



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

**BSc (Hons)
Business Studies**

N10060

**Programme Handbook
2019/20**

Contents

How to use this handbook	1
PART 1: Your Programme of Study.....	3
Programme Information for BSc (Hons) Business Studies (Economics/Strategy/Finance)	4
1.1 Dean of Academic Affairs and Introduction	4
1.2 Programme Structure and Module Descriptors	5
1.3 Level 4 (Study Year 1) Module Descriptions	6
1.3.1 ACFI1203 Financial Decision Making	6
1.3.2 HRMG1203 Employability, Professionalism & Academic Study Skills	7
1.3.3 CORP1528 Global Business Issues.....	7
1.3.4 ECON1541 Applied Techniques for Economists.....	7
1.3.5 ECON1542 Introduction to Macroeconomics	7
1.3.6 MARK1500 Principles of Marketing.....	8
1.4 Level 5 (Study Year 2) Module Descriptions	8
1.4.1 ECON2542 Intermediate Macroeconomics	8
1.4.2 CORP2165 Contemporary Management	8
1.4.3 CORP2181 Business Research and Analytics.....	9
1.4.4 ACFI2303 Corporate Finance	9
1.4.5 CORP2549 European Business Issues.....	9
1.4.6 ECON2545 Economic Decision Making.....	10
1.4.7 MARK2313 Brand Management	10
1.5 Level 6 (Study Year 3) Module Descriptions	10
1.5.1 CORP3501 Global Strategic Management.....	10
1.5.2 CORP3544 Global Contemporary Business Issues	10
1.5.3 ECON3507 Financial Market and the Central Bank	11
1.5.4 ECON3530 Economics dissertation	11
1.5.5 ECON3535 Open Economy Macroeconomy.....	12
1.5.6 ECON3538 International Trade	12
1.5.7 CORP3171 Service Operations Management.....	12
1.5.8 CORP3366 Crisis and Business Continuity Management.....	12
1.5.9 CORP3400 Strategy and Management Dissertation	13
1.5.10 CORP3547 Corporate Social Responsibility & Business Ethics	13
1.5.11 ACFI3307 Investments and Portfolio Management	14
1.5.12 ACFI3310 Advanced Corporate Finance.....	14
1.5.13 ACFI3420 Accounting and Finance Project.....	14
1.5.14 ECON3507 Financial markets and the Central Bank	14
PART 2: Your Faculty and University	16
1.6 SECTION 1 – STUDENT SERVICES AND SUPPORT.....	16
1.6.1 Student Registration.....	16
1.6.2 DMU Programme Office	16
1.6.3 Change of Address	16
1.6.4 Teaching and Learning facilities.....	16
1.6.5 IT platforms – MyDMU, University Email Account, Campus Nexus schedule, Moodle and Blackboard	17
1.6.6 Books and prints	18
1.6.7 Library	18
1.6.8 Support for International Students.....	19
1.6.9 Academic Counselling.....	19
1.6.10 DSU (De Montfort Students' Union)	19
1.6.11 DMU Student Charter.....	19
1.7 SECTION 2 – MANAGEMENT POLICIES	20
1.7.1 De Montfort University Policy	20
1.7.2 Niels Brock Policy	20
1.7.3 Programme Management, Copenhagen	21
1.7.4 Student Feedback	21
1.7.5 Credits per Programme and Level	22
1.7.6 Re-enrolment	22
1.7.7 Changing Modules/Programmes.....	23
1.7.8 Programme Boards – their Role and Function	23
1.7.9 Complaints Procedure.....	23
1.8 SECTION 3 – ASSESSMENT	24
1.8.1 Introduction	24

1.8.2	Assessment Methods	24
1.8.3	Anonymous Marking	25
1.8.4	Faculty of Business and Law Grade Descriptors.....	25
1.8.5	Degree Classification Explained.....	26
1.8.6	Assignment Marking.....	27
1.8.7	Notification of Provisional Marks	27
1.8.8	Assessment Aims and Outcomes	27
1.8.9	Assignment Submission	27
1.8.10	Coursework Deadlines	27
1.8.11	Assignment Return.....	27
1.8.12	Extensions.....	28
1.8.13	Deferrals.....	28
1.8.14	Standard Exam Arrangements	28
1.8.15	Special Exam Arrangements.....	28
1.8.16	Final Result	28
1.8.17	Student Records	28
1.8.18	Plagiarism	28
1.8.19	Self-plagiarism	29
1.8.20	Electronic Detection of Plagiarism and Copying – ‘Turnitin’	29
1.8.21	Referencing in Coursework.....	29
1.9	SECTION 4 – LEARNING AGREEMENT	30
1.10	SECTION 5 – HEALTH AND SAFETY	31
1.11	SECTION 6 – FAQ: WHAT TO DO IF YOU.....	31
1.12	SECTION 7 – SCHOLARSHIPS.....	32

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 *Blackboard* 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 2019/2020

Handbook and Regulations for Undergraduate Awards 2019/2020

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

DE MONTFORT UNIVERSITY (DMU)

in partnership with

**NIELS BROCK (NB)
COPENHAGEN BUSINESS COLLEGE**

Thank you for choosing to study at one of our partners 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 has been working with a range of partners, from Further Education Colleges to private providers, to offer students an alternative route through Higher Education for a number of years. 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.

We 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'll have access to our renowned Queen Elizabeth II Diamond Jubilee Leisure Centre and the Kimberlin Library. If you choose not to visit De Montfort University you'll still be able to access our range of online support. Whatever your path I am sure you will enjoy being a part of our vibrant, distinctive, international community!

