email. It is your responsibility to keep yourself informed of any examinations or assignment dates, changes to class times or location, scheduled meetings, mentor sessions and seminars/talks by **checking your Mitnielsbrock/UMS and email regularly.**

1.7.9 Moodle

Niels Brock will provide you with access to the local Virtual Learning Environment, **Moodle**. Your lecturer will upload all relevant material concerning the module to this platform and you will have access to Moodle through the internet. All relevant information from the Copenhagen administration will also be uploaded to Moodle.

1.7.10 LearningZone

LearningZone is the university's Virtual Learning Environment. You will use LearningZone as an integral part of the teaching and learning experience throughout your time at DMU. Almost all of your modules will have a LearningZone site which Module Leaders will use to post information to support formal, face-to-face teaching. You will also submit work through Turnitin via the specific module LearningZone sites.

Please *be aware that when you complete your course and are no longer enrolled as a student at DMU and NB you will not be able to access Moodle, MyDMU, LearningZone, NB student email and file storage.*

1.7.11 Books and prints

All mandatory books and prints are included in the tuition fee and will be provided at the Induction session before the courses begin.

1.7.12 Library

The Copenhagen Business College, Niels Brock Library
The Copenhagen Business College, Niels Brock Library (CBC Library) is an academic library open to the students, faculty, and staff at Niels Brock. The library is an excellent space for studying, meeting fellow students and your teachers. There are several tables and soft furnishings where you can work. The library is accessible with a student card from 07:00 - 19:00, Monday to Friday, and it is located at Skt. Petri Passage 1, DK-1165 Copenhagen K.

The library's collection supports the subjects taught at Copenhagen Business College, and includes books, periodicals and digital resources related to those subjects. Students can borrow up to 10 books at a time for a period of one month.

All mandatory titles are available in the library. Most recommended readings are available in the library, or digitally through the De Montfort University Library. They can also be obtained through the Danish public library system.

Access to all resources, including additional databases and helpful information on referencing and academic writing can be found on CBC-DMU library on Moodle page.

The librarians can help students with searching information effectively, finding quality sources of information and referencing. The librarians are available Monday-Friday 9:00-15:00 and by appointment, if outside these hours. Appointments can be made on CBC-DMU Library Moodle page: Book a Librarian

Besides CBC Library, students and academic staff also have access to De Montfort University (DMU) digital library, which gives access to a wealth of resources.

Introduction to DMU Library and Learning Services

The DMU Directorate of Library and Learning Services (LLS) supports the learning, teaching and research activities of DMU providing high quality resources, learning spaces and learning and academic skills development.

See the dedicated library webpage for partner students that outlines how you can access online information and support https://library.dmu.ac.uk/partnerstudents.

Contact us

Contact us via phone or via our online services (JustAsk or live libchat). Find details a https://dmu-achttps://dmu-ac-uk.libanswers.com/uk.libanswers.com.

Resources

Your home institution will provide you with the key resources that you will need for your assignments, such as books, journal articles and other material. However, you will also have access to the physical library at DMU and online books and journals where our licences allow for access.

Accessing online material

Your **single sign-on** username and password allows access to library and university functions, including: DMU student email account; LearningZone VLE (if applicable); computing services; and e-books, e-journals and databases where our licences permit usage. Your username is your university ID card 'P' number. You will initially login with a default password. We recommend for security reasons that you change this password for future access.

Databases and eBook collections that DMU can provide can be accessed from the partner students libguide https://library.dmu.ac.uk/partnerstudents.

Learning and Academic Skills online guides

DMU provide a number of online guides and tutorials that can help you with academic skills, such as Critical
Thinking, Academic Writing, Referencing, Maths and Statistics. These can be accessed from the Support and Guidance tab of our Partner Students Webpage at https://library.dmu.ac.uk/partnerstudents/support. You will also have access to LinkedIn Learning https://library.dmu.ac.uk//linkedin/accesslinkedinlearning providing access to online courses and videos business, technology and creative professional skills.

Student feedback on DMU Library and Learning Services (LLS)

DMU LLS welcomes any constructive comments or feedback about the provision of services, facilities and resources. Feedback can be provided online at: https://libguides.library.dmu.ac.uk/feedback.

Library and University Regulations

Use of the library comes with some simple rules for everyone's benefit. Don't forget your ID card, don't share your card or IT credentials with anyone else and please respect designations for quiet and silent study, and food and drink restrictions. Full library regulations are available at https://libguides.library.dmu.ac.uk/aboutus/regulations.Failure to comply with library or university regulations may result in disciplinary action.

library.dmu.ac.uk. The library opening hours are also available here. There is also a link to this site on the front page of MyDMU. More information about the library can be found by logging on to *LearningZone* clicking on *My Communities, Faculty of Business and Law* and *Postgraduate Students*.

During Induction and Enrolment Week all students will have a library induction scheduled to introduce these resources. During this time, you will have a chance to meet library staff and ask questions.

1.7.13 Support for International Students
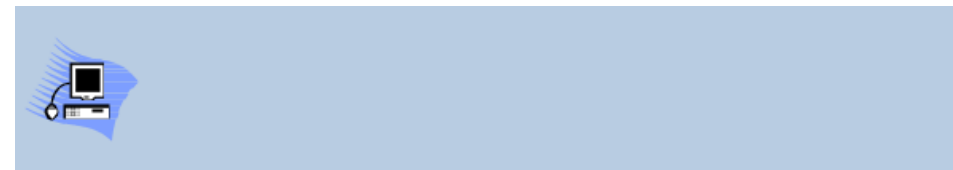
The Niels Brock International student support functions are also available to our DMU students in Copenhagen. We suggest you start by checking the information for international students at www.brock.dk, www.studyindenmark.dk, www.ihcph.dk.

For further advice, contact the DMU Programme Office or the Head of academic support, development & student success, Raquel López Fernández at rlo@brock.dk

1.7.14 Academic Counselling

If you encounter any problem that affects your course of study, please get in touch with the Academic Student Affairs Counsellors at Niels Brock who will help you come to terms with any set of problems, however trivial or serious. What you discuss will be strictly confidential, unless you give the Academic Student Affairs Counsellors specific permission to contact someone else to help solve your problem.

1.7.15 DSU (De Montfort Students' Union)

DSU (De Montfort Students' Union) is based in the Leicester Campus Centre.

DSU is a student led and student focused organisation. It aims to represent, inspire and involve its members to enhance the University experience.

1.7.16 DMU Student Charter

The aim of this Charter is to achieve continuous improvement in teaching and learning in an environment where staff and students work together to maximise learning opportunities.

The Charter sets out the rights and responsibilities of staff, students and De Montfort Students' Union.

(DSU). In order to be effective, it is important that everyone reads the Charter carefully and refers to it throughout the programme of study.

Please read the **full version of the Charter** at http://www.dmu.ac.uk/dmu-students/student-resources/student-charter/student-charter.aspx. It should be read in conjunction with **Student Rights and Responsibilities** at http://www.dmu.ac.uk/about-dmu/quality-management-and-   policy/students/student-rights-and-responsibilities.aspx and any additional protocols that are also adopted by relevant Programme Assessment Boards (PABs).

1.8 SECTION 2 – MANAGEMENT POLICIES

Overall responsibility for the supervision, co-ordination, development and management of the BA (Hons) Business Management programme offered at Niels Brock Copenhagen Business College rests with the Associate Dean (Academic) and Chair of Assessment Board of De Montfort University. General liaison between the De Montfort University and Niels Brock is undertaken by the DMU Tutor Link, Julia Pointon.

1.8.1 De Montfort University Policy

It is University Policy that:

- a student is entitled to the fullest information possible about his/her academic and personal development
- there should be someone who can, if necessary, draw the attention of the Assessment Board to any problems that have arisen and which need to be taken into account in any assessment

The University views as fundamental the importance of establishing a rapport between students and staff that enables information to be exchanged and appropriate counsel given. Individual support in academic departments is not an alternative to Student Counselling or other student services, but rather as an academic working relationship in which the tutor does not look for

problems but should be in a position to identify them and enable the student to seek appropriate help.

1.8.2 Niels Brock Policy

It is Niels Brock policy that our work and everyday activities are based on our 4 values;

- Respect
- Development
- Excellence
- Professionalism

We strive to incorporate these values in our daily work and hope to witness the values exemplified in numerous ways. The values are designed to ensure that your stay at Niels Brock will be remembered as a positive and wonderful experience.

Respect

Every student and staff at Niels Brock are treated with respect and we address each other politely. We ensure that students know where relevant information (be it written, oral or personal) can be obtained. We encourage you as a student to arrange approved ways of communication with your lecturers. Unless marked "confidential" all information regarding the normal administration of the programme is considered as public domain. Personal, confidential information should be given to the Academic Student Affairs Counsellor or Student Affairs Coordinator only.

If special arrangements have not been agreed on, please adhere to normal working hours when contacting lecturers, either via e-mail or phone. The working hours are Mon-Friday 9a.m.-4 p.m. Administrative staff and management have specific office hours which should be respected.

Development

It goes without saying that things can always be improved. Therefore, the BA (Hons) Business Management Programme has Monthly Meetings between student representatives, representatives of the programme management and teaching faculty. You have ample opportunity to influence and improve the Programme at these meetings by bringing our attention to issues that can be improved and making suggestions to new ways and ideas. Minutes of the meetings and notes of action taken are reported back to student, staff and management representatives.

Excellence

Niels Brock want to be the best at what we do including delivering the best BA (Hons) Business Management Programme to you. This is done inter alia by ensuring that we adhere to De Montfort University policies and British and Danish quality assurance initiatives.

Professionalism

Every aspect of your time at Niels Brock should be met by friendly and professional attitude. We therefore strive to provide you with the best lecturers/tutors, communicate timely and competently and ensure that your work is treated professionally. Please consult your Module Guides for further specific information regarding submission and feedback policies.

1.8.3 Programme Management, Copenhagen

Address: De Montfort University programmes at

Niels Brock Copenhagen Business College, at Skt. Petri Passage 1, DK-1165 Copenhagen K

Charlotte Forsberg	Dimitrios Papadimitriou		Helle Thomson
Deputy Vice-Chancellor	BABA Programme Manager		Programme Administrator
M: (+45) 2321 4554	T: (+45) 3341 9395		T: (+45) 3341 9384
E: **cfo@nielsbrock.dk**	E: dpa@nielsbrock.dk	**Student support Unit**	E: **het@nielsbrock.dk**
			Xia Wang
		Ssu@nielsbrock.dk	Programme Administrator
			T: (+45) 3341 9527
			E: **xwa@nielsbrock.dk**

1.8.4 Student Feedback

Programme feedback meetings are held as formal monthly meetings between student representatives and programme staff at Niels Brock, cf. 2.2 Development above. Minutes of the meeting are placed on the NB Moodle electronic learning platform and appropriate steps taken to remedy/improve the situation reported.