I wish you every success and happiness during your studies. With best wishes



Professor Andy Collop
Deputy Vice-Chancellor

PART 1: Your Programme of Study

WELCOME TO NIELS BROCK

FROM THE DMU PROGRAMME OFFICE AT NIELS BROCK COPENHAGEN BUSINESS COLLEGE

Welcome to Niels Brock Copenhagen Business College, which is the first and largest business college in Denmark.

Our college is named after one of the greatest Danish merchants of all time. Niels Brock (1731-1802) created a very successful business through trading and exporting clothing fabrics and processed foods to countries such as Norway, Sweden, Poland and Russia. He also decided to set aside funds for establishing a future school of commerce to provide education for young businesspeople.

Niels Brock's business college was established in 1881 and quickly became a well-respected institution of higher education. Our modern institution has a lot more in common with the old merchant than one might think. What drove Niels Brock was strong values and a passion for trade. He understood the significance of education both for the individual, and for society as a whole, and he had a strong international mindset. Educating skilled and honest businesspeople – at home and abroad - remains the paramount objective of our institution.

Today Niels Brock is one of the largest educational institutions in Denmark with four specialist departments offering 20 educational programmes ranging from basic vocational education to master's degree, more than 25,000 full-time and part-time students in Denmark, 2,000 students in China and Vietnam and 750 members of staff. Because of our great history, strong traditional values and our ability to continue developing our educational methods, we are able to attract the best and the most competent members of staff, which helps ensure the personal and professional growth of our students.

Programme Information for BSc (Hons) Business Studies (Economics/Strategy/Finance)

1.1 Dean of Academic Affairs and Introduction

The **Dean for Academic Affairs** for this Degree is:

Kathrine Lassen	Email:	kat@brock.dk
	Office:	B408
	Phone:	+45 3341 9395
	Contact:	by appointment

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 Blackboard:

Moodle and Blackboard (or Bb as it is abbreviated) 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.

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.

Programme Information

This programme offers you an opportunity to go into considerable depth in the areas of either; Economics, Strategy of Finance as part of your studies for a BSc (Hons) Business Studies award. We are fortunate that at DMU and NBCBC we have a wealth of experience within our staff who are practically involved in the world of business as well as academically. We all work with businesses in some way, both large and small, private and public, to share knowledge and expertise, and in this way students benefit from contemporary and applied business knowledge.

This degree is an exciting and innovative programme designed to give you exposure to the most contemporaneous topics affecting businesses being 'played out' on the national, international and global stage. The recent global recession and ongoing liquidity crises has impacted upon everyone and clearly brought in to sharp focus the interconnectedness of financial markets, financial institutions, government policy and the operations of businesses from all industries and sectors. Competition and organisational performance can no longer just be analysed using traditional market boundaries and definitions. Instead, as our economies now show, there are forces wide and afar, that no matter where they may originate, have the capacity to affect all organisations wherever they may be located. This degree programme will look to illustrate, explain and consider the nature of these forces, how they affect organisations, and provide guidance as to how organisations may both seek out new opportunities and simultaneously, manage the challenges that a highly complex, interactive and rapidly changing environment presents.

The BSc (Hons) Business Studies programme is structured in such a way as to offer huge flexibility in enabling each student to pursue a specialist area of interest through the provision of a wide range of subjects that may be studied. Whilst the first year's syllabus is common to all students on the programme, from year two onwards, each student will be able to choose from a range of modules from within the specialisms of economics, strategy and finance. By focusing upon a particular specialism you will be able to build up a large body of knowledge, gain valuable understanding of tools and techniques and develop sought after practical skills that will enable you to contribute effectively within an organisational setting. Your final named degree award will also reflect your chosen interest area, such that you will graduate with one of the following award titles:

- BSc (Hons) Business Studies (Economics)
- BSc (Hons) Business Studies (Strategy)
- BSc (Hons) Business Studies (Finance)

1.2 Programme Structure and Module Descriptors

Level 4 (Study Year 1)

Module Code	Module Title	Credit Value
ACFI1203	Financial Decision Making	15
HRMG1203	Employability, Professionalism & Academic Study Skills	15
CORP1528	Global Business Issues	30
ECON1541	Applied Techniques for Economists	15
ECON1542	Introduction to Macroeconomics	30
MARK1500	Principles of Marketing	15

Level 5 (Study Year 2)

Core modules:

Module Code	Module Title	Credit Value
ECON2542	Intermediate Macroeconomics	30
CORP2165	Contemporary Management	30
CORP2181	Business Research and Analytics	15

Plus select 45 credits from the options shown below:

Module Code	Module Title	Credit Value
ACFI2303	Corporate Finance	15
CORP2549	European Business Issues	15
ECON2545	Economic Decision Making	15
MARK2313	Brand Management	30

Please note: Some of the optional modules are pre-requisites for level 6 modules.

ACFI2303 is a pre-requisite for ACFI3307 Investments and Portfolio Management and ACFI3310 Advanced Corporate Finance.

An ACFI module must be taken at level 5 in order for the Accounting and Finance Project to be taken at level 6.

Level 6 (Study Year 3)

Core modules:

Module Code	Module Title	Credit Value
CORP3501	Global Strategic Management	30
CORP3544	Global Contemporary Business Issues	30

Plus, select one of the following streams:

Economics Stream

Module Code	Module Title	Credit Value
ECON3530	Economics dissertation	30

Plus 30 credits from the options shown below:

ECON3507	Financial Markets and the Central Bank	15
ECON3535	Open Economy Macroeconomy	30
ECON3538	International Trade	15

Strategy Stream

Module Code	Module Title	Credit Value
CORP3400	Strategy and Management Dissertation	30

Plus 30 credits from the options shown below:

CORP3171	Service Operations Management	15
CORP3364	Crisis and Business Continuity Management	15
CORP3547	Corporate Social Responsibility & Business Ethics	15

Finance Stream

Please note that this stream is available only to students with a grade 'B' or above in 'GCSE' Mathematics and an 'A level' in Mathematics, Statistics or equivalent. Additionally, students must have studied ACF12303 at Year 2 (level 5).

Module Code	Module Title	Credit Value
ACFI3420	Accounting and Finance Project	30

Plus 30 credits from the options shown below:

ACFI3307	Investments and Portfolio Management	15
ACFI3310	Advanced Corporate Finance	15
ECON3507	Financial Markets and the Central Bank	15

1.3 Level 4 (Study Year 1) Module Descriptions

1.3.1 ACFI1203 Financial Decision Making

This is designed to give a very generalised introduction to the wide area of Accounting in a deliberately 'non-technical' manner. It is intended to concentrate on the use of financial data as opposed to the deep methodological basis of accounting practice. It will cover items and themes for

both Financial and Management accounting with a specific reference to the needs of managers when making decisions.

1.3.2 HRMG1203 Employability, Professionalism & Academic Study Skills

The module is designed to help students develop the study and personal skills needed to be successful in their studies, to consider and develop the core competences that they will need for employment, and to do so in ways which incorporate professionalism and ethical practice.

1.3.3 CORP1528 Global Business Issues

This highly applied introductory module is designed to:

- Develop in the student an interest, knowledge and appreciation of current global economic/business issues and the challenges that they pose for management.
- Allow students from different 'streams' of business to see the application of the above to their interest area. For example, each lecture will examine implications to Management and Strategy in general with a sub focus on Human Resource Management, Marketing and Accounting.
- Enable the student to analyse and measure real economic/business issues by drawing upon a foundation of theory.
- Promote an understanding of policy formulation against the background of contemporary economic/business events. Policies of government, companies as well as consumers will be focussed upon.

The module is designed to be highly contemporary and its content is therefore highly driven by current world events and how they impact upon both the internal and external environment of businesses

1.3.4 ECON1541 Applied Techniques for Economists

This module is designed to avail the students with the key mathematical and statistical techniques that will enable them to understand the models and arguments used within micro and macroeconomic theory and application.

The course will be divided into two sections, starting with an introduction to the basic mathematical concepts such as elasticity used in demand and supply models and maximising profit functions:

- The Straight Line, Mathematical Modelling and Applications in Economics.
- Translations of Linear Functions, Elasticity, Budget and Cost Constraints.
- Solving Simultaneous Linear Equations (determining points of equilibrium)
- Analysis of cost and revenue functions
- Non Linear Relationship: Production functions, growth models
- Calculus for optimization and value measurement (consumer surplus)

The second part of the course will comprise of an introduction to statistics methods and their use in making sense of the economic data that students will use in an applied context:

- Introduction to Statistics: Applications in Finance and Economics, Data and Data Sources
- Summarising Data, Exploratory Data Analysis, and Graphical Representation.
- Measures of Location, (mean median mode) Variability (standard deviation, detection of outliers and measures of association between variables.
- Sampling theory and estimation and hypothesis testing
- Correlation and simple regression

1.3.5 ECON1542 Introduction to Macroeconomics

The objective of this module is to; firstly, introduce students to the study of mainstream economics and its core principles. Secondly, to facilitate an understanding of the way economists approach and analyse societal problems. The module consists of two components running in parallel the first part

deals with the theory and applications of microeconomics while the second part covers the area of macroeconomics, in terms of both macroeconomic variables and macroeconomic policy.

1.3.6 MARK1500 Principles of Marketing

The module, Principles of Marketing, is intended to provide both an introduction to the topic as well as providing you with a basic grounding in the theory and practice of marketing as a business management discipline. The course is designed to give you the opportunity to learn about the simple mechanics of the subject and to give you practical exercises in how to use the techniques presented to you.

The module offers students an understanding of marketing as an organisational discipline. Through an exploration of relevant theories, underpinned by their practical application, successful students will be able to demonstrate an ability to work with the following core marketing concepts:

- The marketing concept and its functional orientation
- Buyer behaviour and Marketing research
- Market segmentation, targeting and positioning
- Marketing mix planning including Products, Services, Pricing, Distribution and Communications

The module is complete in itself, so for those of you who will have this as your only contact with marketing as an academic subject, you will have experienced and achieved a solid level of understanding of the topic. For those of you who are going on to study marketing in the future, the course will provide you with an understanding of how the parts fit together, along with the basic skills needed to get off to a flying start with your studies in the more specialised marketing topics in subsequent years.

1.4 Level 5 (Study Year 2) Module Descriptions

1.4.1 ECON2542 Intermediate Macroeconomics

An intermediate level module that will further the understanding of Economics from the level 4 modules, in an applied manner. The module consists of two parts; applied microeconomic theory and applied macroeconomic theory. The application of theoretical concepts to economic events in the economy will be determined by economic issues that are predominating at the time.

The microeconomic application will cover optimal decision making of consumer behaviour. The understanding of market structures will be developed with the recognition of market failure and imperfect information leading to an examination of imperfect markets and asymmetric information. Elements of oligopoly theory and game theory will be used to give an applied examination of the concepts.