The outcome/status is reported back to the student representatives at the next monthly meeting at the latest.

Feedback to students from staff on their progression is made in accordance with provision given in each particular Module Guide. Special feedback forms may be employed.

Student feedback about modules is obtained using De Montfort University module evaluation forms at the end of the course.

Informal feedback by students to any member of staff is always welcomed as a more immediate method of communicating about the modules or the entire programme of study.

1.8.5 Credits per Programme and Level

Your programme of study consists of a number of modules. Each module is a discrete 'subject' with its own timetabled content (or syllabus), a module leader (who designs and manages the module), its own tutors and its own assessment tasks. Each module is worth 30 **credits**, and an honours degree requires students to have completed **360** credits (**120** per level or full-time year). See part one of this handbook and the *Handbook and Regulations for Undergraduate Students* for credits required for other award types.

Certain modules are **core** and therefore must be taken, others might be **optional** (see your programme structure in part one of this Handbook). At Year One of an undergraduate degree, all modules are usually core. Level 5 and 6 elective modules will only be offered if there is sufficient demand.

More information on the **modular system** can be found in the *Handbook and Regulations for Undergraduate Awards,* which is found by logging into my.dmu.ac.uk and clicking on the DMU tab.

The University adheres to the **Framework for Higher Education Qualifications in England**, Wales and Northern Ireland (FHEQ) and what is called **Level 1** within the University (often Year 1 if full-time study) maps to FHEQ **Level 4**, whilst **Level 2** maps to FHEQ **Level 5** and **Level 3** to FHEQ **Level 6**. The FHEQ level descriptors will be shown on your Higher Education Achievement Report (HEAR) and any other documents which you may receive on completion of your studies.

1.8.6 Re-enrolment

During **March** (September intake) **or August** (January intake) of level 4 and level 5, you are asked to re-enrol. **Re-enrolment** has the following purposes:

It **formally registers** your intention to study for the following semester and generates the creation of your personal timetable for that semester;
It allows you to choose from any **option modules** that you have;
It allows you to check the **personal details** that the university hold for you and amend them if necessary.

Re-enrolment is **compulsory** for all students. Once you have registered to study for the next semester, your progression will be considered following the Programme Boards later in the year. You will be contacted nearer the time with details on how to re-enrol. It is usually done on-line. The Faculty will organise an Options Fair so students can get more guidance on picking their options before students complete the online re-enrolment process in early March or August.

In **preparation for re-enrolment** you can check the modules available on your programme of study for the next year (and module descriptors to help you choose option modules) by logging in to *LearningZone* and clicking on *My Communities*, *Faculty of Business and Law* then Re-enrolment.

1.8.7 Changing Modules

Changing Modules – once you have chosen any optional modules at re-enrolment you can request to change **up to 30 credits** worth up until the **end of the second week** of term. To do this you need to obtain a *Change of Module Form* from the Programme Office and gain the signatures of the accepting and releasing module leaders. A few rules:

- Only option modules can be changed;
- You can only choose from the list of modules available on your programme;
- Some modules may be full and unable to accept you.

1.8.8 Programme Boards – their Role and Function

Programme Boards are subject or department-based meetings. They comprise of members of academic staff (mainly the programme and module leaders for a particular subject area), staff from central university departments such as the Student Academic Services and External Examiners (academics from other universities who moderate students work once it has been marked by DMU staff).

Programme Boards (in **Assessment** mode) – these Boards usually meet four times a year, June, September, January and April to look at students results and assess whether they meet the university and programme regulations allowing them to **progress** to the next year of study or achieve their **final award**. Once the Board has met (including External Examiners), results are deemed to have been approved or ratified. They are then released to students on a specified date via MyDMU. For final year students who successfully complete their course, their Higher Education Achievement Report (HEAR) will follow soon after the results are released.

Programme Boards (in Management mode) – these Boards meet several times a year to discuss any issues affect the programmes and modules within the subject area of the Board, e.g. student performance overall on a module or programme, changes of curriculum or assessment, new programme proposals etc. Student representatives are invited to some of these meetings to discuss any issues of concern to students.

1.8.9 Complaints Procedure

What to do if you have a problem with the Course itself and/or an assessment or exam:

a) See the Tutor/Lecturer concerned. If not satisfied about the outcome:

b) See the Dean of Academic Affairs at Niels Brock Copenhagen Business College. If not satisfied about the outcome:

c) Write formally to the Complaints and Student Conduct Manager at DMU using a Formal Complaint Form available at http://www.dmu.ac.uk/dmu-students/the-student-gateway/academic-support-office/student-complaints/student-complaints-procedure.aspx If not satisfied about the outcome:

d) Appeal to the Office of the Independent Adjudicator via www.oiahe.org.uk

Please follow this procedure as this is the most effective way to operate. DO NOT miss out a stage as this is in your own interest.