Running in parallel consideration will be given to macroeconomic examination of the economy integrating the static theory of income determination with work in medium term dynamics. The macro economy is modelled using the three equation model of the IS-PC-MR approach. This allows examination of the optimising behaviour of Central bank policy as used in the macro economy. A diagrammatical approach is used throughout the discussion of macroeconomic policy, which helps to build economic intuition.

1.4.2 CORP2165 Contemporary Management

This is the introductory course in management and operations. The course is designed to provide students with an overview of the management function and its role in organisations and society. The module will introduce the latest management ideas, theories and practice in an interesting and relevant manner, whilst still retaining the best of traditional management thinking. It will also focus on the operations function, which is at the heart of all enterprises,

whether manufacturing or service based. Unless this core function is carried out effectively, there is little hope that the rest of the organization as a whole will be effective.

1.4.3 CORP2181 Business Research and Analytics

The Business Research Issues and Analysis module provides an overview of the research process in business. It equips students with the necessary tools and techniques to prepare a business research proposal, execute this proposal, and analyse and interpret the data. It prepares students to analyse business problems and opportunities in general via a rigorous research process. After completing this module, students should have developed a critical mind and the research skills necessary for evaluation, synthesis and analysis. The module encourages students to become better independent learners.

This module will include lectures, tutorials, and computer laboratory work. The lectures explain and illustrate concept and theories in business research. The tutorials provide opportunities for small group discussions and project presentation. The computer laboratory allows students to practice the use of Microsoft Excel in resolving managerial issues.

1.4.4 ACFI2303 Corporate Finance

Finance can be simply described as the branch of economic science concerned with the acquisition of money, the allocation and management of money resources, and the maximisation of wealth via optimum investment decision-making. Therefore, by definition, financial decision-making is crucial for all companies as the successful choice of money resources and implementation of investment decisions will secure survival and expansion of the business entity.

This module introduces students to some of the main principles of corporate financial decision-making and their impact in real life financial decisions. Using normative economic theory as the basic philosophical foundation, students are introduced into the three essential parts of corporate finance, namely: the financing decisions the dividend policy, and the investment decisions.

This module enhances students' understanding of the corporate financial management process.

1.4.5 CORP2549 European Business Issues

The regulatory frameworks of the UK, the EU and of selected European countries will be examined, with particular emphasis upon competition, trade and monetary policy. The theoretical models and ideas that have underpinned the development of these frameworks will be evaluated, such as SCP, Austrian economics and the concepts of contestable markets, market failure and information asymmetry.

The institutional context, which influences the type of decisions and actions that firms can take will be examined. In particular, European institutions will be examined, which promote integration and intra-EU bloc activity at the possible expense of globalisation opportunities

Ongoing discussion of the role and place of the nation state will occur as the regulatory and institutional material is presented.

Many firms seek control over their markets. This module focuses upon the growth strategies firms employ to obtain control over their domestic and international contexts, the global and European institutional context within which they operate, and the regulatory frameworks, which act to restrain their excesses, and yet which may at the same time jeopardise their wider growth opportunities.

Growth strategies examined will include horizontal expansion, vertical integration, and diversification. Growth vehicle on the continuum between the polar extremes of full integration to market transactions will be considered. These will include mergers, acquisitions, joint

ventures and other forms of strategic alliances. Discussion of the relative merits of collaboration versus competition will take place as this material unfolds.

1.4.6 ECON2545 Economic Decision Making

The module will provide an applied framework for economists to understand decision making in a constrained environment. The module will follow a topic based approach to applying the techniques to areas of study such as. Economics of the Firm, Environmental Economics, Economics of Education, and Health Economics. This will allow the techniques to be contextualised to applied economics.

The module will develop within the learner a broad range of transferable skills which will be applicable to Public and Private sector decision making.

1.4.7 MARK2313 Brand Management

Brands are facing challenging times - and this module's aim is to equip students with an understanding of the models and frameworks necessary for them to understand, develop and grow brands in a variety of organisational contexts.

Structured to combine new product development and innovation, and subsequent brand development, the module allows the student to develop creative thinking skills and related business acumen.

A combination of teaching and learning techniques will be utilised - including contemporary case studies, videos and role play. The theory will be explained and applied by tutors who have relevant experience managing products and brands for well-known companies.

1.5 Level 6 (Study Year 3) Module Descriptions

1.5.1 CORP3501 Global Strategic Management

This module aims primarily to ensure that students understand the nature and meaning of corporate strategy and are able to assess the strategic position of corporations operating in complex global markets.

In the early stages, the module emphasises concepts and tools necessary for critical strategic analysis. It then focuses on specific strategic issues and challenges that affect contemporary business operations, including for example, mergers and acquisitions, strategic alliances, knowledge management. A strong focus will be placed on the management of change, organisational learning and strategy implementation.

Overall, this module focuses strongly on both formative and summative learning. Students give the opportunity to reflect on their experience to foster their critical appreciation of the discipline and evaluate its evolution in their own understanding of the topic. Their critical appreciation of strategic management will be questioned throughout the lecturing programme but also within assessed components, including the exam.

1.5.2 CORP3544 Global Contemporary Business Issues

This module is designed to critically evaluate how current world issues in both economics and politics affect business management and performance. There is a strong initial emphasis upon analysing the causes of major world events and examining the various scenarios that these events confront business managers with. Topical areas to be covered will be:

- The economic effects of commodity/stock markets
- The Growth and Decline of Economies and the Cyclical Nature of Recession
Financial Institutions: The Influence of the Banking Sector on the Economies
- The Role of Government in Business, e.g. Regulations, Monetary and Fiscal Policies the Fate of the Euro, EU and BREXIT

- The effect of trade agreements upon sovereign states and the global business community
- The rise (and fall) of emerging/developing economies
- Political and economic ideology

The module utilises the above to set the scene for more 'general' global management issues by examining:

- The advantages & disadvantages of Globalisation as well as Multi-National Companies.
- Managing Diversity in Business.
- The role of the State in Managing the Economy.
- Public/Private Partnerships.
- Economic Regulation.
- Corporate Social Responsibility.
- Business Ethics.
- Reputation Management.
- Greening Business.

Economics Stream

1.5.3 ECON3507 Financial Market and the Central Bank

The module specialises in monetary economics, monetary policy implementation and central bank systems. It aims to give you an insight of them. It has a focus on the European Central Bank which is a unique case to these subjects. The module is designed to provide students with an understanding of the functioning of the ECB's monetary policy strategy. It will also evaluate whether the ECB has the appropriate monetary policy technology to carry out its announced policies. Secondly, the module provides an understanding of the functioning of financial institutions and financial markets from a central bank's perspective. Finally, the module will help in further understanding of the linkages between the financial or monetary sector and the real economy.

Students opting for this module will have the necessary amount of economic theory to help make these connections a meaningful and critical way. It follows however, that the methodology employed in both the teaching and learning aspects of the course will be analytical with emphasis being placed upon critical appraisal rather than simply description.

By the end of the module, students will have a clear understanding of the function and significance of the central banking in the context of the domestic and international economies, the relationship between relevant theory and practice and have enhanced their ability to communicate effectively in good English.

1.5.4 ECON3530 Economics dissertation

When a student undertakes a dissertation he/she is offered the opportunity to pursue the independent study of a topic of his/her choice. It is a small-scale piece of research that can be completed in the amount of time that a student would spend in and out of class on a regular 30 credit module. To a very large extent a student controls the learning process and the time management of the dissertation process, with some tutor support.

Upon completion of the dissertation a student will be able to:

- Critically review Academic Literature;
- Select and implement a methodological approach;
- Systematically search, sift, collect and evaluate data;
- Write in an analytical and critical way;

- Present convincing, well referenced arguments;
- Produce a well-presented document to a deadline.

The dissertation process has two parts. The first part involves the completion of a Literature Review: the second part the completion of the whole dissertation.

A Literature Review requires a student to undertake a critical assessment or critical discussion of relevant published information about a particular topic or subject area. The Literature Review can act as a stepping stone to the dissertation as it provides a student with an overview of, and background to his/her chosen topic or subject area.

A dissertation is likely to be a sustained argument. Its principal aim is to use a selection of concepts, theoretical ideas, observations, statistical findings and a student's own faculties of criticism and imagination in an attempt to reach conclusions about a topic of interest. A very typical format of a dissertation is the discussion of a larger problem or issue followed by a smaller-scale piece of empirical research that focuses on the issue in microcosm.

1.5.5 ECON3535 Open Economy Macroeconomy

The module will provide an open economy examination, looking at the relationship between the domestic economy and the rest of the world. The emphasis will be on the global economy and the critical nature of interactions between the real economy, finance and international institutions in theory and policy making. The tool kit used to examine the discussion will make use of the IS/LM/BP framework allowing the incorporation of external balances into macroeconomics. The primary focus of examination will be the consequence of exchange rate regimes on the effectiveness of domestic stabilisation policy.

1.5.6 ECON3538 International Trade

The module will examine theoretical International Trade frameworks and apply these to real-world international policy issues which will allow the presentation of an analysis of how the international economy works. Recent development in the world economy have raised concerns regarding the nature of the international adjustment mechanism, and the merits of free trade compared with protectionism. Therefore, the module will relate the theory of international economics to recent world events, allowing debate on policy implications.

Strategy Stream

1.5.7 CORP3171 Service Operations Management

This module studies the management of those processes that deliver service in all of its aspects - service outcomes, service experiences and in the case of public sector organisations, public value. The key focus of the module is on the operations decisions that

manager's face in marshalling their resources to deliver and improve service in this wide meaning.

This module differs from CORP 2165 Contemporary Management in that it deals exclusively with service. New topics new frameworks and new techniques are introduced whilst some aspects dealt with in CORP 2165 are now extended purely in the context of service organisations.

1.5.8 CORP3366 Crisis and Business Continuity Management

The module challenges participants to take a counter-intuitive but important step in their business education - to consider how organisations are exposed to, and deal with, crises and business interruptions. The module synthesises two essential components, each of which have underlying theory and practice - crisis management and business continuity management.

Through the duration of the module, students will immerse themselves in crisis and business continuity management theory and practice, having an opportunity to demonstrate their fomentation of knowledge and skills in critical, applied and real-timemanners.

1.5.9 CORP3400 Strategy and Management Dissertation

When a student undertakes a dissertation he/she is offered the opportunity to pursue the independent study of a topic of his/her choice. It is a small-scale piece of research that can be completed in the amount of time that a student would spend in and out of class on a regular 30 credit module. To a very large extent a student controls the learning process and the time management of the dissertation process, with some tutor support.

Upon completion of the dissertation a student will be able to:

- Critically review Academic Literature;
- Select and implement a methodological approach;
- Systematically search, sift, collect and evaluate data;
- Write in an analytical and critical way;
- Present convincing, well referenced arguments;
- Produce a well-presented document to a deadline.