1.9 SECTION 3 – ASSESSMENT

1.9.1 Introduction

Each module has different methods of assessment related to what you are expected to learn (learning outcomes) on that particular module. This means that you should see a clear relationship between the learning outcomes in your module outline (which should be handed to you by the module leader in your first class) and the assessment task you are being asked to do.

Assessment comes in three main forms:

Diagnostic assessment allows you and your tutors to see your strengths and weaknesses so you can focus your efforts more effectively (e.g. your tutor may ask you to complete a task in class which you can then 'mark' yourself and see where your strengths and areas for focus lie).

Formative assessment allows your tutors to give you feedback which you can use to improve (e.g. you may be asked to write a report for one of your earlier assignments). You will be a given a mark and feedback for this which you can then use to improve your report writing in a later assignment or exam question).

Summative assessment in which your grade or mark counts towards your overall profile and final degree (e.g. an exam at the end of a module).

Most assignment tasks will use two of these forms of assessment.

o   For each assignment, you will normally be provided with a written assignment brief and an oral briefing from the tutor. Assignment Briefs will vary but may include:
o   Aims of the assignment;
o   Learning outcomes for the assignment;
o   Timetable and programme of work, including submission deadline;
o   Marking criteria, i.e. how your work will be graded;
o   References and source material – to help you complete your assignments.

Following the assignment brief carefully helps to ensure that you achieve the best mark possible. The **assignment brief** and **marking criteria** are there to help you **gain marks**. Once the work has been marked, depending on the type of work, your tutor will normally give you written **feedback** based on the assignment criteria. This feedback should be used to help you in subsequent assignments.

1.9.2 Assessment Methods

Modules are assessed in many different ways but here are some of the most common methods of assessment:

Essay – a written assignment based on a set question (or choice of questions) with a word limit.

Report – a structured assignment using headings and sub-headings used to look at a particular problem or issue and make recommendations within a word limit. This could be an individual piece of work or group work.

Exam – a formal test to assess knowledge within a time limit and silent conditions. Exams can be closed book (i.e. no material is allowed to be taken in) or open book (specific texts are allowed).

Phase Test – a shorter test (usually multi-choice or short answers) which takes place under exam conditions.

Reflection – a written piece of work where students are asked to reflect on their development and experience and what they have learned from it.

Presentation – this can be in groups or done individually and usually takes place in a classroom or lecture theatre using visual aids such as PowerPoint.

1.9.3 Anonymous Marking

The University has a policy of anonymous marking of assessed work wherever possible. In the Faculty of Business and Law work is normally marked anonymously with the exception of some types of assessment which are exempt due to their nature or the type of feedback required.

Examples may include:

- Oral presentations;
- Formative assessments that subsequently become summative;
- Assignments where the student, or group of students, are given an individual topic and might interact with their tutor prior to submission;
- Projects and dissertations.

Please note that other exemptions may exist. Please see individual module handbooks for details.

1.9.4 Faculty of Business and Law Grade Descriptors

This is a guide to the criteria used by staff in assigning a mark to a piece of work. The final mark awarded to a piece of work will be informed by its predominant correspondence to these descriptors.

Modules are marked on a range of 0-100%. Mark descriptors are given in the table below. **A mark below 40% indicates a Fail grade** (the shaded boxes).

Mark Range	Criteria
90-100% **First class honours** **Distinction**	• Responds to all of the assessment criteria for the task. • Displays exceptional degree of originality. • Exceptional analytical, problem-solving and/or creative skills. • No fault can be found with the work other than very minor errors, for example minor typographical issues.
80-89% **First class honours** **Distinction**	• Responds to all of the assessment criteria for the task. • Work of outstanding quality, evidenced by an ability to engage critically and analytically with source material. • Likely to exhibit independent lines of argument. • Highly original and/or creative responses. • Extremely wide range of relevant sources used where appropriate.
70-79% **First class honours** **Distinction**	• Responds to all of the assessment criteria for the task. • An extremely, well developed response showing clear knowledge and the ability to interpret and/or apply that knowledge. • An authoritative grasp of the subject, significant originality and insight, • Significant evidence of ability to sustain an argument, to think analytically, critically and/or creatively and to synthesise material. • Evidence of extensive study, appropriate to task.

60-69% **Upper second class honours (2:1)** **Merit**	• Responds to most of the assessment criteria for the task. • A detailed response demonstrating a thorough grasp of theory, understanding of concepts, principles, methodology and content. • Clear evidence of insight and critical judgement in selecting, ordering and analysing content.
	• Demonstrates ability to synthesise material, to construct responses and demonstrate creative skills which reveal insight and may offer some originality. • Draws on an appropriate range of properly referenced sources.
50-59% **Lower second class honours (2:2)** **Pass**	• Responds to most of the assessment criteria for the task. • An effective response demonstrating evidence of a clear grasp of relevant material, principles and key concepts • An ability to construct and organise arguments. • Some degree of critical analysis, insight and creativity. • Demonstrating some conceptual ability, critical analysis and a degree of insight. • Accurate, clearly written/presented.
40-49% **Third class honours** **Pass**	• Overall insufficient response to the assessment criteria. • A weak response, which, while addressing some elements of the task, contains significant gaps and inaccuracies. • Indicates an answer that shows only weakly developed elements of understanding and/or other skills appropriate to the task. • May contain weaknesses in presentation that constitute a significant obstacle in communicating meaning to the assessor.
30-39% **Fail**	• Overall insufficient response to the assessment criteria. • A poor response, which falls substantially short of achieving the learning outcomes. • Demonstrates little knowledge and/or other skills appropriate to the task. • Little evidence of argument and/or coherent use of material.
20-29% **Fail**	• Overall insufficient response to the assessment criteria. • A very poor response demonstrating few relevant facts. • Displays only isolated or no knowledge and/or other skills appropriate to the task. Little adherence to the task.
10-19% **Fail**	• Overall insufficient response to the assessment criteria. • Displays virtually no knowledge and/or other skills appropriate to the task. Work is inappropriate to assessment task given.

0-9% **Fail**	• Overall insufficient response to the assessment criteria. • A weak response, which, while addressing some elements of the task, contains significant gaps and inaccuracies. • Indicates an answer that shows only weakly developed elements of understanding and/or other skills appropriate to the task. • May contain weaknesses in presentation that constitute a significant obstacle in communicating meaning to the assessor.

1.9.5 Degree Classification Explained

Honours degrees (BA/BSc/LLB Hons) are awarded final overall grades known as classifications. You often hear them referred to as 2(ii), 2(i), etc. This means:

1st = first class honours degree
2(i) = upper second class honours degree
2(ii) = lower second class honours degree
3rd = third class honours degree

A degree *without* honours can sometimes be awarded when students can no longer achieve the 360 credits needed for an honours degree. This is referred to as BA or BSc or LLB rather than BA (Hons) and BSc (Hons) and LLB (Hons).
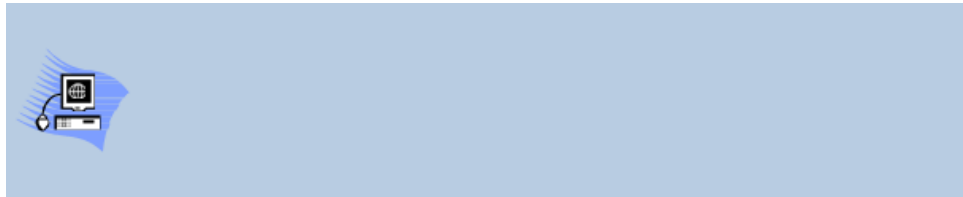
To find out how honours degrees are **calculated,** go to the Award Regulations chapter of the ***Handbook and Regulations for Undergraduate Awards,*** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab **or** go to the ***Degree Classification*** section on LearningZone/MyCommunities/Faculty of Business and Law which shows detailed examples and illustrations of how degrees are calculated.

1. All modules must be passed (40%+ or compensated fail/general credit) in order to be awarded an Honours Degree (first/upper second/lower second/third class)

2. "Compensated Fail":

   You can receive general credit for modules totalling 30 UK credits at each level/year, in which you have achieved final grades between 30-39% and thereby still get an Honours Degree.

   If you achieve a compensated fail in a 30 credit module, with the remaining modules all having been passed at 40% or above, this means that you have satisfied the minimum award criteria. You will automatically receive your degree and will not be entitled to take any reassessments.

3. If you do not satisfy the minimum award criteria as detailed above, you are entitled to re-sit failed modules. You have two reassessment opportunities in each module to retrieve one or more failed assessment components. Students who fail their first reassessment will be granted on further reassessment attempt in each module, to be taken at the next opportunity.

4. Where a student passes a module following in-year reassessment, or following end-of-year reassessment, the module mark will be capped at 40%.

5. Progression:

6. You must have passed at least 90 credits of modules to progress to the next level of undergraduate study. If you have passed modules worth of 60 credits only, you will be required to undertake reassessment in the module(s) with attendance (full module fee). The fee for restudying modules is DKK 22,000 for a 30 UK credit module.

7. Students failing more than 60 credits on their first year have exhausted all options and cannot continue their studies. They may re-apply to the programme after two calendar years.
8. When calculating your classification, your overall module mark will be capped at 40% (pass). Further reference is made to the Handbook above.
9. There is a 15-month time limit to complete any required assessment in order to pass overall.
10. Students who have used up their reassessment options but have achieved a minimum of 60 UK credits in their final year may apply for a non-honours award.
11. Please note there are conditions for extension of your residence permit that requires you to participate actively in your study programme as well as not being more than 1 year behind the prescribed period of study.
12. Students who have been awarded a non-honours degree may return after three years to study the final year again (new full fee).
13. Students who have not been able to achieve a non-honours degree, may also apply for new admission after three years, once they have successfully completed additional courses deemed relevant to their Bachelor's degree programme (new full fee).

1.9.6 Assignment Marking

The quality of assessment is guaranteed using the following system: Academic staff at Niels Brock

Copenhagen Business College mark student in-course and examination material. This is then sent to DMU module leaders, who moderate the work in the context of other module work produced across the university. Finally, the material is set before an external examiner from another university who judges the overall quality of the work, and the appropriateness of the marks awarded.

1.9.7 Notification of Provisional Marks

All marks are provisional until confirmed by moderation and approved by the Assessment Board.

1.9.8 Assessment Aims and Outcomes

The assessment procedures are intended to achieve a number of objectives. These are:

a) To provide continuous feedback to both the participants and the tutors regarding progress at each stage of the course and to provide information for counselling where needed.
b) To check that the required academic standards are being maintained.
c) To provide a mix of assessment methods by which the participants can demonstrate their understanding of the issues presented.
d) To provide information to the examiners on which the decision can be made regarding the award of the relevant degree, certificate or diploma.