The dissertation process has two parts. The first part involves the completion of a Literature Review: the second part the completion of the whole dissertation.

A Literature Review requires a student to undertake a critical assessment or critical discussion of relevant published information about a particular topic or subject area. The Literature Review can act as a stepping stone to the dissertation as it provides a student with an overview of, and background to his/her chosen topic or subject area.

A dissertation is likely to be a sustained argument. Its principal aim is to use a selection of concepts, theoretical ideas, observations, statistical findings and a student's own faculties of criticism and imagination in an attempt to reach conclusions about a topic of interest. A very typical format of a dissertation is the discussion of a larger problem or issue followed by a smaller-scale piece of empirical research that focuses on the issue in microcosm.

1.5.10 CORP3547 Corporate Social Responsibility & Business Ethics

The almost daily reports of corporate wrongdoing have raised serious concerns about the role and responsibilities of business. In particular, it has brought into sharp focus the processes and practices within corporations and how (un/ethical) decisions are made. Recognising that managers shape, and are shaped by, organisational processes this module focuses on responsibility and ethics at both the organisational and managerial level. It will equip students with a sound grasp of key concepts in corporate social responsibility (CSR) and their application within business practice. It will also explore ethical issues that corporate decision-makers face and the causes and consequences of (un)ethical decision-making.

This module is intended to be highly interactive and practical. It will encourage students to discuss, analyse and apply key CSR and ethical concepts to real-life business cases. Given that today's managers are increasingly expected to consider the impact of their decisions on various stakeholders, the use of problem-based teaching and learning methods will facilitate the development of skills and knowledge that students need to identify and manage ethical challenges. The participatory and reflective nature of this module will also enhance key employability skills such as problem-solving, working in groups, discussing, debating and articulating ideas, analysing and applying theories and concepts to business scenarios and dilemmas, and synthesising and applying a wide range of information to make informed and reasoned arguments, conclusions and recommendations.

Finance Stream

Please note that this stream is available only to students with a grade 'B' or above in 'GCSE' Mathematics and an 'A level' in Mathematics, Statistics or equivalent. Additionally, students must have studied ACFI2303 at Year 2 (level 5).

1.5.11 ACFI3307 Investments and Portfolio Management

The purpose of this module is to introduce students to the modern theories and techniques used in portfolio management. Using the key theoretical viewpoint of efficient market hypothesis, students are introduced to the topic of portfolio construction and optimisation, equilibrium asset pricing models such as the capital asset pricing model and the arbitrage pricing theory. Consideration is also placed on the alternative risk-based and asset-based pricing methodologies using macro- and micro-economics variables, as well as the alternative portfolio management and asset rotation strategies.

Finally, this module also considers the alternative portfolio performance evaluation methodologies, the construction and risk measurement of fixed-income securities' portfolios.

Students are invited to research and develop their own efficient and optimum trading strategy using real market data from the London Stock Exchange or other International equity markets.

1.5.12 ACFI3310 Advanced Corporate Finance

The module focuses on those contexts, theories and practices which are important to financial managers within firms.

Topics covered in the module include:

- shareholder wealth maximisation
- Fisher separation and capital budgeting/investment appraisal Firm valuation techniques
- Raising capital, the importance of capital structure and financial leverage EMH, CAPM and leveraging/deleveraging Beta
- Corporate dividend policy
- Firm expansion through mergers and acquisition (M&A) Risk management, options, and option pricing models Bankruptcy prediction

Students are expected to critically evaluate the arguments and evidence presented, using structured and unstructured data that they acquire from a variety of sources. This module requires numeracy skills, an appropriate use of statistics, communication and technology skills.

This module complements students' knowledge of the basic corporate finance and valuation techniques taught in ACFI2303 (Corporate Finance), and, ACFI2304 (Equity and Fixed Income Valuation).

1.5.13 ACFI3420 Accounting and Finance Project

A dedicated academic approach to a traditional Honours level project in Accounting or Finance. Students will lead the module in terms of project design and preparation whilst supervisors will be available to advise and guide research. This is an element of the degree programme which requires students to take an independent and self-structured approach to learning. This module builds on the knowledge students have gained throughout their degree programme and allows them to further their own understanding of an area of interest.

1.5.14 ECON3507 Financial markets and the Central Bank

The module specialises in monetary economics, monetary policy implementation and central bank systems. It aims to give you an insight of them. It has a focus on the European Central Bank which is a unique case to these subjects. The module is designed to provide students with an understanding of the functioning of the ECB's monetary policy strategy. It will also evaluate whether the ECB has the appropriate monetary policy technology to carry out its announced policies. Secondly, the module provides an understanding of the functioning of financial

institutions and financial markets from a central bank's perspective. Finally, the module will help in further understanding of the linkages between the financial or monetary sector and the real economy.

Students opting for this module will have the necessary amount of economic theory to help make these connections a meaningful and critical way. It follows however, that the methodology employed in both the teaching and learning aspects of the course will be analytical with emphasis being placed upon critical appraisal rather than simply description.

By the end of the module, students will have a clear understanding of the function and significance of the central banking in the context of the domestic and international economies, the relationship between relevant theory and practice and have enhanced their ability to communicate effectively in good English.

PART 2: Your Faculty and University

1.6 SECTION 1 – STUDENT SERVICES AND SUPPORT

1.6.1 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 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

1.6.2 DMU Programme Office

The De Montfort University Programme Office at Copenhagen Business College is located on the ground, and first floors of the Bispetorvet 1-3 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.

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.