1.9.9 Assignment Submission

Coursework should be handed in in accordance with instruction given by your Niels Brock module lecturer/tutor.

Students are asked to note that the Niels Brock Copenhagen Campus deadline for submission of all coursework (Turnitin copy) is 12-noon on the designated day – unless otherwise stated.

Any work submitted after the deadline will be marked as late.

Students must submit an electronic copy of each piece of coursework to LearningZone (Turnitin) on the designated day. The electronic copy will be marked and checked for possible plagiarism.

Once a piece of work has been submitted, it will not be possible for students to ask for it to be handed back in order to make modifications.

1.9.10 Coursework Deadlines

This section should be read in conjunction with the Handbook and Regulations for Undergraduate Awards: https://www.dmu.ac.uk/current-students/studentsupport/exams-deferrals-regulations-policies/student- regulations-andpolicies/index.aspx

Coursework deadlines are published in order to facilitate equity for students and sound administration by assessors. It is expected that course deadlines will be met at all times. Only in exceptional cases with the prior consent of the Dean of Academic Affairs, will extensions to deadlines be provided.

Mitigating circumstance forms must be completed and signed off by the appropriate Dean of Academic Affairs, prior to the submission date.

1.9.11 Assignment Return

When marked assignments are ready for return, you will receive an email from your Module Tutor or Programme Administrator advising of the time, date and location for the hand back of work. Please ensure that you bring your Student ID card with you when collecting work, as failure to do so will result in our not being able to release work back to you.

1.9.12 Extensions

It is expected that coursework deadlines will be met at all times. Extensions will only be given in exceptional cases, with prior consent of the module leader. Requests after the assessment date will not be considered unless the most exceptional circumstances are demonstrated. All requests must be supported by documentary evidence (such as doctor's certificates etc.). Extensions are for a **maximum of 5 working days. *Late Submission of Assessments***

Work submitted prior to deadlines will be accepted and marked as normal. **Policy for the unauthorised late submission of work (Turnitin copy):**

Late Submission up to 24 hours passed the deadline for submission	24 hours or more actual days after the submission date
The work will receive a mark of up to a maximum of 40% **	0%

** Please note that this applies to first submissions ONLY. Late submission of a referred piece of work will result in a 0% fail mark.

1.9.13 Deferrals

Requests for longer extensions (deferrals) must be submitted on a *'Undergraduate Programmes Request for Deferral of Examinations and/or Coursework on Grounds of Extenuating Circumstances'.* You can collect these forms from the Dean of Academic Affairs. These requests will be considered by the Faculty Undergraduate Deferrals Panel. Students whose deferral requests are approved will be required to undertake a new piece of work at a time to be determined by the Panel. Requests after the assessment date will not be considered unless the most exceptional circumstances are demonstrated. All requests must be supported by documentary evidence (such as doctor's certificates etc.).

1.9.14 Standard Exam Arrangements

Exams at Niels Brock Copenhagen Business College are arranged and held in strict conformity with rules and regulations at DMU, Leicester Campus.

Niels Brock will offer DMU BSc Business Studies students a choice between computerised exams and paper/pen based exams.

1.9.15 Special Exam Arrangements

Students requiring special conditions for formal written examinations should visit the DMU Programme Office at Niels Brock Copenhagen Business College soon after the academic year starts to ensure that support is in place in time for the examination period.

More information on Extensions and Deferrals can be found by logging on dmu.ac.uk
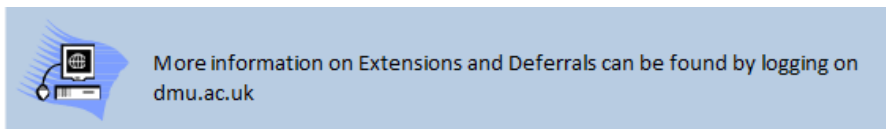
1.9.16 Final Result

Once you have completed the programme you will be issued with a Diploma showing your results, endorsed with a secure hologram. Should you require any further copies of this Diploma, there will be a fee charged prior to dealing with your request. The fee at the time of writing is £20 per copy.

1.9.17 Student Records

Student files will be kept electronically on the University's Student Records system. In addition, the Programme Office will also retain the files, including application forms and final results for six years after completion of study. Thereafter, only a copy of the results will be retained.

1.9.18 Plagiarism

Plagiarism is the passing off of someone else's work, whether writing or ideas, without acknowledgement, as your own effort. It is academic dishonesty and is dealt with very seriously. Forms of plagiarism include:

- Repeating as your own someone else's sentences
- Using other person's arguments as your own without appropriate acknowledgement
- Repeating someone else's particularly apt phrase without appropriate acknowledgement
- Paraphrasing another person's argument as your own
- Presenting another's line of thinking as if it were your own

- Acquiring and submitting work not written by the student
-

It is an academic offence for a student to acquire (or attempt to acquire) and then subsequently submit work that they have not written or produced themselves.

When it is clear to the Module Tutor that a student has copied from any material without reference to source, or when two or more students have clearly co-operated in creating a piece of work which has been identified as an individual assignment, then the matter will be reported to the Academic Practice Officer. A student must present himself/herself for a viva voce examination where required to do so by the Programme Assessment Board.

If plagiarism is proven, it could result in exclusion from the Programme.

This includes, but is not limited to, work that is purchased from third parties and/or online sources and work that has been substantially amended and/or improved by a third party.

1.9.19 Self-plagiarism

All coursework submitted for assessment must be original and must not have been submitted or used (in whole or in part) for any other level or module of study at De Montfort University or other educational establishment.

If you use/quote any parts of a previously submitted piece of your own work, you must reference this in exactly the same way as you would any other source of information and you are advised to keep such quoted material to a minimum.

You are advised to read about the definitions and penalties of academic offences by accessing the **General Regulations and Procedures Affecting Students** which can be found by logging into MyDMU and clicking on to the DMU tab.

1.9.20 Electronic Detection of Plagiarism and Copying – 'Turnitin'

DMU, along with many other UK and overseas universities, uses an electronic plagiarism and copying detection device (Turnitin) to check the originality of student assignments. DMU has integrated the Turnitin UK system into *LearningZone*. The implications of this are as follows:

When students upload their work into LearningZone it will also be sent to the Turnitin service for comparison; Staff can then check for plagiarism by viewing originality reports through LearningZone; The Turnitin programme checks each student's paper against Turnitin's database of over 4.5 billion pages, which is made up of material taken from the Internet, newspapers, academic journals, books and other students' assessments. Each assessment that is submitted to the database in turn becomes a part of the database, so other students cannot use it.

Instructions about how to submit work via Turnitin are with the electronic version of this handbook accessed by logging in to LearningZone clicking on My Communities, Faculty of Business and Law and Programme Handbooks.
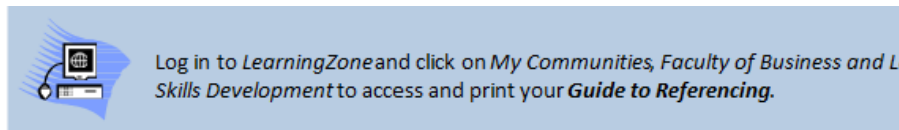
1.9.21 Referencing in Coursework

You should print a copy of the *Faculty Guide to Referencing* before commencing any of your assignments. It is available from LearningZone.

- Do you want to show your lecturer how well you have understood a topic by integrating all of your sources clearly?
- Do you want to earn more marks by excelling in the production of University assignments?
- Do you want to avoid accidental plagiarism?

As you research and write a piece of coursework, you will rely on information ideas and facts of others to support, evidence and illustrate your work. In so doing you must acknowledge these sources by using a system of **referencing** within your work otherwise you will face the risk of a charge of **plagiarism** (which is defined by the university as the significant use by a student of other people's work and the submission of it as though it were his or her own). The **Harvard system** is the most popular referencing system used.

- C**orrect referencing system**: https://libguides.library.dmu.ac.uk/refguide
- Sources **of support**: RefWorks Guide: https://libguides.library.dmu.ac.uk/newref
- Academic writing support: https://libguides.library.dmu.ac.uk/class

Log in to *LearningZone* and click on *My Communities, Faculty of Business and L* Skills Development to access and print your *Guide to Referencing.*

IMPORTANT NOTE: The regulations state that: *Misuse or unauthorised use of the University's intellectual property (including the sale of essays or unauthorised sale of other work produced by a student as part of their programme with the University)* is an offence.

1.10 SECTION 4 – LEARNING AGREEMENT

The main purpose of the Learning Agreement is to formalise the agreement between the course participant, the course tutors, and the Business College/Niels Brock – all of whom have an active involvement in the learning process.

You have been personally selected to take part in this programme because of your aptitude, qualifications and employment experience. We would like you to get as much out of the learning opportunities presented by this programme as possible. You may find the following points helpful to note at the outset of the programme.

Tutors

- Tutors undertake to present learning material and learning sessions in their specialist areas. They will, depending on the topic area, either relate directly to practical situations and/or invite you to apply relevant concepts and models to your everyday work experience or case study material. All tutors are highly experienced in their respective fields and will use a variety of learning methods.
- Tutors will assess assignments and return work with feedback comments by the dates agreed if it has been submitted on time.
  - o Participants may contact any member of the course team via e-mail. It is part of the Learning Agreement that participants manage this contact appropriately.
  - o Tutors will be contactable and will deal with e-mails from participants during normal office hours. They will "post" general messages on a participant network (e.g. LearningZone/Moodle)

- o Tutors will not respond to "high volume" e-mails – for example, draft reports, chapters of reports or final assignments delivered in electronic format.
- o Tutors will respond to, or acknowledge, messages within two working days. If they are going to be out of contact they will place an out of office message on their e-mail and inform the Programme Administrator of their absence.
- o Tutors retain the right to terminate protracted and unproductive exchange of e-mails.
- o Participants should endeavour to contact the relevant member of the course team in the first instance. If they receive no reply within two working days they should contact the Dean of Academic Affairs who will seek to arrange a firm consultation time with the tutor.

Participants

- Participants are expected to attend all learning sessions of the programme
- Participants are expected to complete preparatory work and be prepared to actively contribute to learning sessions.
- Participants undertake to submit assignments by the due dates unless there are extenuating circumstances. If there are exceptional and extenuating circumstances they should contact the Dean of Academic Affairs as soon as possible. N.B. Pressure of academic work will not normally be accepted as an extenuating circumstance.