1.6.3 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, dmuenrolment@brock.dk

1.6.4 Teaching and Learning facilities

All De Montfort University Programmes at Niels Brock Copenhagen Business College are accommodated in the Bispetorvet 1-3 building.

The building is 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 center

- Auditorium
- Meeting rooms (available on request)

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

1.6.5 IT platforms – MyDMU, University Email Account, Campus Nexus schedule, Moodle and Blackboard



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:

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

Campus Nexus schedule programme



Students will be provided with your timetable at the beginning of each semester. A personalised and updated timetable is readily available at [Campus Nexus](#). 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 Campus Nexus account and email regularly.**

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.

Blackboard

Blackboard is the university's Virtual Learning Environment. You will use Blackboard as an integral part of the teaching and learning experience throughout your time at DMU. Almost all of your modules will have a Blackboard 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 Blackboard 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, Blackboard, NB student email and file storage.

1.6.6 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.

1.6.7 Library

The Niels Brock Library

The Niels Brock Business Library is located at Bispetorvet 1-3, ground floor. In addition to books for reference and loan the library provides resources such as access to databases, journals, etc.

In addition to the library facilities at Niels Brock, De Montfort University programme students have access to research libraries at Copenhagen Business School, universities and all public libraries in Denmark.

Library Services and facilities

Library staff can offer assistance with using library facilities, basic IT advice and advice about how to access online resources.

- Total NB stock numbers: 1,837
- Number of current journals in the subject area:
- in paper format + 1000 via EBSCO Business Source Elite

All mandatory titles are available and recommended further readings are procured based on consultations with the DMU Programme Leader in collaboration between selected recommended further readings.

In case of not being able to provide direct access to materials, the NB librarian will advise the student on how and where to access the materials. (Please note that the Danish State offers all citizens and students free access to all academic and public libraries throughout Denmark.)

Library main opening hours: Bispetovet 1-3, 10am-5pm (Mondays, Wednesdays and Thursdays);

Library services may be made available outside main opening hours, e.g. by the NB librarian providing service on student location.

Loan entitlement (how many books and for how long)

There is no limit to the number of titles to be borrowed for one month.

DMU Library Databases

All DMU students enrolled at NB have full access to DMU electronic resources including e.g. Business Source Complete holding 8350 journals.

Online access

- **Library Search:** Perform a one-stop search of all print and online content subscribed by the library (books, journal articles, newspapers, multimedia etc). Searches can be filtered to particular material types and full-text access only.
- **Online Library Catalogue:** Find books, journal titles and DVDs.
- **Online Databases:** Search for journal articles and other material relevant to broad subject areas. Where available, links are provided to full-text documents.
- **DMU Resource Lists via Blackboard:** Access an online version of your reading list (where available) with real time loan information and links to online material. Access your list via your Blackboard programme and module shells or via the library website.

All search tools can be accessed via the relevant Subject Guide

<https://libguides.library.dmu.ac.uk/navguides/subject>

Accessing material

Your **single sign-on** username and password allows access to library and university functions, including: DMU student email account; Blackboard; computing services; and e-books, e-journals and databases. 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.



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 *Blackboard* 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.

1.6.8 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 Student Affairs Coordinator, Lisbeth Sivertsen at lsi@brock.dk

1.6.9 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.

1.6.10 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.



Visit www.demontfortsu.com for more information about events and support available through DSU.

1.6.11 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).

1.7 SECTION 2 – MANAGEMENT POLICIES

Overall responsibility for the supervision, co-ordination, development and management of the BSc Business Studies programme offered at Niels Brock Copenhagen Business College rests with the Head of Studies 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, Sudesh Sangray.

1.7.1 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.

1.7.2 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 is 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 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 BSc (Hons) Business Studies 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 BSc (Hons) Business Studies 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.

1.7.3 Programme Management, Copenhagen

Address: De Montfort University programmes at
Niels Brock Copenhagen Business College, Bispetorvet 1-3, DK-1167 Copenhagen K,
Denmark

<p>Charlotte Forsberg Pro Vice-Chancellor M: (+45) 2321 4554 E: cfo@brock.dk</p>	<p>Kathrine Lassen Dean of Academic Affairs T: (+45) 3341 9395 M : (+45) 2321 4546 E: kat@brock.dk</p>	<p>Raquel López Academic Student Affairs Counsellor T: (+45) 3341 9172 E: rlo@brock.dk</p> <p>Lisbeth Sivertsen Student Affairs Coordinator T: (+45) 3341 9335 E : lsi@brock.dk</p>	<p>Helle Thomson Programme Administrator T: (+45) 3341 9384 E: het@brock.dk</p> <p>Xia Wang Programme Administrator T: (+45) 3341 9527 E: xwa@brock.dk</p>
---	---	---	--

1.7.4 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.

1.7.5 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 a certain number of **credits**, usually **15** or **30**, 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.

For courses lasting more than one year, you have the opportunity to choose from any optional modules that you may have on your programme at re-enrolment (March of your first and second years - see next section for information). Some optional modules have **pre-requisites**; these are modules which you have to have studied to allow you to choose a particular module, e.g. you must have studied MARK1500 at Year One (level 4) to allow you to choose MARK2303 at Year two (level 5).



More information on the **modular system** can be found in the *Handbook and Regulations for Undergraduate Awards 2019/20* 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.

1.7.6 Re-enrolment

For courses of more than one year's duration, during **March** 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 year and generates the creation of your personal timetable for that year;
- ✓ 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 academic year, 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 in late February so students can get more guidance on picking their options before students complete the online re-enrolment process in early March 2020.