DMU is strongly committed to this programme and will seek to offer participants maximum support and assistance. However, it must be stressed that at this level of education the emphasis is on self- managed learning. It is the participant's responsibility to adhere to the programme schedule of attendance, assignment submission dates and to accept responsibility for their own actions.

1.11 SECTION 5 – HEALTH AND SAFETY

It is the University's policy to provide a safe and healthy environment for all who use our premises – staff, students and visitors alike. We have a comprehensive Health and Safety Policy which documents the arrangements for ensuring that health and safety are a priority.

For health and safety issues at the Niels Brock Copenhagen Business College Campus, students are advised to follow the instructions provided on fire and safety signs and notice boards throughout the programme building. Contact the Programme Administration Office, Service Centre or nearest member of staff in case of queries.

1.12 SECTION 6 – FAQ: WHAT TO DO IF YOU...

- **change your address or workplace**

Inform the Programme Administrators in writing of any change of home or company address, phone number or e-mail address.

- **are ill or there are other circumstances affecting your attendance or coursework**

If you are ill for a maximum of three consecutive days, you do not need to contact anyone. However, in cases of illness beyond three consecutive days, please report the illness to the Head of academic support, development & student success, Raquel López Fernández at rlo@brock.dk.

Acceptable evidence is required (Certificate from your Danish GP).

Please note that the Course Calendar offers study breaks according to UK/Danish academic traditions, leaving little room for religious, political or festive traditions of other cultures. Students from cultures where weddings, funerals, New Year celebrations, etc. require their attendance for considerable time must contact the Dean of Academic Affairs as soon as possible to make any arrangements required. Students are strongly encouraged to abstain from long absences during the academic year.

- **are worried about your academic success, study techniques, career opportunities etc.**

 Contact the Student Affairs Counsellor.

- **are worried about a particular module**

If you are generally happy with your progress but have difficulties with a particular module, come and discuss it as soon as possible. Ideally, talk to the lecturer teaching the module but, if you are unhappy about doing this, or feel that it hasn´t worked, come and discuss it with the Dean of Academic Affairs.

If there is a general feeling among students that a module isn´t going well –for example the pace is too fast or too slow – get your study group or class representative to raise the issue. It is proper procedure to discuss it first with the lecturer concerned but, if this presents a problem, ask your representative to talk to the Dean of Academic Affairs or raise the issue at the monthly feedback meetings.

- **fail a module component**

Consult your module guide/handbook to learn if there is any way you can improve your result. If in doubt, contact your module teacher/tutor for advice.

In case of the first module paper, it may be possible to redo it within a very short timeframe, but all other assignments are generally given on a once-only basis. If you pass the module overall, redoing any failed components becomes irrelevant.

- **fail an exam**

Check out section C.5 Reassessment of this Handbook. Contact your Dean of Academic Affairs or Academic Student Affairs Counsellor if in doubt.

- **have difficulty in paying your second semester tuition fee on time**

Non-payment will terminate your studies with immediate effect and immigration will be notified.

- **have any personal problems**

Don´t give up! Use your new network and please contact your Student Affairs Coordinator.

All sorts of problems – emotional/social/health/financial/accommodation – may be worrying you and affecting your performance. The problem may seem overwhelming but it will always be improved by discussing it with someone else. It is very unlikely that no other student has ever had the problem, or that nothing can be done about it.

1.13 SECTION 7 – SCHOLARSHIPS

For further information please visit the NBCBC website at
https://copenhagenbusinesscollege.com

3.2 Personal Tutoring

All students are provided with a personal tutor who can be contacted regarding any general academic matter or personal concerns.

You will have the opportunity to meet with your personal tutor during the first weeks of study, either individually or within a group, and begin to develop a positive relationship with them.

http://www.dmu.ac.uk/study/undergraduate-study/student-support/academic-support/personal-tutor-scheme.aspx

5: Management of the Programme

As a student, you will largely only see your programme from *your* perspective, but what follows is a very brief introduction to what goes into the management of your studies.

5.1 Programme Management Boards

Your programme is managed by a Board which is comprised of members of the academic staff team (mainly the programme/subject and module leaders for a particular subject area), staff from DMU, and External Examiners (usually experienced academics from other Universities).

Programme boards meet in two modes:

- **Programme Assessment Boards (PAB)** meet to approve your marks, agree whether or not you can proceed into your next year and agree the final classification of your degree. Once the PAB has met, results are deemed to have been **ratified** (approved) by the University.
- **Programme Management Boards (PMB)** meet to review the management of your programme, and consider issues raised by Student Representatives.

5.2 External Examiners

Each programme has at least one External Examiner who is not part of DMU teaching staff but from another Higher Education institution. Their role is to assure academic standards on the programme and to ensure that students are receiving the best possible learning experience. The External Examiner acts as an independent and impartial adviser. They ensure that awards granted by the university are comparable in standard to those of other higher education institutions, that national subject threshold standards are complied with, and that the treatment of students is equitable and fair.

The External Examiner for this Programme is:

Name: Dr. Kingsley Oheihe

Substantive employer (if appropriate): University of West Scotland

Note: The details provided relating to External Examiners are for information only. You must not contact External Examiners directly, nor with respect to your individual performance in assessments.