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 *Blackboard* and clicking on *My Communities, Faculty of Business and Law* then Re-enrolment.

1.7.7 Changing Modules/Programmes

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.

Changing programmes – to change your programme of study you must see your **Dean of Academic Affairs Kathrine Lassen** as soon as you have any doubts about your current programme.

Programme changes should be made as early in case the new programme contains different modules. In some cases an interruption of studies may be necessary until the start of the next academic year.

1.7.8 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 twice a year, June and September, 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.

1.7.9 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.

1.8 SECTION 3 – ASSESSMENT

1.8.1 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 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.

- 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:
 - Aims of the assignment;
 - Learning outcomes for the assignment ;
 - Timetable and programme of work, including submission deadline;
 - Marking criteria, i.e. how your work will be graded;
 - 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.

1.8.2 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.

1.8.3 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.

1.8.4 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%	Indicates that no fault can be found with the work other than very minor errors, for example typographical, or perhaps failure to satisfy the most challenging and exacting demands of the assessment.
80-89%	Indicates a very high level of understanding evidenced by an ability to engage critically and analytically with source material. Likely to exhibit independent lines of argument. Only minor errors or omissions.
70-79%	Judged to be very good, yet not outstanding. May contain minor errors or omissions. A well-developed response showing clear knowledge and the ability to interpret and/or apply that knowledge.
60-69%	Indicates a sound understanding of basic points and principles but with some failure to express or to apply them properly. Hence the answer is essentially correct, has some errors or omissions, and is not seriously flawed.
50-59%	Indicates a more limited understanding of basic points and principles, with significant errors and omissions. These errors and omissions, however, do not cast doubt on the basic level of understanding.
40-49%	Indicates questionable understanding of basic points and principles yet sufficient to show that learning outcomes have been achieved at a rudimentary level.
30-39%	Indicates an answer that shows only weakly developed elements of understanding. The learning outcomes have been insufficiently realised.
20-29%	Very little knowledge has been demonstrated and the presentation shows little coherence of material or argument.

0-19%

Only isolated or no knowledge displayed.

1.8.5 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 2019/20** which is found by logging into my.dmu.ac.uk and clicking on the DMU tab **or** go to the **Degree Classification** section on Blackboard/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, in which you have achieved final grades between 30-39% and thereby still get an Honours Degree.
If you achieve a compensated fail in up to either two 15 credit or one 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 resits.
3. If you do not satisfy the minimum award criteria as detailed above, you are entitled to resit failed modules (<40%) totalling 60 UK credits in any combination, e.g. one attempt at two 30 credit modules, or two attempts at one 30 credit module. One module attempt may consist of redoing failed coursework and/or retaking the exam.
4. When calculating your classification, your overall module mark will be capped at 40% (pass). Further reference is made to the Handbook above.
5. There is a 15-month time limit to complete any required assessment in order to pass overall.
6. The fee for restudying modules is DKK 11,000 for a 15 UK credit module, DKK 22,000 for a 30 UK credit module.
7. Students who have used up their resit options but have achieved a minimum of 60 UK credits in their final year may apply for a non-honours award.
8. Students who have been awarded a non-honours degree may return after three years to study the final year again (new full fee).
9. 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.)

1.8.6 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.

1.8.7 Notification of Provisional Marks

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

1.8.8 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.

1.8.9 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 Blackboard (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.

1.8.10 Coursework Deadlines



This section should be read in conjunction with the Handbook and Regulations for Undergraduate Awards 2019/2020: <https://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/scheme-and-regulations/scheme-regulations-homepage.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.

1.8.11 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.

1.8.12 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 Dean of Academic Affairs. In such circumstances, you must submit a '**Request for Extension to Coursework**' form. You can collect this form from the Dean of Academic Affairs up to the date of the assessment (coursework deadline, exam sitting or presentation day). 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 14 days**.

1.8.13 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.).


1.8.14 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.

1.8.15 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

1.8.16 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.

1.8.17 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.

1.8.18 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

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.

1.8.19 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.

1.8.20 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 *Blackboard* (Bb). The implications of this are as follows.

When students upload their work into Bb it will also be sent to the Turnitin service for comparison; Staff can then check for plagiarism by viewing originality reports through Blackboard;

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 Blackboard clicking on My Communities, Faculty of Business and Law and Programme Handbooks.

1.8.21 Referencing in Coursework

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

- 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.

- **Correct 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>
- Good academic writing: <http://www.dmu.ac.uk/dmu-students/student-resources/dmu-library/academic-writing.aspx>



Log in to *Blackboard* and click on *My Communities, Faculty of Business and Law and 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.

1.9 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.
 - 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.
 - 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. BlackBoard/Moodle)
 - Tutors will not respond to “high volume” e-mails – for example, draft reports, chapters of reports or final assignments delivered in electronic format.

- 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.
- Tutors retain the right to terminate protracted and unproductive exchange of e-mails.
- 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.

1.10 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.

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

1.... change your address or work place

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

2.... are ill or there are other circumstances affecting your attendance or coursework

Report the illness or other circumstances to the Dean of Academic Affairs and any teachers concerned.

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.

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

Contact the Student Affairs Counsellor.

4.... 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.

5.... 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 time-frame, but all other assignments are generally given on a once-only basis. If you pass the module overall, redoing any failed components becomes irrelevant.

6.... 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.

7.... 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.

8.... have any personal problems

Don't give up! Use your new network

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.

1.12 SECTION 7 – SCHOLARSHIPS

For further information please visit the CBS website at <https://copenhagenbusinesscollege.com>